

RESOLUTION

SEASONAL POLICE DEPARTMENT ASSISTANT

WHEREAS, Police Chief Nick Reimer submitted a request for the addition of a Seasonal Police Department Assistant to alleviate administrative tasks currently being handled by the Detectives and other full-time employees; and

WHEREAS, due to the numerous retirements and increased separations being seen at the Police Department, there is a greater need for someone with past law enforcement experience to do time consuming background checks on new hire candidates and perform additional duties such as evidence processing, reviewing jail calls, video surveillance and related police tasks as needed; and

WHEREAS, at a meeting held on March 7th, 2022, the Personnel Committee approved the addition of a Seasonal Police Department Assistant position and new job description and pay recommendation.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Manitowoc to approve the addition of a Seasonal Police Department Assistant position and new job description, as a seasonal, non-exempt and as needed basis position, according to the Employee Policy Manual, Seasonal Employment Policy and the Mayor’s adopted 2022 Executive Budget.

INTRODUCED _____ ADOPTED _____

Justin M. Nickels APPROVED _____

This Resolution was drafted by Kathleen M. McDaniel, City Attorney

Fiscal Impact: Anticipated annual cost of \$10,100 for salaries and benefits if maximum 600 hours incurred and max rate of pay offered. Cost offset with vacant position savings within Police Department for 2022.
Funding Source: 1100-22100; 2022 Budget – Police Department Salaries
Finance Director Approval: /SMA
Approved as to form: /kmm