DATE: December 5, 2022
TO: Personnel Committee
FROM: Nick Reimer, Chief of Police
RE: New Job Description - Police

As a part of the 2023 budget planning process, we have eliminated one of our two Community Service Worker (CSW) positions and added a Community Service Worker Supervisor/Fleet Maintenance Position. We have created a job description for the CSW Supervisor/Fleet Maintenance position that we would like approved by the Personnel Committee.

The Police Department fleet consists of 13 marked squads with massive amounts of equipment in each squad to maintain and organize (such as lights, sirens, radios, rifle mounts, computers and mounts, cameras, ballistic shields and helmets, brooms, shovels, GPS, stop sticks, life preservers, PBTs, traffic cones, and AEDs to name a few pieces of equipment). Additionally, we have 11 unmarked vehicles (parking enforcement, detectives, crime prevention, etc.) we maintain and one Harley Davidson Motorcycle.

This position, on top of doing CSW duties and CSW Supervision/Training will manage squad inventories, squad change overs, and perform routine maintenance such as plugging tires, changing light bulbs, fixing seats, fabricating brackets, etc. Routine oil changes and engine repairs on squads will continue to be done by DPW or local auto mechanics when necessary.

This position will save valuable time by not having to transport squads to DPW to make minor repairs and do maintenance. Rather, those tasks will be done right at the Police Department. Often times, we have had to drop off vehicles at DPW to perform these tasks and this requires two employees to get this done.

This position will be responsible for training new CSWs and CSW Interns. Additionally, this position will be responsible for ensuring CSWs and CSW Interns properly do their assigned tasks.

New job descriptions require Personnel and Council approval. The job description is attached and is recommended for approval.

Thank you.

Nick Reimer
Chief of Police