



# POLICE DEPARTMENT

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RUSSELL P. JACK

Chief of Police

January 25, 2018

Alderman Joe Pieper  
Finance Committee  
201 Delafield Street  
Waukesha, WI 53188

Subject: Police Department Quarterly Overtime Report

Dear Chairman Pieper:

The members of the Finance Committee have requested quarterly updates regarding the Department's overtime expenditures. The daily operations of the Police Department budget are designed to minimize overtime while maintaining minimum staffing levels. A significant portion of our overtime is the result of minimum staffing.

The staffing levels have been reevaluated and are deemed necessary to maintain the safety of the citizens of Waukesha and the officers. The shortages are mainly caused by necessary events due to state law, federal law and contractual language. These include but are not limited to the Family Medical Leave Act, military leave and sick leave.

Following are the overtime budgets in the Police Department, along with a description of the overtime usage in the various divisions.

<b><u>Division (ORG)</u></b>	<b><u>Description</u></b>
Admin (2110)	This overtime is for the Administrative Assistant to the Chief of Police and the duties that encumber overtime are: payroll responsibilities (Kronos), PFC meetings, and other administrative tasks and responsibilities.
Patrol (2130)	The main duties that encumber overtime are: shift shortages, priority 1 reports, late calls that extend past shift, courtroom appearances, and Tactical Unit responses.
CID (2140)	The main duties that encumber overtime are: priority 1 reports, investigations that extend past duty shift, and courtroom appearances.
Support Services (2150)	The main duties that encumber overtime are: callback for processing major crime scenes, investigations that extend past duty shift, and



courtroom appearances.

Dispatch (2151)

The duties that encumber overtime are: shift shortages and communications training officer (CTO) responsibilities.

The below chart shows the overtime numbers in each of the divisions as compared to the budgeted amounts, as well as a comparison to last year's overtime amounts.

<b>Division</b>	<b>Actual '17</b>	<b>Budget '17</b>	<b>Actual '16</b>	<b>Budget '16</b>
Admin	\$0	\$,7000	\$6,383	\$7,000
Patrol	\$334,483	\$363,000	\$245,060	\$400,000
CID	\$82,179	\$80,000	\$85,496	\$80,000
Support Services	\$13,455	\$11,694	\$14,767	\$11,694
Dispatch	\$109,881	\$50,000	\$102,695	\$40,000

*Numbers were taken from Munis on 01/25/18*

No overtime has been used in the "Admin" account in 2017, nor will any be spent out of this account. This overtime was for the former Administrative Assistant position, who was eligible for paid overtime. Based on the compensation/classification study the position was classified as Officer Manager, which is an exempt position and not eligible for overtime. No money was requested for this account in 2018.

Dispatch is our only overtime account that was significantly over budget. We had a dispatcher retire on March 1, 2017. We replaced him and the dispatcher that replaced him resigned during her probationary period. We hired another dispatcher on September 18, 2017. She has recently completed her training and now counts toward minimum staffing. Also, several dispatchers have used significant and extended FMLA in 2017, which creates a substantial amount of overtime.

We will continue to monitor overtime, implement creative strategies to reduce overtime, and evaluate staffing levels to minimize overtime throughout the Department.

If you have any additional questions or concerns regarding this matter, please feel free to contact me at (262) 524-3761.

Sincerely,

Russell P. Jack  
Chief of Police  
Waukesha Police Department

