



POLICE DEPARTMENT

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RUSSELL P. JACK

Chief of Police

October 18, 2016

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.

<u>Division (ORG)</u>	<u>Description</u>
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.

Division	Actual '16	Budget '16	Actual '15	Budget '15
Admin*	\$6,032	\$7,000	\$6,985	\$7,000
Patrol	\$184,248	\$400,000	\$385,394	\$350,000
CID	\$56,703	\$80,000	\$70,525	\$80,000
Support Services	\$10,364	\$11,694	\$15,435	\$11,693
Dispatch	\$68,027	\$40,000	\$94,316	\$30,000

Numbers were taken from Munis on 9/30/16

Our one overtime account that is over budget is dispatch. We are currently two dispatchers short due to a recent resignation and another probationary dispatcher not successfully completing field training. Both replacements start on November 7th. Upon successful completion they will count toward minimum staffing.

Patrol overtime is the lowest it has been for a long time. A large percentage of our overtime budget is for minimum staffing. We have been able to maintain staffing due to the low number of retirements and resignations, along with relatively few long-term injuries. Also, we have had less political visits than expected during a presidential election year.

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