



**CITY OF STURGEON BAY
PERSONNEL COMMITTEE
Wednesday, May 19, 2021
Council Chambers - 421 Michigan Street, Sturgeon Bay
2:00 p.m.**

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Creation of Assistant Chief of Police position.
4. Adjourn.

Personnel Committee Members:
Dan Williams, Chr.
J. Spencer Gustafson, Vice Chr.
Dennis Statz

Posted:

Date: 5/12/2021
Time: 9:00 a.m.
By: SLR

EXECUTIVE SUMMARY

TITLE: Creation of Assistant Chief of Police

BACKGROUND: This new position will replace a void that was created in the Police Department administration in October of 2020. Under the current Police Department command structure, we have a Chief, Captain and Lieutenant Investigator in our administrative ranks. During the past decade, the Lieutenant Investigator position transformed from the Department investigator to an administrative position. Lieutenant is the supervisor for both patrol and investigation division of the Police Department. In 2019, the City of Sturgeon Bay had Public Administration Associates, LLC conduct a wage and compensation study. During that study, it was found that our comparable Lieutenant position was similar to our Sergeant position. Sturgeon Bay Police Department Lieutenant responsibilities were more closely represented in the comparable departments as Captain or Assistant Chief. This made it difficult to formulate an accurate pay scale for our Lieutenant position.

As a result of my promotion from Lieutenant Investigator to Chief, we are given an opportunity to correct our administrative titles for the Department. To keep with the hierarchy of police command I am asking we create a new position, Assistant Chief of Police. The Assistant Chief responsibilities will include many of the current Captain responsibilities, while also taking on additional tasks (see attached). The main focus of the Assistant Chief will be to ensure all employees comply to the mandatory training requirements, provide officers with proper and updated equipment, serve as the media relations officer, handle all open record requests, internal investigation coordinator, grant writer, and know all operating functions of the Police Department so he/she can assume command in the Chief's absence.

The Captain position will assume the current Lieutenant job responsibilities (see attached). As stated earlier, our current Lieutenant's position was more closely represented to comparable departments as a Captain or Assistant Chief. With the creation of an Assistant Chief position, we will be able to adjust job responsibilities between the Assistant Chief and Captain to align with other comparable departments. As a result, both the Assistant Chief and Captain will have new job responsibilities.

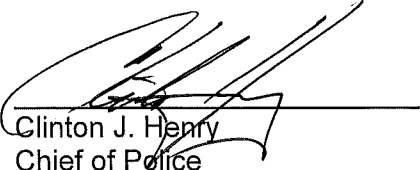
If approved, the new police administrative structure for Sturgeon Bay will be: Chief, Assistant Chief and Captain


FISCAL IMPACT: Public Administration Associates, LLC conducted a wage study using comparable departments to determine the wage scale for an Assistant Chief Position (see attached). The budget of the Police Department will be impacted with the creation of this position; using the provided scale from PAA (Table 2), the approximate increase would be 5 percent from Captain to Assistant Chief and approximately an 11 percent increase from Lieutenant to Captain. Using the midpoint on Sturgeon Bay's 2021 wage scale, the estimated financial impact on this year's budget for the Assistant Chief

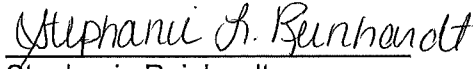
position would range from \$0 to \$7,436.00 (calculations are based on a 7-month impact as the open administrative position has not been filled). Estimated impact for 2022 budget using the midpoint for both the Assistant Chief and Captain position would increase police department budget by \$13,129.87 (estimate based on a salary increase of 3% for 2022).

OPTIONS: Approve all, none or a portion the proposed Assistant Chief position.

RECOMMENDATIONS: Recommend the Personnel Committee adopt the new administrative command structure for the Sturgeon Bay Police Department.

PREPARED BY:  4-14-21
Clinton J. Henry Date
Chief of Police

REVIEWED BY:  4/14/21
Val Clarizio Date
Finance Director/City Treasurer

REVIEWED BY:  4/16/2021
Stephanie Reinhardt Date
City Clerk/Human Resources Director

APPROVED BY:  4/16/21
Josh VanLieshout Date
City Administrator

Sturgeon Bay Police Department

Assistant Chief of Police Job Description

Unless otherwise stated, all duties, responsibilities, and qualifications stated herein are essential functions of this position. This position shall be reviewed and evaluated on a regular basis, by the Chief of Police.

Supervisor: Chief of Police

GENERAL STATEMENT OF DUTIES

The primary function of the Assistant Chief of Police is to protect lives and property within the City of Sturgeon Bay by performing work directly related to the management and general operations of the Police Department. The Assistant Chief is the assistant manager of all police operations and is primarily responsible for formulating, establishing and implementing policies, assisting with the management of finance, and coordinating the use of all available resources in a manner that provides stability to the department and thus, protection to the citizens and property it serves. The Assistant Chief of Police is "Second in Command" of the Sturgeon Bay Police Department, and answers directly to the Chief of Police. In the absence of the Chief of Police, the Assistant Chief shall assume command of the entire department operations as Acting Chief. The Assistant Chief must be in regular emergency contact with the department and Chief of Police, and shall carry a department issued cell phone at all times both on duty and off duty.

DUTIES AND RESPONSIBILITIES

The following duties are normal for this position and shall be directed by the Chief of Police. These are not to be construed as exclusive or all inclusive; other duties may be required or assigned by the Chief of Police. The Assistant Chief of Police performs specialized work directly related to the management and general operations of the Police Department, which requires the ability to exercise independent judgment, initiative and discretion based upon knowledge of the laws of the State of Wisconsin, as well as administrative and legislative policies and ordinances of the City of Sturgeon Bay. The Assistant Chief of Police also undertakes major assignments, including short and long-term projects, and accepts additional responsibilities as directed by the Chief of Police. The work performed by the Assistant Chief will affect the operation of the Police Department to a substantial degree, and will require the Assistant Chief to exercise his/her discretion and independent judgment.

1. Shall actively support and ensure compliance with the mission, policies, procedures, programs, objectives, philosophies and vision of the Sturgeon Bay Police Department. Shall promote departmental conduct based on a philosophy of "Professional and Ethical" standards, set by the law enforcement community.
2. Supervises, coaches, trains and motivates staff; coordinates and/or provides staff training; manages the employment and hiring process and employee relations for assigned area. Assures all officers are qualified and obtain any certifications required by local, state or federal law. Ensures that all employees comply with required training. Manage the training function of the department to ensure that adequate and efficient training is provided to all department staff.

3. Assists with the planning and implementation of Police Department programs, ensuring that all equipment necessary to the successful functioning of such programs is available to appropriate personnel.
4. Reviews and approves purchases and payments according to established policies and practices; makes recommendations and forecasts for future funds needed for staffing, equipment, materials, supplies, and assists in the development of the annual budget proposals.
5. Shall issue instructions, directions, directives, memorandums, orders, etc., to coordinate the activities of subordinates to ensure efficiency, effectiveness and quality of service. Performs performance appraisals of subordinate personnel.
6. Shall serve as the Police Department's public information officer and media relations officer developing a positive relationship with the local and regional media, and routinely providing press releases and incident investigation information to all media outlets.
7. Shall be responsible for processing open records requests in accordance with City Policy to include state and federal laws.
8. The Assistant Chief shall have the authority to recommend the hiring, promotion, transfer, discipline, termination or discharge of employees.

This includes the authority to conduct internal investigations, handle citizen complaints, make necessary and appropriate disciplinary recommendations regarding personnel matters, and the authority to initiate, recommend and administer corrective and/or disciplinary action involving subordinate employees, consistent with department policy.

9. Shall conduct internal investigations and citizen complaints against Sturgeon Bay Police Department personnel, and serve as the internal investigation coordinator.
10. Prepares and reviews operational and administrative reports for the Chief of Police.
11. Supervises the maintenance of records regarding arrests, investigations, and other police matters. Serves as the custodian for all video and audio files.
12. Responsible for seeking grants on behalf of the Police Department, and for administration of those grants for which the department receives.
13. Supervises criminal investigations as needed.
14. Serves as the incident commander at emergencies within the city, or where city representation is required as requested by the Chief of Police.
15. The Assistant Chief shall represent the Sturgeon Bay Police Department as a 'liaison' at various meetings and community functions. These meetings would include those associated with law enforcement agencies, Public Safety, City Council, Sturgeon Bay School and any other civic and/or public group approved and/or requested by the Chief of Police. The Assistant Chief maintains regular communication with the Chief of Police regarding department activity.
16. Shall coordinate operations with federal, state and local agencies when applicable.

17. The Assistant Chief is a sworn police officer and shall take enforcement action when required. Operates a motor vehicle in all environmental conditions and, on occasion, operates the vehicle at high speeds and in congested traffic situations.
18. Shall enforce all local ordinances, state laws, and applicable federal laws impartially within appropriate jurisdiction and in accordance with departmental policy and procedure guidelines,
19. Shall support the Constitution of the United States, the Constitution of the State of Wisconsin, and the ordinance/laws, and/or charter of the City of Sturgeon Bay.
20. Shall attend department required training and maintain a minimum of 24 hours of approved training per year.
21. Shall perform any and all other duties as assigned by the Chief of Police.

KNOWLEDGE AND ABILITIES

1. Working knowledge of departmental policies, procedures, rules and regulations.
2. Working knowledge of the application of criminal civil law as they relate to the law enforcement function.
3. Ability to supervise and motivate others.
4. Ability to maintain an effective working relationship with the Chief, Public Safety Committee, City Administrator and all other department employees.

QUALIFICATIONS

1. Bachelor's degree in criminal justice, management or related field is preferred or an equivalent combination of education, training and experience.
2. Minimum of seven years of police experience with at least two years in a supervisory or management capacity, with specific experience in leadership.
3. Must possess a valid Wisconsin Driver's License within 30 days.
4. Must possess Law Enforcement Certification granted by the Wisconsin Law Enforcement Training & Standards Board.

Sturgeon Bay Police Department

Captain Job Description

Unless otherwise stated, all duties, responsibilities, and qualifications stated herein are essential functions of this position. This position shall be reviewed and evaluated on a regular basis by the Chief of Police.

Supervisor: Chief of Police, Assistant Chief of Police

GENERAL STATEMENT OF DUTIES

Under the general direction of the Chief of Police, the Police Captain is responsible for the daily operations of the Sturgeon Bay Police Department. The Police Captain is "Third in Command" of the Sturgeon Bay Police Department and answers directly to the Assistant Chief of Police. In the absence of the Chief of Police and Assistant Chief, the Captain shall assume command of the entire department operating as Acting Chief. The Captain must be in regular emergency contact with the department and Chief of Police, and shall carry a department issued cell phone at all times both on duty and off duty.

DUTIES AND RESPONSIBILITIES

The following duties are normal for this position and shall be directed by the Chief of Police. These are not to be construed as exclusive or all inclusive; other duties may be required or assigned by the Chief of Police.

1. Shall actively support and ensure compliance with the mission, policies, procedures, programs, objectives, philosophies, and vision of the Sturgeon Bay Police Department. Shall promote departmental conduct based on a philosophy of "Professional and Ethical" standards, set by the law enforcement community.
2. Shall direct the day to day department patrol and investigative activities of subordinates and provide for the direct supervision and evaluation of subordinates. This includes all special operational teams.
3. Shall direct and assign the work force and be responsible for scheduling. This includes the review and evaluation of daily reports, daily logs, daily activity complaint cards, and the assignment of appropriate and applicable follow up. The Captain shall keep the Chief informed on assigned follow up, and on the status of pending cases. The Captain ensures that all reports are forwarded in a timely manner to their proper destination.
4. Shall be responsible for the supervision, direction, evaluation, and coordination of all sworn personnel of the Sturgeon Bay Police Department. Shall issue instructions, directions, directives, memorandums, orders, etc., to coordinate the activities of subordinates to ensure efficiency, effectiveness, and quality of service.
5. Shall have the authority to recommend discipline, termination or discharge of employees. This includes the authority to conduct internal investigations, handle citizen complaints, make necessary and appropriate disciplinary recommendations regarding personnel matters, and the authority to initiate, recommend and administer corrective and/or disciplinary action involving subordinate employees, consistent with department policy.

6. Shall assist the Chief of Police and Assistant Chief of Police with internal investigations and citizen complaints against Sturgeon Bay Police Department personnel.
7. Under the direction of the Chief of Police shall:
 - a) Create personnel training criteria and guidelines
 - b) Make recommendations regarding policies, budgets, equipment and personnel requirements
 - c) Be responsible for the dissemination of information within the department
 - d) Identify work conditions which need improvement
 - e) Promote "teamwork" and a "continuous improvement" initiative
 - f) Assist with the development, implementation, and coordination of community policing initiatives
 - g) Be the primary liaison between the department and Human Services, District Attorney, area schools, courts, and etc.
8. Shall be the evidence custodian for the Sturgeon Bay Police Department.
9. Shall be the main Record Management file system coordinator. This includes all issues relating to the record management system and all associated training.
10. Manages and directs all special events requiring police service within the City as needed.
11. The Captain is a sworn police officer and shall take enforcement action when required. Operates a motor vehicle in all environmental conditions and, on occasion, operates the vehicle at high speeds and in congested traffic situations.
12. Shall coordinate operations with federal, state and local agencies when applicable.
13. The Captain is a sworn police officer and shall take enforcement action when required.
14. Shall be responsible for all repairs/maintenance of department vehicles and vehicle equipment.
15. Shall enforce all local ordinances, state laws, and applicable federal laws impartially within appropriate jurisdiction and in accordance with departmental policy and procedure guidelines.
16. Shall support the Constitution of the United States, the Constitution of the State of Wisconsin, and the ordinance/laws, and/or charter of the City of Sturgeon Bay.
17. Shall attend department required training and maintain a minimum of 24 hours of approved training per year.
18. Shall perform any and all other duties as assigned by the Chief of Police.

KNOWLEDGE AND ABILITIES

1. Working knowledge of departmental policies, procedures, rules and regulations.
2. Working knowledge of the application of criminal civil law as they relate to the law enforcement function.
3. Ability to supervise and motivate others.
4. Ability to maintain an effective working relationship with the Chief, Public Safety Committee, City Administrator, and all other department employees.

QUALIFICATIONS

1. Bachelor's degree in criminal justice, management or related field is preferred or an equivalent combination of education, training and experience.
2. Minimum of seven years of police experience with at least two years in a supervisory or management capacity with specific experience in leadership.
3. Must possess a valid Wisconsin Driver's License within 30 days.
4. Must possess Law Enforcement Certification granted by the Wisconsin Law Enforcement Training & Standards Board.

Sturgeon Bay Police Department

Lieutenant Job Description

Unless otherwise stated, all duties, responsibilities, and qualifications stated herein are essential functions of this position. This position shall be reviewed and evaluated on a regular basis, by the Chief of Police.

Supervisor: Chief of Police, Captain of Police

GENERAL STATEMENT OF DUTIES

Under the general direction of the Chief of Police, the Police Lieutenant is responsible for the daily operations of the Sturgeon Bay Police Department. The Police Lieutenant is "Third in Command" of the Sturgeon Bay Police Department and answers directly to the Chief of Police. In the absence of the Chief of Police and Captain, the Lieutenant shall assume command of the entire department operation as Acting Chief. The Lieutenant must be in regular emergency contact with the department and Chief of Police and shall carry a department issued cell phone at all times both on duty and off duty.

DUTIES AND RESPONSIBILITIES

The following duties are normal for this position and shall be directed by the Chief of Police. These are not to be construed as exclusive or all inclusive; other duties may be required or assigned by the Chief of Police.

1. Shall actively support and ensure compliance with the mission, policies, procedures, programs, objectives, philosophies, and vision of the Sturgeon Bay Police Department. Shall promote departmental conduct based on a philosophy of "Profession and Ethical" standards, set by the law enforcement community.
2. Shall direct the day to day department patrol and investigative activities of subordinates and provide for the direct supervision and evaluation of subordinates.
3. Shall direct and assign the work force. This includes the review, and evaluation of daily reports, daily logs, and daily activity complaint cards, and the assignment of appropriate and applicable follow up. The Lieutenant shall keep the Chief informed on assigned follow up and on the status of pending cases. The Lieutenant ensures that all reports are forwarded in a timely manner to their proper destination.
4. Shall be responsible for the supervision, direction, evaluation, and coordination of all sworn personnel of the Sturgeon Bay Police Department. Shall issue instructions, directions, directives, memorandums, orders, etc., to coordinate the activities of subordinates to ensure efficiency, effectiveness, and quality of service.
5. The Lieutenant shall have the authority to recommend the hiring, promotion, transfer, discipline, termination or discharge of employees.

This includes the authority to conduct internal investigations, handle citizen complaints, make necessary and appropriate disciplinary recommendations regarding personnel matters, and the

authority to initiate, recommend and administer corrective and/or disciplinary action involving subordinate employees, consistent with department policy.

6. Shall assist the Chief of Police with internal investigations and citizen complaints against Sturgeon Bay Police Department personnel.
7. Under the direction of the Chief of Police shall:
 - a) Create personnel training criteria and guidelines
 - b) Make recommendations regarding policies, budgets, equipment and personnel requirements
 - c) Be responsible for the dissemination of information within the department
 - d) Identify work conditions which need improvement
 - e) Promote "teamwork" and a "continuous improvement" initiative
 - f) Assist with the development, implementation, and coordination of community policing initiatives
8. Shall maintain records on training & firearms qualifications.
9. The Lieutenant shall represent the Sturgeon Bay Police Department as a 'liaison' at various meetings and community functions. These meetings would include those associated with law enforcement agencies, Public Safety, City Council, Sturgeon Bay School, and any other civic and/or public group approved and/or requested by the Chief of Police. The Lieutenant maintains regular communication with the Chief of Police regarding department activity.
10. Shall coordinate operations with federal, state and local agencies when applicable.
11. The Lieutenant is a sworn police officer and shall take enforcement action when required.
12. Shall enforce all local ordinances, state laws, and applicable federal laws impartially within appropriate jurisdiction and in accordance with departmental policy and procedure guidelines,
13. Shall support the Constitution of the United States, the Constitution of the State of Wisconsin, and the Ordinance/laws, and/or Charter of the City of Sturgeon Bay.
14. Shall attend department required training and maintain a minimum of 30 hours of approved supervisory training per year.
15. Shall perform any and all other duties as assigned by the Chief of Police.

KNOWLEDGE AND ABILITIES

1. Working knowledge of departmental policies, procedures, rules and regulations.
2. Working knowledge of the application of criminal civil law as they relate to the law enforcement function.
3. Ability to supervise and motivate others.

4. Ability to maintain an effective working relationship with Chief, Public Safety Committee, City Administrator, and all other department employees.

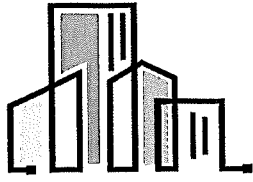
QUALIFICATIONS

1. Associate Degree or 60 college credits at the time of the posting required: Bachelor's degree in criminal justice, management or related field is preferred.
2. Hold the rank of Sergeant with the Sturgeon Bay Police Department at the time of the posting, with a minimum of three (3) years' experience at the rank of Sergeant at the time of the appointment:

OR

Minimum 7 years work experience as a full time law enforcement officer with the Sturgeon Bay Police Department.

3. Supervisory experience preferred.
4. Must possess a valid Wisconsin Driver's License.
5. Must possess Law Enforcement Certification granted by the Wisconsin Law Enforcement Training & Standards Board.



Public Administration Associates, LLC

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 Greenville, WI 54942
 920-740-8804
 dtebo.wi2@gmail.com

TO: City of Sturgeon Bay Administrative Team
 FROM: Dave Tebo and Kevin Brunner, PAA
 RE: Assistant Police Chief Wage Scale
 DATE: February 22, 2021

We have followed the steps proposed in our scope of services agreement as delineated below:

- 1) Reviewed Sturgeon Bay's new job descriptions for Assistant Police Chief and Police Captain;
- 2) Reviewed police wage data and community responses from 2019 Wage and Comp Study done for Sturgeon Bay peer communities;
- 3) Determined that four peer communities (Cities of Waupun, Two Rivers, Kaukauna and Village of Little Chute) in the 2019 wage survey responded they had positions corresponding to an Assistant/Deputy Chief designation or job description;
- 4) Computed a midpoint and established a wage range for an Assistant Chief position utilizing the 2019 data with a 2% COLA for 2020, as recommended by PAA for Sturgeon Bay, and 1.5% COLA for 2021 (as per CPI) See Table 1 below;

Table 1: Proposed 2021 Wage Range for Sturgeon Bay Assistant Police Chief Position Assumptions: Based on 2019 data from similar positions in 4 peer communities adjusted for inflation-2% COLA for 2020, 1.5% for 2021			
Upper/Mid-Management 25-step (.80-1.2)	Assistant Police Chief	Police Chief	Police Captain
Step 1-Minimum	68,722	74,765	67,098
2	70,154	76,323	68,495
3	71,586	77,881	69,893
4	73,018	79,440	71,291
5	74,450	80,998	72,688
6	75,882	82,556	74,086
7	77,314	84,114	75,484
8	78,746	85,672	76,881
9	80,178	87,230	78,279
10	81,610	88,788	79,677
11	83,042	90,346	81,074
12	84,474	91,905	82,472
Step 13-Midpoint	85,906	93,463	83,870
14	87,338	95,021	85,267
15	88,770	96,579	86,665
16	90,202	98,137	88,063
17	91,634	99,695	89,460
18	93,066	101,253	90,858
19	94,498	102,812	92,256
20	95,930	104,370	93,653
21	97,362	105,928	95,051
22	98,794	107,486	96,449
23	100,226	109,044	97,846
24	101,658	110,602	99,244
Step 25-Maximum	103,090	112,160	100,642

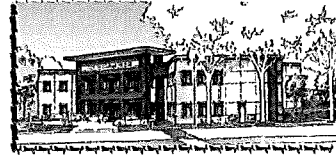
- 5) Researched other larger area communities that have Assistant Chief positions (i.e. DePere Neenah and Grand Chute) but large salary differences skewed the peer range data;
- 6) Observed that based on a small sample of peer communities a proposed wage range for Assistant Police Chief was likely to fall in between the originally established wage ranges for Police Chief and Police Captain positions from the 2019 study;
- 7) Based on peer community data, and review of new job descriptions, we recommend the Assistant Police Chief wage range for 2021 be established as shown in Table 2 below. These ranges are set from the 2019 wage/comp study data, with a 2% COLA for 2020, as recommended by PAA for Sturgeon Bay, and 1.5% COLA for 2021 (as per CPI). The Assistant Police Chief wage midpoint is equal distance between the Police Chief and Police Captain wage midpoint based on these assumptions.

Table 2: Proposed 2021 Wage Range for Sturgeon Bay Assistant Police Chief Position			
Assumption: Split the Difference Approach. To achieve a more consistent range separation, establish the Asst. Chief wage range exactly in-between the Chief and Captain ranges using 2019 Data from 14 peer communities adjusted for COLA (2% for 2020, 1.5% for 2021)			
Upper/Mid-Management 25-step (.80-1.2)	Police Chief	Assistant Police Chief	Police Captain
Step1-Minimum	74,765	70,934	67,098
2	76,323	72,412	68,495
3	77,881	73,890	69,893
4	79,440	75,368	71,291
5	80,998	76,846	72,688
6	82,556	78,324	74,086
7	84,114	79,802	75,484
8	85,672	81,280	76,881
9	87,230	82,758	78,279
10	88,788	84,236	79,677
11	90,346	85,714	81,074
12	91,905	87,192	82,472
Step 13-Midpoint	93,463	88,670	83,870
14	95,021	90,148	85,267
15	96,579	91,626	86,665
16	98,137	93,104	88,063
17	99,695	94,582	89,460
18	101,253	96,060	90,858
19	102,812	97,538	92,256
20	104,370	99,016	93,653
21	105,928	100,494	95,051
22	107,486	101,972	96,449
23	109,044	103,450	97,846
24	110,602	104,928	99,244
Step 25-Maximum	112,160	106,406	100,642

Should you have any questions, need further information, or a presentation about how we came up with the new Assistant Police Chief range for 2021, please contact Dave Tebo at 920-740-8804 or dtebo.wi2@gmail.com.



STURGEON BAY POLICE DEPARTMENT



The mission of the Sturgeon Bay Police Department is to serve, protect, and work in partnership with the community to ensure a safe, nurturing environment.

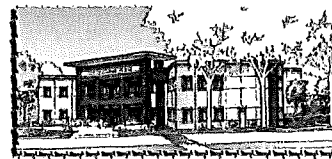
ASSISTANT CHIEF OF POLICE MAIN RESPONSIBILITIES

- Budget
- Public Information Officer (PIO)
- Squad Purchasing
- Firearm Purchasing
- Grant Writing
- Training requirements (to include in house training)
- Open Records Request
- Incident Based Reporting (IBR)
- Annual and Monthly Police Department Reports
- Oversee the Community Service Program
- Recruitment/Hiring Process
- Internal Investigation Coordinator
- Media Records Custodian
- Community Notifications
- Represent the Department in CORE Team Meetings
- Serves as the incident commander at emergencies within the City or where City representation is required, as request by the Chief of Police

*The above list is not all inclusive



STURGEON BAY POLICE DEPARTMENT



*The mission of the Sturgeon Bay Police Department is to serve, protect,
and work in partnership with the community to ensure a safe, nurturing environment.*

CAPTAIN OF POLICE MAIN RESPONSIBILITIES

- Oversee Patrol and Investigation Divisions
- Oversee All Special Operation Teams (Honor Guard, Dive, SWAT, Marine, etc.)
- Evidence Custodian
- Squad Maintenance
- Squad Equipment Maintenance and Service
- Coordinator of Department Website, Facebook, and other Social Media Posts
- Spillman Coordinator (responsible for all Spillman issues and training)
- Coordinator for E-referral
- Point of Contact for District Attorney's and Judge's Office
- Liaison for Human Services, Schools, Courts, and other Outside Agencies
- Special Events Coordinator for the Department
- Oversee the Cadet Program

*The above list is not all inclusive