



Middleton Public Safety FY27 Supplemental Budget Request

William Sampson, Police Chief

Douglas K. LeColst, Fire Chief

Hiring of Front Office Administrative Assistant

- The police and fire departments are looking to add one (1) Full-Time Administrative Assistant
 - Union position
 - Monday – Friday position
 - Help to meet growing needs of both departments



Generalized Tasks



- Maintain public relations (in-person and via telephone)
- Purchase and maintain office supplies for both departments
- Coordinate and update website information
- Collect and sort mail for both departments

Department Specific Task - Police

- Receive and process accident reports
- Receive and record firearms license applications
- Release towed vehicles
- Process solicitor registrations
- Process request for officer
- Answer general police questions (walk-ins)



Department Specific Task - Fire

- Coordinate basic medical care when needed (walk-in medicals)
- Assist with permitting questions
- Schedule 26F inspections
- Provide driving and on-campus directions to general public



Benefits of Creating this Position

Police	Fire
Scheduling (details, in-service training, court, specialized training)	Assist in drafting memos, directives, and policies
Crime and Accident Report review and management / NIBRS	Coordinate public events (tours and outreach programs)
Court paperwork prep and management	Schedule and plan SAFE events
Assist with LTC applications	Schedule and plan Senior Safe events
Additional billing responsibility ie DARE, SRO etc.	In-Depth work with building department for fire prevention activities
Grant writing (MSP, vests, Highway Safety)	
Assist with Accreditation process	

Allows current administrative assistants to focus on other tasks

Summary

- Position would help to streamline operations in new public safety building
- Would coincide with building design
- Allow customer to be greeted by a friendly face



Thank you

