



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

