City of Stoughton

Additional Staffing Request Form

General Information

Date:	August 17, 2023
Director:	Daniel Jenks
City Department:	Police Department
Requested Position Title:	Police Officer
Status:	☒ 40 Hours ☐ 30 Hours ☐ 24 Hours ☐ 22.5 Hours ☐ Other _____

Directions:

Before adding a new position to our budget, we need to justify the significant additional expense. Increasing headcount is an important and expensive decision that can only be funded with anticipated increased productivity, expense reduction, and/or additional revenues.

The Employee Cost Summary will be completed by the Director of Human Resources & Risk Management once this form is received.

Justification

Give a specific explanation regarding why the proposed position is critical to the operation of your department: Attach proposed or existing position description and organizational chart.
Stoughton's population, retail andf industrial growth coupled with evolving public safety needs are surpassing the staffing level needs of the police department. We are unable to provide requested service at times due to our call volume. We want to continue to promote a safe community.

Impact

If position is not approved, give specific departmental impact as well as impact to City services and other departments:
On a fairly regular basis, we are unable to provide requested services as our calls for service continue to grow. Emplyee motivation, satisfaction and performance could suffer. Retention may also be affected as would recruitment.

Alternatives

List alternatives to filling this position: Give specific alternatives, i.e., restructure – attach additional documents, if necessary.
Officers continue to work additional overtime. Community continues to ask for services (non-emergency) that we provide on a limited basis.

Submitted By

Director:
Daniel Jenks

Signature:	Click here to enter text.	**Date:** Click here to enter a date.

City of Stoughton

Additional Staffing Request Form

General Information

Date:	August 8, 2023
Director:	Daniel Jenks
City Department:	Police Department
Requested Position Title:	Dispatcher
Status:	☒ 40 Hours ☐ 30 Hours ☐ 24 Hours ☐ 22.5 Hours ☐ Other _____

Directions:

Before adding a new position to our budget, we need to justify the significant additional expense. Increasing headcount is an important and expensive decision that can only be funded with anticipated increased productivity, expense reduction, and/or additional revenues.

The Employee Cost Summary will be completed by the Director of Human Resources & Risk Management once this form is received.

Justification

Give a specific explanation regarding why the proposed position is critical to the operation of your department: Attach proposed or existing position description and organizational chart.

Our current dispatch staff remains numbered at five who provide 24/7 coverage throughout the year. We are finding it near impossible to hire part time dispatchers to help our staffing levels. Adding an additional dispatcher would allow us to schedule four dispatchers per day vs. three. One dispatcher could be off each day without the need for overtime. Hiring one additional dispatcher in lieu of hiring a permanent part time dispatcher. This means less forced overtime and paid time off being regularly approved. Dispatchers have been forced to work more shifts. Basded on 2023 through June, our five dispacthers have worked 579 hours of overtime costing the department over $21,000.

Impact

If position is not approved, give specific departmental impact as well as impact to City services and other departments:

Continued stress on our staff could create problems with retention and recruitment.

Alternatives

List alternatives to filling this position: Give specific alternatives, i.e., restructure – attach additional documents, if necessary.

Dispatchers continue to work overtime. Oten tmies the overtime is “forced” by our limited staffing.

Submitted By

Director:

Daniel Jenks		
Signature:	**Daniel Jenks**	**Date: 8/17/2023**