



Patrick S. Mitchell
Chief of Police

Robert Fletcher
Deputy Chief of Police

Christopher Marks
Deputy Chief of Police

MEMORANDUM

TO: Chief Patrick Mitchell
FROM: Deputy Chief Chris Marks
DATE: July 5th, 2023
SUBJECT: Community Service Officer Rates of Pay

Chief Mitchell,

The West Allis Police Department is allocated for 8 part-time Community Service Officers (CSO). Since the inception of the Community Service Officer Program, the Department has not had all 8 of these vacancies filled at one time. It remains the goal of the Department to fill all CSO positions for several reasons. Community Service Officers provide a valuable service to the City and Department.

The Community Service Officer Program is also designed to assist in the recruitment for the position of Police Officer. For years, the Law Enforcement profession has seen a national decline in applicants. Our Community Service Officer Program was originally designed to combat that, recruiting college students who are enrolled in Criminal Justice, Police Science, or a related law enforcement degree program at an accredited college or University who are actively pursuing a career as a sworn law enforcement officer. A West Allis CSO may be afforded an opportunity to transition to a sworn officer position with our Department, provided they meet the requirements for the position and receive a favorable letter of recommendation for appointment by the Captain of the Patrol Bureau.

According to City of West Allis Municipal Code (Salary Schedule), the current salary range for the CSO position is \$11.76 - \$14.71 per hour. Since its inception, we have routinely started CSO's at the \$11.76 rate of pay, providing them a pay increase after one year of service, and subsequent years. Other than Children's Program Care Provider and Library Page, the CSO position is the lowest paid part-time position in the City. Co-Op / Interns / Temporary Seasonal Laborers are paid at a higher starting rate. We currently have two CSO's who are being paid \$12.35 per hour. Since its inception, we've only had one CSO who was paid at the top of the pay range. This specific CSO was the first CSO we hired. She was paid \$15.08 upon her resignation. She was employed here for over three years at the time of her resignation in 2020 and was a City resident which afforded a pay increase incentive.

Although we do receive applications for the position of Community Service Officer, we have recently been faced with criticism for the amount of pay this position is afforded. On May 8th, 2023, the West Allis Police Department posted this position on social media during our recruitment process. One citizen commented that we need to seriously reevaluate the compensation. Current employees, recognizing the importance of this position and the intentions of the program, have provided the same feedback.

A cursory review of open-source information identified the following pay rates:

Department	Rate of Pay	Additional Comments
Waukesha Police Department	\$18.94 / hour	Part-time
Dodge County Sheriff's Office	\$15.68 / hour	Part-time
Greenfield Police Department	\$18.00 / hour	Part-time
Wauwatosa Police Department	\$16.00 / hour	Part-time
Appleton Police Department	\$14.94 - \$16.48 / hour	Part-time
Menasha Police Department	\$15.00 / hour	Part-time
Whitefish Bay Police Department	\$14.00 - \$18.00 / hour	Part-time
Eau Claire Police Department	\$22.12 - \$25.78 / hour	Full-time position but responsibilities consistent with WAPD CSO Program
West Bend Police Department	\$19.59 / hour	Full-time position but responsibilities consistent with WAPD CSO Program
Milwaukee County Zoo	\$16.03 - \$16.78 / hour	Seasonal security position

Since the inception of the Community Service Officer Program, the West Allis Police Department has transitioned 5 Community Service Officers to full-time, sworn Police Officers with our Department. This program does work; it has the potential to strengthen our recruitment if we continue to dedicate appropriate resources, funding and attention to it. Retention of police officers has not been a significant issue with our department; recruitment has.

The West Allis Police Department has experienced a decrease in police officer applicants over the past several years, not unlike many departments across the country. What makes our department somewhat unique is that we do have a Community Service Officer Program that many local police departments currently do not have. This is an opportunity of which we need to continue to take advantage, funding it appropriately in an effort to remain competitive in local recruitment.

Wisconsin Police Departments, especially those in Southeastern Wisconsin, are competing against each other for a much smaller pool of overall applicants than in years past. In their efforts to improve recruitment and hiring, many departments are exploring the implementation of a Community Service Officer Program similar to ours. As we are currently ahead of many departments in this capacity, it is incumbent upon us to remain competitive in this field and reach potential applicants at the earliest possible stage – while they are still fulfilling their educational requirements, if not sooner.

A review of our current compensation for the position of Part-Time Community Service Officer shows that we rank the lowest in hourly pay. This needs to change for the West Allis Police Department to remain competitive in recruitment.

If the Eau Claire Police Department, West Bend Police Department, and Milwaukee County Zoo are removed from the discussion (as their programs are full-time or seasonal positions), the average starting rate of pay among the remaining departments is \$16.08 per hour. To be competitive in the field of law enforcement, I am recommending a modification of the City's Salary Schedule documented in Municipal Code (paragraph 5) pursuant to the Community Service Officer position with a salary range of \$20 - \$25 per hour. The rate increase of 5% would still be in effect for employees who are City residents. The Police Department can absorb this increase within our budgetary means under 100-2012-521.12-01.

Respectfully,

Deputy Chief Marks
Support Services