



DEPARTMENT OF POLICE

Charles Padgett
Chief of Police

Robert Fletcher
Deputy Chief of Police

Christopher Botsch
Deputy Chief of Police

February 19, 2015

Board of Police and Fire Commissioners
West Allis, Wisconsin

RE: Transfer of Funds for Background Investigations

Dear Commissioners:

The West Allis Police Department's Criminal Investigations Bureau is tasked with completing detailed pre-employment background investigations for potential police and fire employees. When possible, these investigations are completed by on-duty detectives and absorbed into our routine operation.

At times, our Criminal Investigations Bureau is unable to complete these background investigations due to high priority, on-going criminal investigations, inadequate staffing, or a large number of candidates for employment.

When necessary, our department utilizes retired City of West Allis detectives to complete pre-employment background investigations on an as needed basis (provisional employee/part time). The retired detectives were previously trained in conducting pre-employment background investigations and did so as part of their assignment prior to retirement.

A pre-employment background investigation typically takes between 40-80 hours to complete when factoring the investigation itself, travel time to and from various locations, and report writing and paper work. If completed by a provisional employee (retired detective), the cost to complete a background investigation is typically \$800.00 to \$1,600.00.

Due to a background investigation being part of the hiring process, it was this administration understanding that the costs for the background investigators were billed to an account with the Police and Fire Commission. Upon further investigation, that is not the case. Records going back to 2012 show the pay for the background investigations completed by provisional employees are funded through Account #100-2106-521-12-01, which is a Crime Prevention Provisional/Part time/OT account.

With this new understanding, we now realize the police department has been entirely funding police and fire background investigations from an account that is not funded for this purpose.

In January of 2015, Fire Chief Bane requested we complete pre-employment background investigations for (5) firefighter candidates. Our current investigative staff is unable to accommodate this request; therefore, we would have these investigations completed by our

provisional employees (retired detectives). This will result in an approximate cost of \$4000.00 to \$8000.00.

On 02-02-15, this administration met with Mark Wyss and Kris Moen from the Finance Division to discuss this and other matters. After speaking to Mary Wyss about this, he is willing to look at other options to fund the background investigations moving forward. For the time being, he will present a proposal to the Common Council requesting to transfer \$5000.00 from the City's Contingency Fund into the Crime Prevention Provisional/Part time/OT Account #100-2106-521-12-01 for the purpose of funding the background investigations for the (5) fire candidates.

We are requesting your approval for this transfer to occur.

Sincerely,



Christopher Botsch
Deputy Chief of Police – Support Services

Formal Approval	Date
Donald R. Lehman - Acting President, Police and Fire Commission	2/12/15