CITY OF LAKE FOREST PARK
CITY COUNCIL
AGENDA COVER SHEET

Meeting Date	October 8, 2026
Originating Department	Human Resources (HR)
Contact Person	Shannon Moore, HR Director
Title	Reallocation of 1.0 FTE Support Service Officer Position.

Legislative History

- First Presentation: September 21, 2026 – City Council Committee of the Whole Meeting
- Second Presentation/Action: October 8, 2026 – City Council Regular Meeting

Attachments:

1. Transport Officer Job Description
2. Property & Evidence Technician Job Description

Executive Summary

Human Resources is seeking approval from City Council to reallocate the current vacant 1.0 FTE Support Services Officer position for the remainder of 2026 as follows:

a. *Transport Officer – 0.4 FTE*: Guild represented, civil-service, specially commissioned, non-benefit eligible position.
b. *Property and Evidence Technician – 0.6 FTE*: Guild represented, civilian, benefit-eligible position.

Background

The Police Department currently has a vacant 1.0 FTE Support Services Officer position. This position is represented by the Police Guild and is responsible for (1) the transport of detained individuals to and from court and (2) management of the Property and Evidence room and related duties.

The existing role requires distinct skillsets for prisoner transport and property/evidence management, making recruitment of qualified candidates difficult. While the role remains vacant, court transports are

being covered by overtime and reassignment of current Police staff. In addition, the Property and Evidence duties have been absorbed primarily by the Administrative Services Commander.

HR Director Moore and Command staff have evaluated the current 1.0 FTE vacancy and recommend reallocating the FTE into two specialized, part-time roles in order to best utilize our staffing resources and improve operational efficiencies:

- Transport Officer (0.4 FTE); and
- Property and Evidence Technician (0.6 FTE)

The Police Guild has been consulted and supports the proposed FTE restructuring.

Fiscal & Policy Implications

The 2026 salary step schedule will remain unchanged.

Alternatives

Options	***Results***
• Leave the Support Services Officer as a full-time 1.0 FTE	Time to fill the vacancy will extend, causing Department to continue covering duties with overtime and staffing reassignments. Risk of employee burnout and reliance on employee coverage while understaffed.
• Approve splitting the full-time Support Services Officer into two new part-time positions: o Transport Officer (0.4 FTE); and o Property and Evidence Technician (0.6 FTE)	Administration will move forward to post and fill both positions in 2026. Reduces overreliance on coverage strategies and related overtime costs.

Staff Recommendation

Wavie the three touches and approve the reallocation of the vacant 1.0 FTE Support Services Officer into the following two positions:

- Transport Officer (0.4 FTE); and
- Property and Evidence Technician (0.6 FTE)