
Meeting Date: January 06, 2025

Subject: Police Department Lobby Hours

Attachments: Resolution 2025-02; 2025 Proposed Police Department Lobby Schedule

Presented by: Joseph Mehline, Public Safety Director

Approved for Agenda by: Dan Ford, City Manager

Discussion:

At the December 9, 2024, City Council meeting, the 2025 Budget was adopted with employee layoffs, including downsizing our records staff from two (2) Records Specialists to one (1). The Records Department handles all lobby contacts, answers all incoming calls for the Police Department, processes background checks for Concealed Pistol Licenses, evidence intake, research, returns, and destruction, provides fingerprint services, enters and confirms warrants, stolen items, protection orders, and missing persons into ACCESS, processes and approves all incident reports and supplementals, responds to all public records requests submitted to the Police Department, handles WSP/FBI audits, and monthly statistical data to WASPC for NIBRS, and records retention.

The Records Specialists have processed the following for this year:

Concealed Pistol Licenses:	49
Warrant Entries:	394
Protection Order Entries:	119
Approvals for Incidents/Supplements:	8,522
Public Records Requests:	651
Evidence Intake:	451
Released:	77
Destroyed:	153
Sent to WSP Lab:	23

All duties have mandatory deadlines that must be met to comply with local, state, and federal regulations.

Limited hours for the lobby would allow the Lead Records Specialist to concentrate on completing required tasks, stay in compliance, and reduce the need for overtime. The Public Safety Administrative Assistant, in addition to her current duties for the Police and Fire Departments, would assist the Lead

Records Specialist with approvals, ACCESS entries, Concealed Pistol License background checks, receipting, and public disclosure.

Fiscal Impact: N/A

Recommendation: Approve Resolution 2025-02 Allowing limited lobby hours for the Police Department.

Alternatives: Maintain current lobby hours, increase overtime expenses, and not meet required deadlines.