

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis, Clerk-Treasurer

**Copy to:** Dustin Anderson, Town Manager

**Date:** June 20, 2022

**Re:** Ordinance 1870: Amendment #2 to 2022 Salary Ordinance

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Council adopted Ordinance 1854: Amendment #1 to the 2022 Salary Ordinance at the February 21, 2022 meeting. One of the Lieutenants recently retired from the Police Department creating a vacancy. The Police Department has taken the opportunity to review their needs and determined there is a better way to structure the administrative personnel within the department. Certain duties of the previous Lieutenant have been reassigned to another Lieutenant. That individual was responsible for the ongoing work to maintain the Commission on Accreditation for Law Enforcement Agencies (CALEA) accreditation. The Police Department is asking for a new position to be created that would be tasked with the CALEA work as well as handling public records requests. The Civilian Accreditation/Public Records Manager position would be classified at Grade 9. With the creation of this new position, the number of authorized Lieutenants (Grade PD 16) will be reduced from three (3) to two (2).

**RECOMMENDED ACTION:**

By motion and voice vote, hear proposed Ordinance 1870 on first reading as presented and schedule second reading for July 6, 2022.