

MEMO

To: Munster Town Council

From: Lt. Dan Broelmann (Munster PD)

Date: 04/12/2022

Re: Entering into a contract with Pace Scheduler

The Munster Police Department is looking to enter into a contract agreement with Pace Scheduler. This company offers a software program which will update the way we do our scheduling and finally make our everyday schedule available to the police officers online as opposed to just having a paper schedule on station. In addition, it will update the way we have to contact the officers to cover overtime shifts, assign details, and will work with our current payroll system to keep everything up to date. This company is based out of Naperville and is used by other police departments.

The cost of this software, implementation, and training is \$3200.00. This fee will be a yearly recurring fee, unless we decide later to enter into a more long-term contract. The money for this fee can be taken out of the technology fund.

Recommendation

By motion and voice vote, authorize the Police Department to enter into a one year contract with Pace Scheduler for the fee of \$3200.00