

TO: Finance Committee

FROM: Brooke Gillitzer, Human Resources

DATE: January 15, 2026

SUBJECT: Police Report Typist 2

Madison Police Department Chief John Patterson is requesting that the 0.5 FTE vacant position of Police Report Typist 2 (#3945) be recreated as a 1.0 FTE position within the Police Report Typist classification in the Madison Police Department's operating budget.

This request seeks to create a sustainable permanent full-time Police Report Typist 2 position for the Madison Police Department in order to achieve more consistent staffing and support of Madison Police Department operations. It is important to note that positions budgeted at 0.5 FTE are not eligible to participate in the Wisconsin Retirement System and subsequently also not eligible for health insurance through the City's plan. Increasing this FTE to full-time will allow for full participation in all City benefits.

Madison Police Department intends to fund the additional 0.5 FTE increase through the use of existing hourly staff budget.

I recommend recreation of the 0.5 FTE position # 3945 of Police Report Typist 2 as 1.0 FTE position within the Police Report Typist classification in the Madison Police Department's operating budget. The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2026 Annual Minimum (Step 1)	2026 Annual Maximum (Step 5)	2026 Annual Maximum +12% longevity
20/08	\$ 54,952	\$ 61,519	\$ 68,902

CC: John Patterson – Police Chief  
Paige Valenta – Assistant Police Chief  
Erin Hilson – HR Director  
Emaan Abdel-Halim – HR Services Manager