




Memorandum

Memorandum No: 22-136

Date: November 16, 2022

To: Honorable Mayor, Vice Mayor, and Commissioners

From: Greg Chavarria, City Manager 
Greg Chavarria (Nov 16, 2022 15:00 EST)

Re: Records Unit Schedule Change

Effective November 13, 2022, the Police Department implemented a schedule change for personnel assigned to the Records Division by eliminating the midnight shift schedule. As a result of this change, personnel now work either dayshift or afternoon shift, Monday through Friday. This change allowed the Department to re-classify three positions for staffing elsewhere in the Department without adding to the budget and addressed concerns discussed in workgroup meetings and surveys.

The Records Division will be open to the public Monday through Friday from 8:00am to 6:00pm.

c: Anthony G. Fajardo, Assistant City Manager
Susan Grant, Assistant City Manager
Alain E. Boileau, City Attorney
David R. Soloman, City Clerk
Patrick Reilly, City Auditor
Department Directors
CMO Managers






22-136 Records Unit Changes

Final Audit Report

2022-11-16

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