



**MENASHA POLICE COMMISSION MEETING MINUTES**  
**DRAFT**

President Ron Duuck called the special meeting to order June 21 5:30pm 140 Main Street 3<sup>rd</sup> floor of City Hall, City Council chambers.

Present: Ron Duuck, Tony Gutierrez, Jason Dionne, Terri Reuss, City Attorney Captain, Marshall Spencer

Absent: None

**1. Meeting Minutes**

- MOTION: Terri Reuss moved to approve the June 13 minutes. Tony Gutierrez seconded the motion. The motion was unanimously supported.

**2. Process for filling Menasha Chief of Police position**

- Update of the Menasha Police Chief job description
  - ✓ City Attorney Captain presented a modified Chief of Police position job description draft.
  - ✓ MOTION made by Marshall Spencer to approve the Chief of Police position description draft as the new Chief of Police position job description. Terri Reuss seconded the motion. The motion was unanimously supported. This document accompanies these draft minutes.
  - ✓ MOTION made by Tony Gutierrez to give approval to City Attorney Captain to begin advertizing for candidates for the Police Chief position. Terri Reuss seconded the motion. The motion was unanimously supported.
- President Duuck will contact other city Police Commission Presidents who have recently gone through the process of selecting a new Police Chief. Purpose; identify process learnings and best practices.

**3. Next meeting;**

- Regular meeting-July 21, 5:00pm Menasha Safety Building, 430 First Street, Menasha, Wi.

- 4. MOTION to adjourn made by Tony Gutierrez, seconded by Terri Reuss at 6:30 pm. The motion was unanimously supported.

Menasha alderpersons occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee, may be attending; however no official Acton of any of these bodies will be taken.

Menasha is committed to its diverse population. Our non- English speaking population or those with disabilities are invited to contact the Chief of Police at 967-3500 at least 24-hours in advance to ensure special accommodations can be made.

Respectfully submitted,  
Marshall Spencer,  
Commissioner, Secretary

## CITY OF MENASHA Position Description

**Position Title:** Police Chief

**Department:** Police

**FLSA:** Exempt

**Date of Description:** June 10, 2011

**Position Reports To:** Mayor, Common Council and Board of Police Commissioners

### SUMMARY

The Chief of Police is responsible to lead the City of Menasha through vision, mission and goals by providing law enforcement, safety and security to Menasha's residents and the community at large.

### ESSENTIAL FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides strategic and operational guidance to the department through directing, supervising and coordinating operations and people for the Police Department.
- Develops the annual department budget.
- Directs identification, research, planning and implementation of department initiatives to provide police services to meet community needs.
- Researches and delivers professional law enforcement perspectives, principles and practices.
- Facilitates, conducts and attends various meetings. Prepares and delivers reports and information.
- Establishes and maintains departmental operational policies and procedures.
- Oversees preparation and maintenance of departmental records.
- Keeps abreast of modern police techniques and technologies and keeps subordinates informed of matters pertaining to their duties.
- Acts as a member of the City management team providing input on policies, programs and operations.
- Actively works to build cohesion and solid working relationships with other local, state and federal agencies, non-profit and private sector organizations to foster harmony and support within the community.
- Coordinates departmental human resources functions with the city's human resources department and Police Commission, including reviews, recruitment action, hiring, evaluation, discipline, discharge, promotions and commendations. Evaluates employees work performance. Participates in labor contract negotiations. Resolves grievances and labor policy issues.
- Monitors critical emergency incidents.

### POSITION REQUIREMENTS/QUALIFICATIONS

A master's degree preferred (bachelor's required) from an accredited college or university in a management related discipline and advanced specialized training in management or command at Northwestern School of Police Staff and Command, Southern Police Institute or the FBI National Academy. Eight (8) years of progressively responsible law enforcement experience plus a minimum of five (5) years supervisory and/or management experience; or any combination of experience that provides equivalent knowledge, skills and abilities.

### PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

#### **Language Ability and Interpersonal Communication**

Ability to modify existing policies, strategies and/or methods to meet unusual conditions within the context of existing management principles. Ability to analyze and categorize data and information, to determine consequences and identify and select alternatives. Ability to decide the time, place and sequence of operations within an organizational framework, as well as the ability to oversee their execution.

