

City of Menasha



July 21, 2011 City of Menasha Police Commission Meeting Agenda

The meeting will be held starting at 5:00PM

Location; Menasha Safety Building, 430 First Street, Menasha, WI.

1. **ROLL CALL/ EXCUSED ABSENCES**
2. **MINUTES TO APPROVE**
3. **COMMUNICATION TO RECIEVE**
 - Alderman Klein's letter
4. **REPORT OF DEPARTMENT HEADS/ STAFF/ CONSULTANTS**
 - Police report- Acting Chief Lt Michael Brunn or designate
5. **DISCUSSION**
 - Correspondence
 - New business
6. **CLOSED SESSION** Wisconsin statutes sec 19.85 (1)(c)
 - Considering the employment, promotion, compensation or evaluating the performance of any employee under the commission's jurisdiction.
7. **OPEN SESSION**
8. **ACTION ITEMS**
9. **HELD OVER BUSINESS**
 - Old business
10. **ADJOURN**
 - Next regularly scheduled meeting will be held on September 15, 2011.

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 accomodations can be made.



President Ron Duuck called the special meeting to order June 21 5:30pm 140 Main Street 3rd 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.

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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.

Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory data and information such as budget, overtime reports, job applications/resumes, training materials, union contracts, grievances, meeting minutes, agendas, legal briefs, professional journals, ordinances, statutes, department forms, incident reports, accident reports, crime statistics, procedures, guidelines and non-routine correspondence.

Ability to communicate orally and in writing with department personnel, city officials, other law enforcement agencies, attorneys, judges, labor union representatives, news media, vendor representatives, community groups, business representatives and the general public.

Supervisory Skills

Ability to assign, supervise and review the work of others; and the ability to make decisions regarding the selection and discipline of employees.

Mathematical Ability

Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships; and ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

Ability to apply functional reasoning in synthesizing information and functions; and the ability to influence others in activities such as leading, controlling, managing, supervising and teaching.

Ability to exercise judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

Physical Requirements

Ability to operate equipment and machinery requiring complex and rapid adjustments, such as firearms, computer terminal, squad car, emergency communications equipment and restraint devices.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as firearms use.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling. May occasionally lift and/or move more than 100 pounds.

Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds and odors associated with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work under conditions that require exposure to environmental factors such as temperature variations and extremes, odors, toxic agents, noise, disease, dust, irate individuals, violence and traffic hazards. This exposure may cause some discomfort and presents a risk of injury.

The City of Menasha is an equal opportunity employer. In compliance with the American Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Date

Employer's Signature

Date