June 7, 2011 City of Menasha Police Commission Meeting Agenda

The meeting will at 5:00PM, 140 Main Street 3rd floor of City Hall, City Council chambers.

1. **SPECIAL MEETING TO DISCUSS REPLACEMENT OF CHIEF STANKE**

2. **ROLL CALL/ EXCUSED ABSENCES**

3. **MINUTES TO APPROVE**

4. **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.

5. **OPEN SESSION**

6. **ACTION ITEMS – Formulate plans for replacing Chief Stanke upon his June 6 2011 retirement**
   - Update from City Attorney Captain regarding the individual selected for temporary replacement.
   - Develop a plan to advertise for candidates
   - Further develop our plan to collect information from other communities who have recently hired a new chief.
   - Evaluate and possibly update the City of Menasha's Police Chief's job description.
   - Begin development of key attributes and qualifications list for the position

7.

8. **HELD OVER BUSINESS**
   - Old business

10. **ADJOURN**
    - Next meeting schedule to be determined

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.

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I. POSITION DESCRIPTION

A. **TITLE:** POLICE CHIEF

B. **DEPARTMENT**: POLICE

C. **SUPERVISED BY**: MAYOR
POLICE AND FIRE COMMISSION

II. DEFINITION AND NATURE

The position of Police Chief is a department head position of the City of Menasha, This position is responsible for various administrative functions including, but not limited to, the planning, assigning, directing and supervision of personnel. The Police Chief is a representative of the City of Menasha and the State of Wisconsin and as such, is governed by not only legal but moral standards of the highest nature. The position requires a philosophy of dedication to the public service for the common good of all citizens.

The Police Chief shall be responsible for managing and directing the activities of the police department, including ensuring that laws and ordinances are enforced, and that measures are implemented to prevent crimes and protect lives and property.

The Police Chief is responsible for overseeing the planning, budgeting, research, scheduling of personnel, training, maintenance of equipment, purchase of inventory, development of mission, the establishment and maintenance of policies and procedures, supervision of staff, investigation of crime, promotion of department function and activity, communication between the police department and other city departments, evaluation of personnel, preparation and maintenance of all department records and reports, hiring, promotion, assigning, transfer, discipline and discharge of employees.

The Police Chief is required to make decisions and issue orders within the scope of the position authority and accept responsibility for those decisions.

The Police Chief shall work with the Common Council and shall carry out all lawful written directives of the Mayor and Police and Fire Commission.

III. DESCRIPTION OF TASKS

A. The Police Chief shall:

1. Strive to carry out the mission of the Menasha Police Department by working closely with members of the community to enhance the quality of life through service to the public, protection of persons and property and impartial enforcement of the law.

   a. Shall wisely deplore resources of his/her availability to reduce the level of criminal victimization.

   b. Shall optimize channels of communication with citizens to cooperatively identify needs and apprehend criminals.

   c. Shall provide professional, concerned responses to various medical and social emergency situations.

   d. Shall act with integrity as the basis for public trust.

   e. Shall serve as a facilitator to the community to seek solutions to community problems by responsive utilization of resources, both within and outside the department.

   f. Shall treat all persons with respect and courtesy.

2. Assume command of the Menasha Police Department.

3. Plan, organize and direct the programs and activities of the police department.

4. Establish and maintain departmental operational policies and procedures.

5. Supervise, through subordinate staff, law enforcement officers, police support staff, community service officers, crossing guards, and auxiliary personnel.

6. Maintain a working knowledge of department criminal activity ensuring proper investigation is completed.

7. Attend civic and other community organizations to explain and promote functions of the police department and establish favorable public relations.

8. Communicate with other city employees and officials regarding matters related to police department operations.

9. Develop the annual department budget and oversee preparation and maintenance of departmental records and reports.

10. Develop and recommend policies and procedures for selection and training.

11. Cooperate with county, state, and federal officers in the apprehension and detention of wanted persons.

12. Assist in the selection of all new employees within his/her jurisdiction.

13. Attend all department head meetings and actively participate unless excluded by the Mayor.

14. Observe, supervise, and evaluate the job performance of those employees under his/her supervision.

15. Attend all council meetings, committee meetings, Police and Fire Commission meetings as charged by the City Code or as directed by the Mayor.

16. Keep abreast of modern police techniques and keep subordinates informed of matters pertaining to their duties.

17. Attend meetings with other agencies as department representative when the situation warrants.

18. Assist in the selection of all new employees within his/her jurisdiction, and assist other city departments with investigations and record checks.

19. Perform all lawful written directives as assigned by the Mayor.

20. Deliver all City property, including any documents, which may be construed as public records, which are in his/her possession to his/her successor.

IV. QUALIFICATIONS

A. Essential knowledge, skills, and abilities:

1. Thorough knowledge of department policies, procedures, and rules governing the operation of the police department.

2. A knowledge of the principles and practices of police administration and police methods.

3. A knowledge of related law enforcement statutes and ordinances.

4. Ability to prepare and maintain accurate, complete, and timely reports.

5. Ability to work cooperatively with fellow officers, police support staff, civilian personnel, and the public.

6. Ability to assign, supervise, review, and evaluate the work of subordinates.

7. Ability to evaluate programs and needs of the police function and to suggest improvements when and where needed.

8. Ability to communicate both orally and in writing.

9. Ability to develop selection, promotion, and training procedures.

10. Ability to establish the necessary policies and procedures for law enforcement services.

11. Must be physically and mentally able to perform the duties required of a police management position.

12. Eight (8) years of law enforcement experience including at least three (3) years of supervisory experience.

13. A Bachelors Degree from an accredited college or university.

V. DESIRED TRAINING AND EXPERIENCE

A. Advanced specialized training in management or command; i.e., Northwestern University's School of Police Staff and Command, Southern Police Institute University of Louisville's Command Officers's Development Course, Northwestern University's Executive Management Program, or the F. B. I.'s National Academy.

B. A masters degree from an accredited college or university in a management related discipline.

VI. PHYSICAL DEMANDS

A. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this position, the Police Chief is frequently required to sit, talk, or hear. The Police Chief is required to stand, walk, and occasionally run, use his/her hands and fingers to handle or feel objects, tools or controls, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, taste and smell.

B The Police Chief may occasionally lift and/or move more than 100 pounds.

C, Specific vision abilities required by this position include close vision, distance perception, and the ability to adjust focus.

VII. WORK ENVIRONMENT

A. The work environment characteristics here described are representative of those a Police Chief encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

B. While performing the duties of this job, the Police Chief occasionally works in outside weather conditions. The Police Chief may occasionally work in high precarious places and with explosives.

C. The Police Chief is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold or extreme heat, and vibration. The noise level in the work environment is usually quiet while in the office area and moderately noisy while in the field.

Duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as needs of the employer and requirements of the position change.

Author: Robert Stanke
Adopted: October 15, 1996

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Joseph Laux, Mayor

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Brian Lewis, President, Police and Fire Commission

City of Menasha

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MENASHA POLICE COMMISSION MEETING MINUTES
DRAFT

President Ron Duuck called the meeting to order Monday, May 23, 2011 at 5:00PM, 140 Main Street 3rd floor of City Hall, City Council chambers.

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

Absent: None

1. **Meeting Minutes**
   - Jason Dionne moved to accept the May 18 minutes. Terri Reuss seconded the motion. The motion was unanimously supported.
2. **New business**
   - We learned that the secretary had the wrong email address for Terri Reuss; consequently she wasn't aware of and didn't attend the last 2 meetings, which weren't scheduled at regular meeting times.
   - Going forward the Secretary will assemble and maintain a contact list of the commission members
3. Jason Dionne made a motion to go into **closed session**. Terri Reuss seconded the motion. The Secretary conducted a role call vote and the motion was unanimously passed.
4. **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.
   - **RETURN TO OPEN SESSION**; Jason Dionne made a motion to return to open session. Terri Reuss seconded the motion and the motion was unanimously passed.
5. **Process for replacing Chief Stanke upon his June 6 2011 retirement**
   - We developed a plan for temporary replacement during the process of hiring a permanent replacement, pending the individual's acceptance.
   - We will collect and evaluate information regarding how other communities have gone about replacement.
   - We will review and possibly up date the Chief of Police's job description
   - We will consider using outside consulting resources
   - We will develop a list of key attributes for the next Chief of Police
6. **Old business**-None
7. **Next Meeting**: Friday June 10, 2011 at 12:00 noon 140 Main Street 3rd floor of City Hall, City Council chambers.
8. **Adjourn:** Motion by Terri Reuss, seconded by Tony Gutierrez at 6:30pm. The motion was unanimously supported.

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Respectfully submitted,
Marshall Spencer,
Commissioner, Secretary