



President Ron Duuck called the meeting to order on November 15<sup>th</sup> at 4:30PM, Menasha Safety Building, 430 First Street, Menasha, Wisconsin

Present:, Ron Duuck, Tony Gutierrez, Terri Reuss, Chief Styka, Marshall Spencer, Jason Dionne, Officer Thorn, Officer Gruss

### **Meeting minutes**

- Marshall Spencer moved to approve the September 6<sup>th</sup> minutes. Tony Gutierrez seconded the motion. The motion was unanimously carried.

### **Chief Styka report**

#### Correspondence:

- Letter of Appreciation for Kids Day Fox Valley
- Letter of Appreciation for Hometown Halloween: Downtown Trick or Treat

#### Training:

- Jamal Kavar: Wisconsin Association of Computer Crime Investigators, Brookfield WI
- Brett Halderson: Hiring – Avoiding a Lifetime of Regret, CVMIC
- Tim Styka: International Association of Chiefs of Police Conference, CA
- Amy Cook: Wisconsin Juvenile Officers Association, Wisconsin Dells
- Department wide Harassment Training

#### Department Updates:

- Policy manual is up and running. Officers are now required to do the monthly daily training bulletins. Next step is to pull procedures out from old manual into a procedure guide.
- Budget: Budget review was completed with Council. Full budget approval will be next Monday. Copies of budget workbook provided to Commission.
- Training: Only officer in field training is Officer Flores, all others are on their own
- Hiring process: Admin Interviews 1<sup>st</sup> week in December – Date for Commission Interviews?

Information was presented to The Commission by Officers Gruss and Thorn; Field Training Officers. An explanation of training procedures used for newly hired officers of the Menasha Police Department was provided. The Officers described the interview process conducted by the FTOs, shared the training schedule and approximate timeline for training. Descriptions were given concerning evaluation methods, reports and daily performance assessments.

Adjourn: Motion by Terri Reuss, seconded by Jason Dionne at 5:45 pm. The motion was unanimously supported.

- The next meeting will be held December 11<sup>th</sup>, 2012 at 4:30pm Menasha Safety Building, 430 First Street, Menasha, Wisconsin.

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 Action 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 acting Chief of Police at 967-3500 at least 24-hours in advance to ensure special accommodations can be made.

Respectfully submitted,  
Theresa Reuss  
Commissioner, Secretary