

City of Menasha



**City of Menasha  
Police Commission Meeting**

Thursday October 17<sup>th</sup>, 2013 4:30 pm

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

**Agenda**

**1. ROLL CALL/EXCUSED ABSENCES**

**2. MINUTES TO APPROVE**

**3. COMMUNICATION TO RECEIVE**

**4. DISCUSSION**

- Correspondence
- New Business

**5. ACTION ITEMS**

**6. HELD OVER BUSINESS**

- Old Business

**7. NEW BUSINESS**

**8. ADJOURN**

- The next bi-monthly meeting will be held Thursday December 19<sup>th</sup>, 2013 at 4:30 pm, 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 Chief of Police at 967-3500 at least 24-hours in advance to ensure special accommodations can be made.

Respectfully submitted,  
Theresa Reuss  
Commissioner, acting Secretary



**MENASHA POLICE COMMISSION MEETING MINUTES  
DRAFT**

Vice President Jason Dionne called the meeting to order on August 22<sup>th</sup> at 4:35 PM, Menasha Safety Building, 430 First Street, Menasha, Wisconsin

Present: Terri Reuss, Chief Styka, Jason Dionne, Marshall Spencer, Tony Gutierrez

Absent: Ron Duuck

Minutes to Approve: Marshall Spencer moved to approve June 20<sup>th</sup>, 2013 meeting minutes. Tony Gutierrez seconded the motion. The Commission unanimously approved the minutes.

Communication to Receive: None

**DISCUSSION**

Correspondence: None

New Business: The opinion of the Commission was requested concerning replacing Gommez with another K-9 for the Menasha Police Department. Marshall Spencer moved to support the proposal. Tony Gutierrez seconded the motion. The Commission unanimously agreed to proceed with obtaining a K-9.

**Chief Styka Report**

**Police Commission Meeting 8/22/2013**

**Training:**

- Honor Guard Training: Stephanie Gruss, Amy Cook (24 hours)
- Intox EC/IR Training: Josh Gallagher (24 hours)
- Instructor Development: Nick Oleszak and Dan Hoernke (32 hours)
- FBI Active Shooter: Jeff Jorgenson (12 hours)
- Event Security and Planning: Larry Bonneville (15 hours)
- Taser® Technician: Nick Thorn (14 hours)
- WAHI – Investigating Urban Style Homicides: Jamal Kwar (8 hours)
- Emotional Survival for Law Enforcement: Matt Spiegel (6.5 hours)

**Department Updates:**

- IT Reporting to Police Chief- Update on Administrative Services Position
- Loss of K-9 Gommez – Since Officer Spiegel took over the program in March of 2012, they conducted 141 sniffs on vehicles, resulting in 87 arrests. Gommez was accurate an amazing 96.5% of the time.
- Hiring Process Continues – Josh Gallagher is in Step V Solo Patrol. Adam Miller has accepted the position of Police Officer and will start in the beginning of October
- Resignation of Ryan McGrew- Effective August 9, 2013.
- Officer Nick Thorn has been appointed as an OIC (Officer in Charge)

- Mutual Aid discussions with joining jurisdictions is pending legal review.
- Traffic Grants: DOT has pulled funding on the second traffic grant due to funding at the State/National level.
- Preliminary 2014 budget – Possible propane conversion for squads, online reporting module, addressing salary compression issue for supervisors, joint project with NEPD and TMPD of software/hardware to download data from mobile devices, several PC replacements

**Department Information:**

- Presentation of the Traffic Enforcement Program by Officer Roger Picard

Adjourn: Marshall Spencer moved to adjourn. Terri Reuss seconded the motion at 6:15 pm. The motion was unanimously supported.

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## THE PATH TO A "NEW HORIZON"



Presented by: Tim Styka

- **Re-establish lines of communication internally:** Within the first 45 days I would meet one on one with every employee to solicit ideas, thoughts and concerns. In addition I would hold a department wide meeting. The meeting would provide the opportunity to give one consistent message providing the vision for the Department going forward. Finally, I would maintain hours that would allow me to be accessible to all employees and ensure that communication lines are opened and maintained.
- **PIO Position:** Our Department needs to have a designated contact person to improve communications to our outside customers, including the media. While this would not be an added position, these tasks can be assigned to the Crime Reduction Officer or a supervisor. This program would help to present one voice speaking on behalf of the Department to the community.
- **Cooperative efforts with other police agencies:** There exist both short and long term opportunities to build bridges with our neighboring agencies to identify areas in which we can consolidate or streamline activities, tasks and actions to provide more efficient and cost effective services for citizens of all municipalities.
- **CRT Consolidation:** Currently the loose framework exists for the creation of a unified countywide SWAT team. Using the relationship I have built with the Winnebago County Sheriff's Office, I would like to take this project to the next phase by confirming cost estimates and the services provide to ensure this would meet or exceed what is currently done internally.
- **Badge Numbers:** The majority of the agencies in Winnebago County have gone to a radio badge number system. Despite initially personally pioneering this project with the Town of Menasha, we have not yet made this transition. I will lend my support to ensure this process is finally completed.
- **Improve and Maintain In-House Training:** The level of expertise among the officers in the Department is quite impressive. We need to tap into this resource by formalizing the internal training process. By doing this we can create specialized Department training tailored to our needs. One benefit of this will be to provide personalized training to more personnel at a lower cost than if sent offsite.
- **Formalize Promotional Process:** By establishing a formalized promotional process this will reduce or eliminate the subjectivity which has existed in some promotional processes.

- **Employee performance reviews/ goal setting:** I would like to introduce a method to provide goal setting and job performance feedback for all employees. This process will help to identify areas of opportunities for employees and provide feedback on job performance on a consistent basis.
- **6-3 Work Schedule:** The current patrol schedule is inefficient. I would like to work with the Union to try a one year trial period of a 6-3 schedule in which the hours worked per year would remain similar to the existing levels. This would enable more efficient scheduling, supervision and work groups.
- **Lean Management:** Provide to supervisors, then officers the basic concepts behind lean management to identify areas of opportunity and waste. Establishing a methodology to reduce waste and provide for more efficient services.
- **Policy Updates:** Working with the Command Staff it is time to review all of our policies. Currently there is no process in place to periodically review our policies to ensure they are reflective of our practices and compliant with the law. An additional possible solution and resource would be to utilize the services of Lexipol, a risk management consulting company which I have assisted in reviewing the inaugural version of the Wisconsin manual.
- **New Booking Records Program:** Previously the officers had the in-car capability of viewing booking records and photos in their vehicle. However, this capability was lost a few years ago. I would establish a workgroup to create a program which would allow for officers to have this resource which allows for the positive identification of subjects while in the field.
- **Technology Based Reporting:** As people continue to embrace communication over electronic mediums the Department should be responsive to receiving information in this manner. I recommend addressing this need through utilizing a service such as Wired Blu.com and/or webpage based reporting forms for citizens to contact the Department to provide information or report a crime/problem.
- **Electronic Briefing Materials:** Currently the information which is provided to officers at daily shift briefings is done in a paper format, the same manner as it has been done 30 years ago. Officers must take written or mental notes on the information to bring in order to bring it out into the field. By working with officers with a technology knowledgebase and the IT department, I envision a method in which this information can be electronically in each patrol vehicle, making it more timely, accurate and accessible.