



**MENASHA POLICE COMMISSION MEETING MINUTES  
APPROVED**

President Ron Duuck called the meeting to order on February 21<sup>st</sup> at 4:38PM, Menasha Safety Building, 430 First Street, Menasha, Wisconsin

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

**Chief Styka report**

**Training:**

- Chuck Sahr, Brett Halderson and Tim Styka: WI Chiefs of Police Winter Conference
- Sara Swenson, Roger Picard and Chris Groeschel: Advanced CIT
- Matt Spiegel and Anthony Edwards: ARIDE Training (Advanced Roadside Impaired Driving Enforcement)
- Pete Sawyer: CPR Instructor Course
- Pete Sawyer: DCI Drug Investigation School
- Anthony Edwards and Matt Albrecht: Traffic Incident Management Program Instructors
- Darlene Krause and Sharon Beyer: How to Deliver Exceptional Customer Service
- Denton Heidemann: Radar Certification School
- Legal Update: Sworn Personnel will be attending over next 3 months

**Department Updates:**

- Hiring Process Continues
- Adult Crossing Guard Appreciation Week - January 14-18
- Dan Hoernke – Employment Status (probation ended)
- Working on updates to mission statement
- Automation of Comp Time Books
- Mutual Aid discussions with joining jurisdictions
- 2013 Goals

**MEPD 2013 Goals**

- Cross Training of Employees: By the end of 2013 all employees will have at least one person that can perform their key job duties
- Briefing Training: On a monthly basis one training topic will be distributed department wide making use of the time personnel are assembled at shift change
- Active Shooter Training: By fall 2013 all sworn personnel will complete a training course with their shift members in active shooter. All school preplans will be reviewed and information will be passed along to sworn personnel
- Training from Training: A system will be established to have personnel that attend training develop a brief training for the rest of the department on the key points from the session they attended
- Achieve 100% of all sworn personnel completing their range training on a quarterly basis
- Achieve full staffing and distribution of personnel

- Develop and implement a system in which a few complaints can be monitored by all personnel from start to finish.
- Implement transition to TRACS 10
- Implement new radio system
- Changeover to new CAD system
- Provide a minimum of 32 hours per year (1 per quarter) per officer with specialized projects to have an “extra” day for project work
- Create a recognition program for internal acknowledgment of examples of employees demonstrating the concepts behind the Respect Project
- Sponsor or co-sponsor a citizen type academy program for members of the Latino Community
- Reorganize Com-Tech space to make it more “community friendly” by moving the person closer to the window
- All Com-Tech’s will attend a Customer Service class within 12 months (2 have already attended)
- Through advertising double the number of “traffic issues” from 2012-2013 and report the results
- Host at least 6 “Coffee with the Cops” programs in 2013
- Complete Policy and Procedure manual moving away 100% from old manual and SOP book

**Correspondence:**

- None

Adjourn: Motion by Terri Reuss, seconded by Marshall Spencer at 5:47 pm. The motion was unanimously supported.

- The next meeting will be held Thursday February 28<sup>th</sup>, 2013 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