Police Commission

Meeting Notice and Agenda

Village of Cross Plains
2417 Brewery Road, PO Box 97
Cross Plains, WI 53528
(608) 798-3241

Wednesday, July 10, 2019
6:00 pm

I. Call to Order, Roll Call, and Pledge of Allegiance

II. Public Comment – This is an opportunity for anyone to address the commission on any issue NOT on the current agenda. Please observe the time limit of 3 minutes. While the commission encourages input from residents, it may not discuss or act on any issue that is not duly noticed on the agenda.

III. General Business

1. Approve the Minutes of the Regular Police Commission Meeting on June 17, 2019.

2. Discussion and Possible Action Regarding Police Chief Job Description and Posting

3. Schedule Next Meeting Date

IV. Adjournment

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the Village Hall at (608) 798-3241 or bchang@cross-plains.wi.us.

Police Commission

Meeting Minutes

Village of Cross Plains
2417 Brewery Road, PO Box 97
Cross Plains, WI 53528
(608) 798-3241

Monday, June 17, 2019
5:30 pm

I. Call to Order and Roll Call

The meeting of the Cross Plains Police Commission was called to order at 5:31 pm.

Present: *Commissioner Ed Pelowsky, Carla Green, Mitch Hogan, Brian Bridges. Commissioner Darrell Parrish arrived at 5:41 pm.*

Also present: *Chief Tom Janssen, Village Administrator/Clerk Bill Chang, and Village President Jay Lengfeld.*

II. Public Comment

There were no public comments.

III. General Business

1. Discussion and Possible Action to Elect Commission Officers.

Motion by Pelowsky, seconded by Bridges, to elect Darrell Parrish as the Police Commission President. Motion carried unanimously.

Motion by Pelowsky, seconded by Bridges to elect Mitch Hogan as the Police Commission Vice President. Motion carried unanimously.

2. Review and Possible Action Regarding Police Chief Job Description and Posting.

There was discussion by the Commissioners to add additional qualifications to the current Police Chief job description to be more in line with the posting for the position. The additional qualifications include, but are not limited to:

- *Must have a Valid Wisconsin Driver's License*
- *Must possess or maintain Wisconsin Certification*

- *Associates degree required; bachelor's degree preferred*
- *7-10 years' experience*
- *5 years supervision experience*

3. Discussion and Possible Action Regarding Police Chief Position Recruitment Process

There was discussion by the Commissioners to add qualifications to the job posting and suggestion to post the advertisement for approximately 30 days. The Commission directed the Chief of Police to write the first draft of the advertisement to bring back to the Commission for review at the next scheduled meeting. The Commission requested that the Village Board provide a salary range for hiring a new police chief to the Commission by the end of July. The next Police Commission meeting was set for July 10, 2019 at 6:00 pm.

IV. Adjournment

Motion by Pelowski, seconded by Bridges, to adjourn the meeting. Motion carried unanimously. The meeting was adjourned at 6:10 pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with the Open Meetings Law.

Respectfully submitted,

_____
Bill Chang
Police Commission Secretary
Village Administrator/Clerk

Village of Cross Plains, WI

Chief of Police

Position Announcement

The Village of Cross Plains, WI (population approximately 4,000) seeks a highly motivated leader to serve as the community's next Chief of Police. In addition to administrative duties involved with managing the police department, the incumbent will also be responsible for assisting with patrol and investigative duties. The Police Department is comprised of four (4) full time officers, one (1) Lt. Detective, one (1) Administrative Assistant, and the Police Chief.

Cross Plains is located in the beautiful rolling hills of South-Central Wisconsin in Dane County and is known as the Gateway to the Driftless area. Our Village is approximately 1.7 square miles and we are located just 15 miles from the State Capitol in Madison. Black Earth Creek, a Class 1 cold water fishery, meanders through the village. Residents of Cross Plains enjoy several beautiful parks, a public pool, as well as many summer and winter recreation activities.

The Chief of Police is appointed by the Village of Cross Plains Police Commission. This is a full time, exempt position and serves under the direction of the Village Administrator in cooperation with the Village Board.

The annual starting salary for this position is_____, DOQ.

Minimum Qualifications

This position requires the following:

- A Bachelor's degree in Criminal Justice or closely related field, with seven (7) to ten (10) years' work experience, and five (5) years supervisory experience is preferred. An Associate's degree in Criminal Justice or closely related field, with a combination of work experience and supervisory experience, supplemented with advanced training may be considered.

- Have completed advanced management training equal to the FBI National Academy, the Northwestern School of Police Staff and Command, the Southern Police Institute, or a Wisconsin Executive Development Program at the time of hire.

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- Be certified or have the ability to be certified as a law enforcement officer by the Wisconsin Law Enforcement Training and Standards board within 6 months of employment.

- Be a US Citizen.

- Have no felony convictions and no domestic violence convictions.

- Have a valid Wisconsin driver's license.

Ideal Professional Competencies and Experience

- Have the ability to perform all law enforcement functions and other essential functions of the position.
- Have the necessary abilities and knowledge to use all standard law enforcement equipment.
- Be a professional leader who conducts themselves with the utmost level of honesty, respect, fairness, compassion and integrity – and works to instill such values as the foundation of the department culture.
- Be an effective listener and articulate communicator capable of providing high quality written and oral communication to a diverse set of audiences and media outlets.
- Be visible, accessible community leader able to maintain a strong policy of community policing and involvement.
- Have the ability to foster an atmosphere of mutual respect and partnership among the Department and other department heads and staff members.
- Be able to manage proactively, anticipate issues and trends, and participate in community dialogue.

Residency

The Chief of Police will be required to maintain residency within 30 minutes of the Village of Cross Plains within 6 months of employment. Residency within the Village is preferred.

Benefits

Vacation, Paid Holidays, Sick leave, Health Insurance, Dental Insurance, Disability Insurance, Life Insurance, WI Retirement System, Deferred Compensation, Income Continuation Insurance

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Submission Process

Interested persons shall submit a Village of Cross Plains Employment Application, resume, cover letter, and list of five (5) professional references to:

Village of Cross Plains
ATTN: Bill Chang, Village Administrator/Clerk
2417 Brewery Rd
P.O. Box 97
Cross Plains, WI 53528
Email: bchang@cross-plains.wi.us
Phone: 608-798-3241 ext. 105

All applications received by _____ will receive priority. Applications submitted after the deadline may be considered. The application period will be open until the position is filled.

Selection Process

The Selection Committee will review all applications and select a group of finalists. Applicants will be notified regarding their status as decisions are made. The finalists will be interviewed in-person by the Police Commission. Finalists will also be subject to reference and employment history checks. Once an applicant is selected for the position, a detailed background investigation will be conducted. As a condition of employment, the candidate receiving final selection will be required to complete and pass a physical and psychological examination.

Posted: _____

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D. POSITION DESCRIPTIONS

A. Chief of Police

1. Nature of Work

1) This is a highly responsible police administrative, management and supervisory position. The position occupant is in command of, and is responsible for the direction of all department personnel and services. The position occupant is appointment by the Village of Cross Plains Village Board under the direction of the Village Administrator and is subject to lawful written orders of the Village President and the Village Board.
2) The position occupant is expected to exercise a high degree of initiative and independent judgment.

2. Work Conditions

1) Individual may be exposed to extended working hours.
2) Due to the nature of the position, normal working hours will be compatible with those of other governmental agencies and the individual is on an on-call status twenty-four (24) hours a day, seven (7) days a week.
3) Due to the nature of the position, the individual can be exposed to worker isolation.
4) Position requires the individual to attend seminars, workshops, and other in-service training programs as necessary to maintain the level of knowledge and skills required for this position.
5) The individual is eligible for other employee benefits as are afforded other police personnel, and/or other village management personnel unless otherwise excluded in this section.

3. Job Requirements, Selection and Appointment Criteria. The requirements listed are established by the Village of Cross Plains Village Board. The most current minimal requirements include:

~~3.~~

~~2) A minimum of ten (10) years employment experience as a sworn officer with a Federal, State, or Local law enforcement agency.~~
~~3) A minimum of five (5) years supervisory experience.~~
~~4)1) Advanced management training equal to the FBI National Academy, the Northwestern School of Police Staff and Command, the Southern Police Institute, or a Wisconsin Executive Development program.~~
1) An Associate's degree in Criminal Justice or related field, a Bachelor's degree in Criminal Justice or related field is preferred.
2) Seven (7) years of employment experience as a sworn officer with a Federal, State, or Local law enforcement agency.
3) Five (5) years supervisory experience preferred.

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4) Advanced management training equal to the FBI National Academy, the Northwestern School of Police Staff and Command, the Southern Police Institute, or a Wisconsin Executive Development program.
5) Be certified, or have the ability to be certified, as a law enforcement officer by the Wisconsin Law Enforcement Training and Standards Board within six (6) months of employment.
6) Be a citizen of the Unites States of America.
7) Be able to perform all law enforcement functions and other essential functions of the position.
8) Have the knowledge and ability to use all standard law enforcement equipment.
9) Have no felony convictions.
10) Have no domestic violence convictions.
11) Have a valid Wisconsin Driver's License, or be able to obtain one.

4. Job Retention

1) Position occupant shall hold office during good behavior and acceptable performance of the required duties.
2) Subject to suspension or removal for just cause by recommendation of Police Commission.
2)

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5. Job Description

1) Systems and Procedures

a) Responsible for the development of improved and modernized operating methods for the police department.
b) Responsible for analyzing the suitability of manpower, assignments, and deployment.
c) Responsible for supervising and evaluating experiments, and which policies and procedures will be tested.
d) Responsible for the design and implementation of program evaluation instruments.

2) Mid and Long-Range Planning

a) Responsible for periodically reviewing all department plans, policies, and procedures to ensure that they are recorded and up to date.
b) Responsible for operation of plans, in terms of their suitability, their weaknesses, and the need for their adjustments or improvement.
c) Responsible for the development and preparation of plans that enhance departmental goals and obtain objectives.
d) Responsible for the preparation and implementation of monitoring and evaluation systems for department activities and programs.

3) Policy and Written Communication

   a) Responsible for reviewing written communications, and plans, policies and procedures, for their modernization and increased efficiency.
   b) Responsible for the design and control of all departmental forms.
   c) Responsible for the development and establishment of record systems and procedures.
   d) Responsible for the review, updating, and distribution of policy and procedure directives, orders, and memorandum.
   e) Responsible for the requisition and maintenance of department publications.
   f) Responsible for the preparation of all statistical data and regular reports required of the department.
   g) Responsible for monitoring departmental operations to ensure they are all in compliance with departmental policies and procedures.

4) Personnel Management

   a) Responsible for ensuring that job descriptions and specifications are maintained and updated.
   b) Responsible for the coordination of the employment application process within the police department in conjunction with the Police Commission.
   c) Responsible for ensuring that departmental schedules are prepared.
   d) Responsible for ensuring that programs are implemented to develop and evaluate all departmental personnel.
   e) Responsible for serving as a direct supervisor for ~~the Lieutenant/Detective~~all Police Department personnel, including civilian employees.
   f) Responsible for the enforcement of departmental policies and procedures and initiate disciplinary action as required and necessary.
   g) Responsible for planning and coordinating personnel assignments.
   h) Responsible for participating in the selection of departmental position applicants in conjunction with the Police Commission.

5) Financial Management

   a) Responsible for the preparation of the department budget.
   b) Responsible for monitoring all departmental expenditures to ensure appropriate spending and charging to department accounts.
   c) Responsible for ensuring that all financial reports required by other village offices are accurately prepared and submitted in a timely fashion.

d) Responsible for managing and directing departmental resources so that department goals and objectives are attained at their maximum potential.
e) Responsible for the proper handling, accounting, and distribution of all monies collected or received by the police department.

6) Direction and Supervision. Shall have overall responsibility to ensure that the proper planning, organizing, directing and supervision of all police department personnel is achieved.

7) Data Processing

Responsible for ensuring that all data collection requirements are satisfied

a) Responsible for the periodic audit of data collection processes to ensure that they are being properly observed.
b) Responsible for the approving and updating of all departmental forms.
c) Responsible for ensuring that the department is adequately supplied with required forms and data.

8) Education and training

a) Responsible for the maintenance of departmental training schedule to ensure that the Village of Cross Plains Police Department satisfies all State mandated requirements for in-service training.
b) Responsible for the maintenance of files identifying all training courses, seminars, and schools attended by department personnel.
c) Responsible for planning, organizing, coordinating, arranging, and when necessary, conducting the department's training programs.
d) Responsible for ensuring that recent court decisions are reflected in appropriate department policies and procedures and subsequently distributed to all appropriate personnel.

9) Inspection

a) Responsible for ensuring that all departmental reports are properly reviewed and filed.
b) Responsible for ensuring that periodic audits of the information systems and procedures are conducted.

10) Report Preparation. Responsible for the preparation and submission of all department reports required by other agencies.

11) Equipment Maintenance

a) Responsible for the overall condition of department equipment.

b) Responsible for equipment inventory.

12) Community Relations

a) Responsible for ensuring that relative forms and publications offered by the State and locally are available to the public.
b) Responsible for development and the preparation of programs as may be requested by the community.
c) Responsible for the preparation of media releases.
d) Responsible for ensuring the concerns of the community are taken into account during the preparation of police department policies and procedures.

13) Central Records Maintenance

a) Responsible for the maintenance and security of the department's criminal and police incident reports.
b) Responsible for ensuring that the department is in compliance with all Federal and State laws governing the maintenance of police information systems.

14) Court

a) Responsible for maintaining liaison with the Dane County District Attorney and the Village Attorney.
b) Responsible for ensuring that the required papers and reports are submitted to the court in an appropriate and timely fashion.

15) Crime Prevention

a) Responsible for coordinating activities, developing methods of activities and implementation of departmental activities to be utilized.
b) Responsible for ensuring that all police personnel are informed of recent developments in the area of crime prevention.
c) Responsible for coordinating all crime prevention activities within the Village of Cross Plains.
d) Responsible for ensuring that crime trends are analyzed and appropriate actions are being taken to address problems.
e) Responsible for monitoring crime prevention activities to ensure that they are in compliance with applicable departmental policies and procedures.
f) Responsible for establishing rapport with the local community and implementing crime prevention programs tailored to community needs.

g) Responsible for informing the public of community crime prevention methods through citizen contacts, attendance at community meetings, lectures to groups, and conducting crime prevention displays.

16) Traffic Coordination

a) Responsible for ensuring that all traffic related records, reports, and files are prepared, maintained, and submitted in an accurate, complete and timely fashion.
b) Responsible for ensuring that departmental personnel are informed of recent changes in traffic codes, procedures, and activities.
c) Responsible for ensuring that adequate planning and staffing have been made for special events scheduled in the community.
d) Responsible for maintaining liaison with other Village of Cross Plains departments in an effort to control traffic activity.
e) Responsible for identifying traffic related problems within the Village of Cross Plains and submitting such findings and recommendations to the Cross Plains Village Board.
f) Responsible for ensuring that traffic law violation enforcement activities are directed to affect areas which experience high accident rates, or which have safety-related concerns and that the enforcement activities are in compliance with departmental policies and procedures.

17) Professional Association

a) Responsible for maintaining liaison with law enforcement agency administrators with concurrent jurisdiction, by maintaining membership in, and by participating in, the affairs of local and state law enforcement administrators' associations.
b) Responsible for setting an example of conduct, which establishes a high professional and ethical standard for all subordinate personnel and to the community.

18) Department Liaison to Village Board

a) Shall attend meetings of the Village Board as required or as needed and shall represent department interests and provide effective input as required.
b) Shall provide suggestions and assistance to the Village Administrator and the Village Attorney as necessary in the formulation or amendments of ordinances.

6. Required Knowledge, Skills, and Abilities

1) Knowledge of modern police programs, operational functions, and legal concepts.

2) Ability to adjust to technological and sociological changes.
3) Ability to express thoughts clearly and concisely, both orally and written.
4) Ability to establish harmonious and effective working relationships with department personnel, other public agencies and the public.
5) Comprehensive knowledge, understanding, and observance of the organization, functions, powers, procedures and policies of the Village of Cross Plains Police Department.
6) Familiarity of the Village of Cross Plains community.
7) Comprehensive knowledge and understanding of applicable Federal, State, and local laws pertaining to the maintenance, use, and security of police records.
8) Comprehensive knowledge and understanding of the administrative flow of central police records.
9) Ability to display managerial and supervisory skills in a manner that maximizes the effectiveness and efficiency of department resources.
10) Comprehensive knowledge of law enforcement agencies and their methods of operation, responsibilities, limitations, and relations with other governmental agencies.
11) Comprehensive knowledge and observance of personnel rights and their relation to police procedures.
12) Comprehensive knowledge and understanding of legalities when handling an investigation, arrest, detention, and treatment of accused offenders.
13) Comprehensive knowledge and understanding of Village Ordinances, and the State of Wisconsin Criminal Code.
14) Comprehensive knowledge and understanding of Statutes regulating employee-employer relations and their applicability in police personnel matters.
15) Knowledge and ability to apply modern concepts of management.
16) Ability to direct departmental resources in a manner that contributes to the attainment of department goals and objectives.
17) Demonstrate ability to effectively practice good communication techniques with the community.