

Public Safety Committee

Regular Meeting Notice and Agenda

Village of Cross Plains

2417 Brewery Road

Cross Plains, WI 53528

(608) 798-3241

Monday, February 15, 2016

6:15 pm

- I. Call to Order, Roll Call, and Pledge of Allegiance
- II. Public Comment – This is an opportunity for anyone to address the Committee on any issue NOT on the current agenda. *Please observe the time limit of 3 minutes.* While the Committee encourages input from residents, it may not discuss or act on any issue that is not duly noticed on the agenda.
- III. Reports
 1. Committee Chairperson
 2. Committee Members
 3. Police Chief
- IV. Committee Discussion
 1. Discussion and action regarding meeting minutes from January 18, 2016.
 2. Discussion and action regarding a revision to the Job Description for the Lieutenant/Detective position as recommended for consideration by the Police Commission.
 3. Discussion regarding Committee and Police Department Response to the President's Task Force on 21st Century Policing.
- V. Schedule Next Meeting Date
- VI. 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 matt@cross-plains.wi.us.

Public Safety Committee

Meeting Minutes

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

Monday, January 18, 2015

6:00 pm

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

Steve Schunk called the regular Public Safety Committee meeting to order at 6:30 pm.

Present: Cindy Kalscheur, Steve Schunk, and Terry Walker.

Not Present: Tom O'Connell and Randy Swingen.

II. **Public Comment** – None.

III. **Reports**

1. Committee Chairperson – None.

2. Committee Members – None.

3. Police Chief

- Provided the monthly report and calls summary which will be adjusted ongoing as needed.

IV. **Committee Discussion**

1. Discussion and action regarding meeting minutes from October 15, 2015 – A motion was made by Kalscheur, seconded by Walker, and unanimously carried by the Public Safety Committee to approve the regular meeting minutes from November 9, 2015.

2. Discussion regarding the Committee and Police Department Response to the President's Task Force on 21st Century Policing – A discussion was held by the Committee on Pillar 3 of the report. The particular Recommendations, from the Task Force report, which were brought forward by Committee members for discussion were; 3.2, 3.2.2 and 3.5. The consensus was to review Pillar 4 at the next regular meeting and again have each Committee member bring back 2 items for review.

- V. Schedule Next Meeting Date – The next meeting has been scheduled for February 15, 2016 at 6:15 pm.
- VI. Adjournment – A motion was made by Kalscheur, seconded by Walker, and unanimously carried by the Public Safety Committee to adjourn the meeting at 6:50 pm.

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

Respectfully submitted,

Thomas J. Janssen
Chief of Police

A. Lieutenant/Detective

1. Nature of work

- 1) This position is one of highly responsible police managerial and supervisory work. Position occupant is responsible for supervision of personnel as a first line supervisor.
- 2) The position occupant is expected to exercise a high degree of initiative and independent judgment; guided by Cross Plains Police Department policies and procedures.
- 3) The position occupant assumes command of the police department at such time as when the Chief of Police may be on vacation, ill, absent from the Village for any reason, or otherwise unable to fulfill the duties of that office. While serving in such a capacity, the Lieutenant of Police will be expected to follow the department policies and procedures as established by the Chief of Police.
- 4) The position occupant works directly for the Chief of Police.

2. Work Conditions

- 1) This position may be exposed to extended working hours.
- 2) The position will normally be scheduled to work second shift, but the position occupant will be expected to work during other shifts as necessary for investigative operations.
- 3) Due to the nature of the position, this person is on an on-call status twenty-four (24) hours per day, seven (7) days per week. The normal work week shall be a six (6) days on duty followed by three (3) days off.
- 4) Due to the nature of this position, this person is expected to maintain an open line of communication with all department staff as necessary, but shall also respect confidentiality issues that occur as a result of investigative duties.
- 5) Due to the nature of the position, this person is expected to establish and maintain a good rapport with other agencies outside of the Cross Plains Police Department to include, but not limited to; police agencies, prosecutors, school officials, and social service agencies.
- 6) The position requires that the individual attend seminars, workshops, and other in-service training programs as necessary to maintain a level of knowledge and skills required for the position.
- 7) The position is salaried and the individual is not eligible for overtime payments common to represented department personnel. The individual is eligible for other employee benefits as are afforded other Village Department Heads, including but not limited to health insurance plans, life insurance policies, clothing allowance, sick leave and bereavement leave, vacation and holidays.

3. Job Requirements/Selection/Appointment. The selection criterion for the Lieutenant of Police is established by the Police Commission whenever a vacancy

occurs in this position. The most recent minimum requirements to apply for this position include:

- 1) A minimum of five (7) years of employment experience in a sworn capacity with a Federal, State, or Local law enforcement agency.
 - 2) A Minimum of a four (2) year Associates Degree in Criminal Justice or Police Science.
4. Job Retention
- 1) Dependent upon adequate demonstration of the ability to satisfy job assignments, abilities, skills, and knowledge.
 - 2) Maintenance of specified job requirements.
5. Job Description
- 1) Responsible for planning, organizing, and directing investigations of the police department.
 - 2) Responsible for taking command of field personnel and controlling direction of resources at major crimes, accidents, fires, and disasters unless directed by the Chief of Police.
 - 3) Responsible for identifying and analyzing crime trends within the Village of Cross Plains and for the development of appropriate action plans to be implemented to reverse or combat those trends.
 - 4) Responsible for monitoring traffic enforcement activities to insure that they are in compliance with applicable department policies and procedures.
 - 5) Responsible for setting an example of conduct, which establishes a high professional and ethical standard for all subordinate personnel and to the community.
 - 6) Shall represent the Chief of Police at meetings at the various local governmental bodies, as necessary, and provide information and input as may be required.
 - 7) Responsible for maintaining comprehensive information exchange with the Chief of Police.
 - 8) Responsible for submitting reports to the Chief of Police identifying budgetary needs for department operations, assisting in the development and preparation of the annual budget.
 - 9) Responsible for identifying training needs necessary for personnel to meet departmental objectives and forward that information to the Chief of Police.
 - 10) Responsible for the maintenance of files identifying all training courses, seminars, and schools attended by department personnel.
 - 11) Shall receive citizen complaints against officers and forward the information to the Chief of Police. Shall conduct internal investigations into allegations of improper police conduct as directed by the Chief of Police.

- 12) Shall be responsible for maintaining liaison with law enforcement agencies which include, but not limited to Wisconsin Dept. of Justice (WIDJ), Division of Criminal Investigation (DCI), U.S. Secret Service, Federal Bureau of Investigation (FBI), National Center for Missing & Exploited Children (NCMEC), National White Collar Crime Center (NW3C), Lost Child Alert Technology Resource (LOCATER), Dane County Sheriff's Office (DCSO), and surrounding Law Enforcement Agencies.
- 13) Responsible for overseeing or preparation of Affidavits, Subpoena's, Preservation Letters, and/or execution of Search Warrants.
- 14) Responsible for ensuring department personnel are in compliance with department policy for digitally recording all juvenile and adult suspects.
- 15) Responsible for preparation and conducting photo array's when needed.
- 16) Responsible to coordinate and assist with collection, preservation, recording of evidence and knowledgeable of best practices of evidence preservation.
- 17) Shall thoroughly prepare cases and participate in the presentation for judicial disposition in a manner that enhances the opportunity for prosecution and conviction.
- 18) Shall check business establishments periodically but without resorting to predictable routines and check residential properties in the same manner when requested by citizens.
- 19) Shall respond to calls for police services as assigned by the Dane County Communications Center.
- 20) Shall respond to criminal violation calls, secure scenes to protect evidence, call for assistance as needed, interview complainants and witnesses, takes photographs and collects appropriate evidence.
- 21) Shall make arrests, search suspects for evidence, and advise suspects of rights, seize controlled substance and stolen property, transport suspects to the police department or county jail, interrogate suspects, and deposit evidence in department property room.
- 22) Shall prepare and submit incident, accident, and criminal traffic and arrest reports in a timely manner.
- 23) Shall give general assistance to the public.
- 24) Shall be assigned as the department representative for the Wisconsin Department of Justice and act as the TIME Agency Coordinator (TAC) and assign department personnel training via the Training Resources Available on the Internet (TRAIN).
- 25) Responsible for informing crime victims of agencies that can assist them, and provide them with victim rights notification material.
- 26) Responsible for conducting crime scene searches, alone or in conjunction with evidence technicians, from within the department or other agencies.
- 27) Responsible for canvassing areas to gather information relative to criminal investigations.
- 28) Responsible for the development of new sources of information that can contribute to the facilitation of criminal investigations.
- 29) Responsible for the maintenance of investigation equipment.
- 30) Shall be truthful without inconsistencies or giving false information.

- 31) Responsible for performing any other duties and responsibilities as may be required or assigned from time to time, including patrol.
- 32) Responsible for all duties assigned by the Chief of Police.

6. Required Knowledge, Skills and Abilities

- 1) Comprehensive knowledge, understanding, and observance of the organization powers, procedures, and police of the Village of Cross Plains Police department.
- 2) Comprehensive knowledge of law enforcement agencies and their methods of operations, responsibilities, limitations, and relations with other governmental agencies.
- 3) Comprehensive knowledge and observance of personal rights and their relation to police procedures.
- 4) Comprehensive knowledge and understanding of legalities when handling the investigation, arrest, detention, and treatment of accused offenders.
- 5) Comprehensive knowledge and understanding of the Village Ordinances and the State of Wisconsin Criminal Code.
- 6) Comprehensive understanding of statutes pertaining to employer-employee relations and of the in-force labor contract and the ability to apply the provisions of either to police personnel matters.
- 7) Knowledge and ability to apply modern concepts of management.
- 8) Ability to direct departmental resources in a manner that contributes to the attainments of departmental goals and objectives.
- 9) Ability to display managerial and supervisory skills in a manner that maximizes the effectiveness and efficiency of department resources.
- 10) Ability and desire to volunteer for special projects that are necessary in the department
- 11) Ability to keep updated on technological advances and equipment utilized by law enforcement agencies.
- 12) Ability to attend training which will enhance computer investigation skills.