



AGENDA

POLICE AND FIRE COMMISSION

Members

- Commissioner Kirschling
- Commissioner Moore
- Commissioner Mrozek
- Commissioner Ostrowski
- Commissioner Taylor
- Alderperson Kneebone

Date and Time: February 7, 2023
2:00 PM

Location: Community Room (122)
Stevens Point Police Department
933 Michigan Avenue
Stevens Point WI 54481

Discussion and Possible Action on the Following:

1. Roll Call.
2. Approval of Minutes
3. President's Report
4. Confirmation of Bills
5. Discussion, with possible action, on revisions to Administrative Policy 4.04, Termination of Employment - Exit Interview.
6. Police Chief's Report
7. Discussion, with possible action, on the appointment of Firefighter/Paramedic Jeremiah Parker to the position of Motor Pump Operator.
8. Fire Chief's Report/EMS Report
9. Adjournment.

PLEASE TAKE NOTICE that any person who has special needs while attending these meetings or needs agenda materials for these meetings should contact the City Clerk as soon as possible to ensure that a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569 or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Maps further defining the above area(s) may be obtained from the City of Stevens Point Department of Community Development, 1515 Strongs Avenue, Stevens Point, WI 54481, or by calling (715) 346-1567, during normal business hours.

PLEASE TAKE FURTHER NOTICE that a quorum of the Common Council may be in attendance at this meeting.

**CITY OF STEVENS POINT
POLICE AND FIRE COMMISSION MINUTES
MEETING OF JANUARY 12, 2023**

- 1. Roll Call:** Commissioners Kirschling, Moore, Mrozek, Ostrowski, Taylor

Also Present: Police Chief Kussow, Fire Chief Moody, AC Williams, Lt. Johnson, Alderperson Kneebone, Alderperson Christianson, Officer Kris Marchel and K-9 Willow, Brandi Makuski – Point/Plover Metro Wire

2. Approval of Minutes

Commissioner Kirschling moved, seconded by Commissioner Ostrowski, to approve the minutes of the December 6, 2022 meeting.

Ayes, all; nays, none. Motion carried.

3. Confirmation of Bills

Fire Chief Moody explained why they have gone over the 2022 budget.

Commissioner Ostrowski moved, seconded by Commissioner Mrozek, to approve the confirmation of the December 2022 bills.

Ayes, all; nays, none. Motion carried.

- 4. Discussion, with possible action, to hire William Klismith as a Patrol Officer upon successful completion of the academy and upon successful completion of the psychological and medical screening. Expected start date of May 22, 2023.**

Commissioner Mrozek moved, seconded by Commissioner Ostrowski, upon successful completion of the academy and successful completion of the psychological and medical screening, to hire William Klismith, expected start date May 22 of this year.

Ayes, all; nays, none. Motion carried.

- 5. Discussion, with possible action, to place Kylie Bachaus on a three-month eligibility list upon successful graduation of the academy (due to expected officer retirement).**

Commissioner Taylor moved, seconded by Commissioner Kirschling, to place Kylie Bachaus on a three-month eligibility list upon successful graduation of the academy.

Ayes, all; nays, none. Motion carried.

6. Police Chief's Report

Chief Kussow thanked the Commissioners and Alderpersons for helping with milestones in 2022 – reclassification of Records Administration to improve opportunities for advancement, the parking lot project, approval of full-time CSO, and promotion of first female officer to Assistant Chief. The Department also received a donation of a labradoodle therapy dog from Blueberry Cottages. Willow was picked up in December and Officer Kris Marchel is her handler.



Note of Interest:

- 12-1-22 Lt. Johnson Run, Hide, Fight presentation to New Directions Counseling.
- 12-5-22 Lt. Long's shift gave a tour of the PD to 20 Cub Scouts. They participated in fingerprinting to get their forensic badges.
- 12-9-22 Ofc. Solis end of Step 1 onto Step 2.
- 12-16-22 Met with PowerDMS/Plan it to implement computerized on-line scheduling that is compatible with the City's accounting program.
- 12-17-22 Ofc. Morton, Ofc. Marchel, Aux. Ofc. Strasser, Ast. Chief Williams and Chief Kussow participated in Shop with a Cop
- 12-17-22 SPPD Honor Guard presented colors for Wreaths Across America – wreath laying on graves of veterans.
- 12-20-22 Ofc. Marchel picked up K9 Willow and the training has begun.
- 12-22-22 Lt. Johnson met with Probation Supervisor to discuss building security and the transfer of custody for clients.
- December – Det. Drossel, Det. Poeschel, Det. Lepak, Det. Yenter and Det. Sgt. Lawrynk completed background investigation on police applicants.

Calls of Interest:

12-30-22 Overdose attempt, Area by SPASH teenage girl took Overdose of Tylenol, transported to Hospital followed by safety plan.

12-30-22, Welfare check, Econo lodge, Med. unit and Officers called to check welfare of Mother of 3 who was tweaking on Meth. (she was later transported) Three children found in deplorable conditions. Officers purchased some diapers to address the children's needs while waiting for Child Protective Services. Children removed from the residence.

12-30-22, Weapons call, SPPD Officers requested to assist Portage County Sheriff's Office at Morey's Bar with a report of male with hatchet threatening patrons. Male took swing at a patron, missing and striking a cement ashtray. Suspect fled, was located in his apartment where a perimeter and dialogue were established. Male was upset with the FBI. Portage County Deputies made entry to the apartment and placed the suspect in custody without incident.

12-29-22, Disturbance with Firearm, Officers were called to 900 blk Arlington for report of male refusing to leave. Female caller stated she was armed with a firearm. Male suspect left prior to officers arrival. Further investigation led to charges of battery, damage to property, and Disorderly Conduct. (Suspect was taken into custody on a later date at his place of employment).

12-28-22 Driving complaint, report of vehicle driving through a snow bank striking trash can. Vehicle located and the driver was later arrested for Operating While Intoxicated..

12-28-22, Stolen Vehicle, Officers were called to the homeless warming shelter for report of guest with a newer 2018 Nissan Titan XD with dealer plate. Male guest was later arrested for theft of vehicle.

12-27-22 Vehicle Slide in/Operating while intoxicated 300 blk Bukolt, Officers responded to a vehicle which went into the yard. Three occupants appeared under the influence and complete Standardized Field Sobriety Tests resulting in two OWI arrests.

12-23-22, Disturbance, report of people yelling at each other in the parking lot of 1200 Main. Upon further investigation on male was taken into custody on Bail Jump for No Drink. Subject did not consent and warrant obtained.

12-23-22, Porch Pirates in Custody, SPPD Officer located suspect vehicle and stopped occupants. One male arrested on theft charges upon evidence of items stolen. Detective to follow up with Wisconsin Rapids PD.

12-22-22 Structure Fire, SPPD Officer responded to 4500 blk Pioneer dr. to assist FD.

12-22-22 Disturbance, 1000 blk Arlington (halfway house) Intoxicated resident causing a disturbance. Resident taken to jail on hold and resisting.

12-22-22, Low Speed Pursuit, SPPD Officer attempted to stop vehicle and driver for revoked Driver's license. Driver did not stop and led officer on slow speed pursuit. Driver eventually stopped and arrested for fleeing, Probation and Parole and drug charges.

12-20-22, Crash with death, SPPD Officer witnessed a one vehicle crash near the PD. The driver gave medical excuses for his driving. Med unit called to scene where the driver died despite medical interventions.

12-20-22, Assault with knife/Attempted Homicide, SPPD Officer responded to report of female and her juvenile daughter who suffered stab wounds by unknown suspect. Officers from multiple agencies responded and located the suspect who was taken into custody. Mother and daughter transported to Hospital for life threatening injuries. Multiple charges for suspect to include attempted homicide.

12-19-22 Overdose, 1900 blk Strongs Ave. Officer responded to report of male who overdosed on pills. Male was transported to hospital and with possible chapter.

12-18-22, Disturbance, 2600 blk 4th, Officers responded to residence where the female victim was located by family. Female victim had been beaten resulting in injury. Male suspect was later located at family residence in Green Bay. Suspect was taken into custody on Probation and parole and other charges.

12-17-22 Welfare check, male who had been previously involved in disturbance downtown self-reported being lost and given drugs. Male was located in a snowbank several blocks away near Patch St. The male was paranoid that someone was following him after using mushrooms.

12-16-22 Welfare check with Armed subject, Officers responded to 2800 blk Minnesota, to investigate a report of suicidal male who took pills. The suicidal male told the caller he would stab police. Officers made a tactical entry to locate the male asleep next to a knife. Male was transported to hospital.

12-12-22 Fleeing Felon & Area Search, SPPD Officer responded to Stevens Point Probation and Parole Office to arrested know subject on warrant. Subject fled the area prior to police arrival. An area search of the neighborhood were the suspects girlfriend is known to reside located him hiding in the surrounding area. Male subject taken to jail.

12-09-22 Disturbance, Juvenile male at 1900 blk Elk caused a physical disturbance after his parents confronted him about drugs in his room. Male attempted to flee police upon arrival, however was stopped. Male juvenile kicked an officer prior to being transported to Juvenile Detention

12-07-22 Vehicle Pursuit, SPPD Officer observed a vehicle speeding. The vehicle attempted to elude the officer by driving onto the green circle on the west side of the city. The vehicle also extinguish the head lights to avoid detection. When located on the trail, the Suspect vehicle led officers on pursuit which ended behind 449 W Clark St. Driver was taken into custody and off to jail.

12-03-22 OD, 400 blk Bukolt, Male subject took and overdose of pills in attempt to kill himself. Male was taken to hospital and later chaptered.

12-03-22 OD, Econo lodge, male reported to be Overdosing. Officers administered Narcan and male was later transported to Hospital.

12-01-22 Med Assist, Welfare check, Report of male slumped behind the wheel of running vehicle in the Auto Zone parking lot. Upon further investigation the male was found to be deceased. Follow up investigation male was known to have substantial medical concerns.

Monthly Use of Force Reporting (annual total in parenthesis):

Number of Use of Force Incidents: 8 (74)

December 2022 Use of Force Summaries

11/30/22 – A SPPD Detective assisted Portage County Sheriff's Office Detectives with a drug warrant. During the execution of the warrant, the Detective pointed their firearm at a suspect while clearing the residence. No injuries.

12/2/22 – SPPD Officers had made contact with an individual who was suspected of stealing some items. The suspect was arrested by Officers and walked outside to the squad car. Once to the squad car the suspect began to tense up and lift their feet off of the ground, causing Officers to hold the suspect up. The suspect refused to get into the squad car. Officers were forced to pull the suspect in backwards into the squad. Once the doors were shut, the suspect began to kick the squad doors. The suspect was taken to jail and turned over to jail staff where he continued to resist with them. No injuries.

12/12/22 – SPPD Officers were attempting to locate an individual who had fled from Law Enforcement earlier, while at the Probation and Parole Office. The suspect had been put under a Probation hold prior to fleeing. Officers had been searching for the subject for several hours and finally located him hiding behind a shed. One Officer ordered the suspect to show their hands. The suspect showed one hand. The Officer grabbed that hand, placing it behind the suspect's back, while directing the suspect to the ground. While on the ground the suspect was handcuffed. No injuries.

12/16/22 – SPPD Officers were conducting a welfare check on a subject who had threatened suicide and also threatened to stab Officers if they arrived at the residence. After all options had been exhausted Officers entered into the residence to check for the subject. One Officer had their firearm out and another had the less lethal, bean bag gun out. Officers located the subject under a blanket with a knife close by. The Officers pointed their weapons at the subject and gave them commands to remove the blanket and show their hands. The subject complied and was handcuffed without incident or injury.

12/19/22 – A SPPD Officer was attempting to locate a subject wanted by Probation and Parole. The subject was seen walking on the sidewalk and attempted to run into their residence. The SPPD Officer was able to catch up to the suspect and displayed their taser to the suspect. The suspect stopped attempting to flee and was taken into custody without incident or injury.

12/20/22 – SPPD Officers had arrived at the scene of an assault. Two victims sustained significant injuries during the assault. Officers were able to locate the suspect hiding in an exterior basement entrance. Officers pointed their firearms at the suspect due to not knowing if the suspect was in possession of a weapon. The suspect did not follow commands, but just stood there. Some Officers holstered their weapons and pulled their tasers and pointed them at the suspect. The suspect was eventually handcuffed without incident or injury.

12/22/22 – SPPD Officer was attempting to conduct a traffic stop on the vehicle. The vehicle failed to stop for a short distance and a slow speed pursuit began. The vehicle pulled over a short time later and SPPD Officers drew their firearms on the sole occupant and issued orders. The suspect was taken into custody without incident.

12/28/22 – SPPD Drug Detectives assisted agencies outside Stevens Point with the execution of drug warrants. During the execution the Detectives pointed their firearms at suspects inside the residence. All the suspects were taken into custody without incident or injury. Another SPPD K9 Unit was outside the residence and observed 2 subjects trying to flee from inside. The K9 Unit yelled at the subjects, while pointing his gun at them, that if they tried to flee outside, the K9 would be released and they would be bit. The subjects stopped trying to come outside and ran further to the back, inside the residence.

Mental health related incidents: Officers Responded to the following as of 11/22/2022:

- 67 Welfare Checks
- 3 Chapters
- 4 Voluntary

K-9 Unit:

New Therapy dog Willow welcomed to SPPD as of 12-20-22.

Fala on light duty due to dental surgery

1. Dec 31, 2022
HWY 54//Lincoln Ave
Plover , WI
54467

Case: C22-14173

Requesting Agency: Plover PD

Dog: Barry

Type: Detection

Report Reviewed: Yes, by Jeremiah Ballew

DETECTION

Sniff of 1 Vehicle with 1 indication

Ford Ranger : Registered in WI, US.

Drugs seizure: Methamphetamine, 0.25 Grams

Concealed: Black bag in front seat

Packaging: Plastic bag

2. Dec 28, 2022
NORWAY PINE DR & TORUN RD
Stevens Point, WI
54482

Case: C22-14083

Requesting Agency: PTSO 157

Dog: Barry

Type: Detection

Report Reviewed: Yes, by Jeremiah Ballew

DETECTION

Sniff of 1 Vehicle with 1 indication

Chevrolet HHR: Registered in WI, US.

Drug Paraphernalia seizure: Paraphernalia, 1 Items

Concealed: Digital scale in between driver and passenger seat behind console.

Packaging: None

Drugs seizure: Methamphetamine, 1 Grams

Concealed: Ambers Purse

Packaging: None

3. Dec 27, 2022
Compound
370 Akron Ave
Bancroft, WI
54921

Case: C22-14060
Requesting Agency: PTSO 150
Dog: Barry
Type: Patrol
Report Reviewed: Yes, by Jeremiah Ballew
Reason For Deployment: Drug Warrant

NON-SEARCH
Warrant Types: Search warrants, Arrest warrants

People Found: 2
Total Arrests: 2

4. Dec 09, 2022
Highway 66 // CTH J
Custer, WI
54423

Case: C22-13526
Requesting Agency: Portage County S.D. // Hawkins
Dog: Fala
Type: Detection
Report Reviewed: Yes, by Jeremiah Ballew

DETECTION
Sniff of 1 Vehicle with 1 indication
Brown Jeep Grand Cherokee (SUV): Registered in WI, US. License Plate #: ST1055
Drugs seizure: Methamphetamine, 14.9 Grams
 Concealed: On drivers person
 Packaging: Plastic
Drugs seizure: Marijuana, 0.5 Grams
 Concealed: On drivers person
 Packaging: Plastic
Firearms seizure: Hand Gun, 1 Items
 Concealed: Rear of vehicle
 Packaging: None
Drug Paraphernalia seizure: Paraphernalia, 2 Items
 Concealed: on drivers person
 Packaging: None

5. Dec 08, 2022
Ben Franklin Junior High
2000 Polk St
Stevens Point, WI
54481

Case: C22-13490
Requesting Agency: Stevens Point - Marchel
Dog: Fala
Type: Detection
Report Reviewed: Yes, by Jeremiah Ballew

Training:

- SWAT
- K-9 training
- Officer Wellness Video – Emotional Survival for Law Enforcement

Field Training (FTO):

- Ofc. Jadon Solis advanced to step 2 Field Training

Auxiliary Unit:

- Total events: (w/out Aux. Mtgs) = 3
 1. UWSP Hockey 12-3-22
 2. UWSP Hockey 12-9-22
 3. Salvation Army Bell Ringing 12-10-22
- Total Hours without ride along / = 10.50
- Meetings: Dec. 13, 2022 @6pm
 - a. PD Policy 328 Harassment and 340 Standards of conduct, Informational present on new scheduling app Track it forward.
 - b. Issued new polos and hats
 - c. Each Aux. Admin assigned new SPPD Aux. member to mentor

School Resource Officers:

SPASH

84 calls for service including the following:

-10 vaping complaint/investigations

- * 3 citations issued
- 4 truancy citations
- 2 weapons (knives) located- both incidents handled with school discipline
- 1 welfare check, leading to student transported to St Mikes for voluntary
- 2 threat related investigations. Cleared with report.
- 1 expulsion hearing
- 1 CPS report passed on from IB regarding possible extortion-cleared with report.

PJ Jacobs

Calls for service - 79
 School consequences for poor behaviors - 31
 Arrests (citation issued) - 1
 Truancy citations issued - 3
 YES program referrals - 1
 POP taught in FACS classes - 2

Other activities - I'm working with the school district on Standard Response Protocol (SRP) and Standard Reunification Method (SRM) trainings. We've set a date of August 4th 2023 for our annual training held at PJ Jacobs. This is the same training held as last August involving all of school district admin, law enforcement, Fire, Ems, etc.

Ben Franklin

85 - Total calls for service, not including meetings and trainings
 35 - School Consequences assigned for behavior
 2 - Truancy Citations issued
 2 - NTC's issued for minor possessing vaping devices, 5 total devices located, 2 containing Delta-8 and Delta-10 THC
 2 - YES (Youth Enrichment Services) referrals, both were denied enrollment due to prior enrollment and no change in behavior
 3 - Securely reports of students Google searches for weapons, all were determined not to be threats
 1 - Fire Drill
 1 - At-home welfare check on student who has been truant for 3 weeks, no contact
 1 - K-9 training walk-thru for drugs, nothing located
 1 - Disturbance between parents in student pick-up line, report done
 1 - Phone call to registered owner concerning driving complaint in our school zone for speed

Included in the calls for service were 2 thefts and 1 physical fight, all handled through alternative methods or school consequences. I also continued meeting with the School District Safety and Security Team to update SRP with the discontinued use of the WAVE system in the district. FACS Police Outreach classes were taught to 5 class periods of 7th graders involving Sexting, Conflict Resolution and Anger Management. Lastly, Ben Franklin students were introduced to our new therapy dog, Willow right before the holiday break. Willow was well received by students and staff.

Commissioner Moore moved, seconded by Commissioner Kirschling, to approve the Police Chief's report for December 2022.

Ayes, all; nays, none. Motion carried.

7. Discussion, with possible action, on the promotion of Firefighter/Paramedic Ross Oestreich to the position of Lieutenant.

With this promotion, all company officer positions will be filled.

Commissioner Kirschling moved, seconded by Commissioner Taylor, to promote Firefighter/Paramedic Ross Oestreich to the position of Lieutenant.

Ayes, all; nays, none. Motion carried.

8. Discussion, with possible action, on the appointment of Firefighter/Paramedic Jason Pettis to the position of Motor Pump Operator.

Commissioner Mrozek moved, seconded by Commissioner Kirschling, to appoint Firefighter/Paramedic Jason Pettis to the position of Motor Pump Operator.

Ayes, all; nays, none. Motion carried.

9. Discussion, with possible action, to approve Probationary Firefighter/Paramedics Bryan Fisher and Jake Butler to the status of Firefighter/Paramedic with the completion of their probation this past week.

Due to the change in the PFC meeting date to this week, both Fisher and Butler completed their probation earlier this week (January 10). Recommend they both come off probation effective immediately.

Commissioner Moore moved, seconded by Commissioner Ostrowski, for that approval.

Ayes, all; nays, none. Motion carried.

10. Discussion, with possible action, on hiring new Administrative Assistant Karyn Baxter.

With the approval of the PFC last month to hire a new Administrative Assistant due to resignation, the Department decided to move forward with hiring the current temporary Administrative Assistant Karyn Baxter. No need for action to be taken on this because it was taken last month, but only for discussion.

Commission accepts the recommendation.

11. Discussion, with possible action, on offering conditional offer of employment to Entry Level Firefighter/Paramedic Josh Boldt.

Pending the completion of all the requirements and the application process, if all goes well, we onboard Josh Boldt as a new Entry Level Firefighter/Paramedic.

Commissioner Kirschling moved, seconded by Commissioner Mrozek, to offer a conditional offer of employment as Entry Level Firefighter/Paramedic to Josh Boldt upon successful completion of all job requirements.

Ayes, all; nays, none. Motion carried.

12. Discussion, with possible action, of Assistant Chief Zvara vacation carryover of 151 hours of unused time in 2023.

AC Zvara submitted request in writing. He is allowed to carry over 80 hours, and is asking to carry over an additional 71 hours. In the past, we have allowed the last five Assistant Chiefs that have been hired since the restructure to do this. When they have come off the line, with the conversion of vacation, they have been allowed to have a one-year grace period to use their time. Will not cause overtime in the department. Full support of Chief Moody.

Commissioner Kirschling moved, seconded by Commissioner Mrozek, to allow Assistant Chief Zvara to carry over 151 hours of unused time into 2023.

Ayes, all; nays, none. Motion carried.

13. Fire Chief's Report/EMS Report

Chief Moody thanked everyone for their support. After the hiring of Josh Boldt, the Fire Department will be two positions short on the line. Per Commissioner Moore, a vast improvement from where we were a year ago.

Commissioner Kirschling wished the public to know that Chief Moody helped deliver presents with Santa. He also congratulated Chief Moody for being elected to the North Central Fire Chief's Association. Chief Moody was elected by his peers and speaks volumes of his dedication and great job that he does for the Stevens Point Fire Department.

Highlights of 2022 – Moody as new Fire Chief, restructuring of department and adding Battalion Chief position, taking over the Village of Park Ridge fire suppression through May 2025, onboarding of 16 people to the Department (allowing current employees to see their families and not work so much overtime), new Lexipol program.

Significant Events

- Graduation Ceremony (Hageman, Ewing, Mosely, Windsor) Dec 2nd
- Promotions (BC Kedrowski, LT. Westphal, MPO Ostrowski) Dec 2nd
- Awards Banquet all Crews Dec 19-21

Metro Fire Response: (4)

- 4257 Heffron Street YTD (38)
12/11/2022
- 299 Bills Drive (Hull) 12/11/2022
- 4501 Pioneer Drive 12/22/2022
- 800 Plover Road (Plover) 12/24/2022

Fires

- Structure Fires-3 YTD (30)
- Vehicle Fires-0 YTD (9)
- Brush, Grass, Wildland Fires-0 YTD (4)
- Trash/Dumpster Related Fires-0 YTD (2)
- Cooking Incidents-3 YTD (41)
- Chimney Fire -0 YTD (2)
- Excessive Heat, Scorch, No Fire-0 YTD (6)
- Electrical Issues-0 YTD (14)

EMS/Rescue

- EMS Assist Calls-83 YTD (576)
- Assist Invalid-0 YTD (4)
- Vehicle Accidents-0 YTD (19)
- EMS Standby-0 YTD (3)
- Assist Other Government Agency-1 YTD (5)
- EMS Call, Other-0 YTD (3)

Alarms

- False Alarms Responses-12 YTD (125)

Hazardous Materials

- Carbon Monoxide Detected-3 YTD (14)
- Natural Gas Detected-4 YTD (23)
- Gasoline and Flammable Leak/Spill-0 YTD (2)
- Hazardous Investigation nothing found-1 YTD (20)
- Oil/Combustible Spill included Vehicle Accidents-0 YTD (10)
- Chemical Spills-0 YTD (7)

Other Incidents

- Animal Rescue-0 YTD (9)
- Burning Regulation Issues-0 YTD (32)
- Citizen Complaints-0 YTD (8)
- Water/Steam Leak-1 YTD (4)
- Smoke Scare, Odor of Smoke, Steam Mistaken for smoke-1 YTD (14)
- Dispatched and Cancelled Enroute-2 YTD (41)
- Nothing Found on Arrival- 0 YTD (5)
- General Service Call-1 YTD (2)
- Bomb Scare-0 YTD (1)

Technical Rescue

- Water/Ice Incidents-0 YTD (3)
- Rope/High Angle Rescue-1 YTD (1)
- Extrication of Victim from Elevator-2 YTD (9)
- Extrication of Victim from a Vehicle-0 YTD (4)
- Extrication of Victim from Building-0 YTD (3)

Monthly Total (118)

Year to Date Total (1,055)

Total Fire Losses City Property-\$700

YTD: \$289,300

Total City Property Saved-\$415,000

YTD: \$26,994,050

Training:

- o Advanced Cardiac Life Support Dec 7-9
- All Crews

Public Activities:

- o Cub Scouts 298 First Aid Badge Dec 5th
- o Red Kettle Public Safety Event Dec 10th
- o Park Ridge Santa visit Dec 14th
- o Shop with a Hero at Fleet Farm Dec 20th

Commissioner Moore moved, seconded by Commissioner Kirschling, to accept the Fire Chief's Report for December 2023.

Ayes, all; nays, none. Motion carried.

12. Adjournment

The meeting adjourned at 2:53 p.m.

Date Paid	Vendor Name	Description	Amount Paid
01/20/2023	SPFF LOCAL 484 CHARITABLE FOUNDATION INC	REIMB UNIFORM DAMAGED ON DUTY - UNIFORM 1/4 ZIP - BUT	75.15
01/12/2023	GOLD MEDAL TRAILER SALES	ENCLOSED 14' INVESTIGATION TRAILER	14,401.50
01/20/2023	WSESI INC - WI SOCIETY OF EMERG SRV INST	CONFERENCE REGIST - EWING	51.00
01/12/2023	EMMONS BUSINESS INTERIORS	32 STEEL CHAIRS	4,040.20
Grand Totals:			18,567.85



STEVENS POINT POLICE & FIRE COMMISSION AUTHORIZED REPRESENTATIVE

*The Uniform Allowance line item is also used for the total annual allowance of \$7185, which is paid on the second payroll check in January. Due to this amount being paid through payroll, it will not show on this report.

CITY OF STEVENS POINT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2022

GENERAL FUND - FIRE DEPARTMENT

		BUDGET	CURRENT MO	YTD ACTUAL	BALANCE	%
UNIFORM ALLOWANCE	100.52.25270.1670	18,000	26,415	26,415 (	8,415)	146.75
GAS/ELECTRIC CHARGES	100.52.25270.2200	15,618	21,059	21,059 (	5,441)	134.84
TELEPHONE UTILITY CHARGES	100.52.25270.2203	5,000	9,124	9,124 (	4,124)	182.48
WATER/SEWER UTIL CHARGES	100.52.25270.2204	2,790	3,885	3,885 (	1,095)	139.26
TV SERVICES	100.52.25270.2212	1,325	1,674	1,674 (	349)	126.33
IT/COMPUTER EQUIPMENT	100.52.25270.2800					.00
CONTRACTED SERVICES - GEN	100.52.25270.2902	2,500	1,964	1,964	536	78.58
IT CONTRACTED SERVICES	100.52.25270.2906	3,000	198	198	2,802	6.61
SOFTWARE LICENSE FEES	100.52.25270.2907	20,000	17,502	17,502	2,498	87.51
CONTRACTED RADIO/COMM MAINT	100.52.25270.2913	2,000	3,921	3,921 (	1,921)	196.03
GENERAL OFFICE SUPPLIES	100.52.25270.3001	2,870	2,645	2,645	225	92.15
MEMBERSHIP DUES	100.52.25270.3202	2,500	2,708	2,708 (	208)	108.34
MILEAGE EXPENSES	100.52.25270.3301	1,050	163	163	887	15.49
GEN BUILDING MAINT & SUPPLIES	100.52.25270.3550	9,500	11,086	11,086 (	1,586)	116.70
FIRE HOSES & FITTINGS	100.52.25270.3650	1,000			1,000	.00
GENERAL FIRE EQUIPMENT	100.52.25270.3651	8,925	24,659	24,659 (	15,734)	276.29
PERSONAL FIRE EQUIPMENT	100.52.25270.3652	2,500	1,773	1,773	727	70.92
GEN HEALTH/SAFETY EXP	100.52.25270.5601	2,000	61	61	1,940	3.03
PUBLIC EDUCATION EXP	100.52.25270.5650	5,000	3,092	3,092	1,908	61.84
GEN SEMINAR/EDUCATION EXP	100.52.25270.5910	17,500	15,600	15,600	1,900	89.14
PRE-EMPLOYMENT TESTING	100.52.25270.5911	3,000	18,369	18,369 (	15,369)	612.31
EDUCATIONAL COMPENSATION	100.52.25270.5912	10,000	7,766	7,766	2,234	77.66
FIRE DEPT DONATION EXP	100.52.25270.5930					.00
COMPUTER SYSTEM UPGRADES	100.52.25270.8000	2,000	60	60	1,940	3.00
STATION UPGRADES	100.52.25270.8100	3,500	4,365	4,365 (	865)	124.70
BREATHING APPARATUS	100.52.25270.8500	4,500	4,500	4,500		100.00
TOTAL FUND EXPENDITURES		146,078	182,589	182,589 (	36,511)	124.99

Date Paid	Vendor Name	Description	Amount Paid
01/25/2023	VERIZON WIRELESS - NJ	POLICE DEPT - CELL PHONES	683.79
01/25/2023	VERIZON WIRELESS - NJ	POLICE DEPT - DATA CHARGES/SQUAD LAPTOPS	532.26
01/25/2023	CHARTER COMMUNICATIONS - 94188	SPECTRUM BUSINESS TV - SPPD - 933 MICHIGAN AVE	94.73
01/25/2023	PORTAGE COUNTY TREASURER	QUARTERLY TIME SYSTEM BILLING - CITY SHARE	620.00
01/25/2023	WISCONSIN DEPT OF JUSTICE - TIME	TIME SYSTEM ACCESS - QUARTERLY CHARGE FOR OFFICER	753.75
01/25/2023	WISCONSIN SPILLMAN USER GROUP	ANNUAL INSIGHT SERVER DUES	25.00
01/25/2023	COMPLETE OFFICE OF WI INC	LASER PRINTER TONER CARTRIDGES (8)	1,435.70
01/25/2023	COMPLETE OFFICE OF WI INC	CLIPBOARD	3.28
01/25/2023	COMPLETE OFFICE OF WI INC	PARCHMENT PAPER	49.99
01/25/2023	COMPLETE OFFICE OF WI INC	PAPER PLATES	113.06
01/25/2023	COMPLETE OFFICE OF WI INC	ID HOLDERS & SECURITY FOB HOLDERS	21.89
01/25/2023	COMPLETE OFFICE OF WI INC	MANILLA ENVELOPES	32.36
01/25/2023	COMPLETE OFFICE OF WI INC	REPORT COVERS	30.45
01/25/2023	COMPLETE OFFICE OF WI INC	PACK OF MECHANICAL PENCILS	2.97
01/25/2023	COMPLETE OFFICE OF WI INC	DOCUMENT HOLDER, CHAIRMAT	354.47
01/25/2023	WISCONSIN SPILLMAN USER GROUP	SPILLMAN/FLEX ANNUAL MEMBERSHIP DUES - SHARED AGEN	50.00
01/25/2023	AXON ENTERPRISE INC	TASER CARTRIDGES	465.00
01/25/2023	STREICHER'S	LMT 40MM 4-SHOT LAUNCHER	2,089.00
01/25/2023	SUNSET LAW ENFORCEMENT	AMMUNITION	4,504.25
01/25/2023	POINT TROPHY LLC	RETIREMENT PLAQUE FOR LEEANN SPOON	115.35
01/25/2023	POINT AREA VETERINARY CLINIC	K-9 WILLOW - PUPPY VACCINATIONS	69.00
01/25/2023	SHEEPDOG GUARDIAN	K-9 LEGAL UPDATES & TRAINING (2)	450.00
01/25/2023	PER MAR SECURITY SERVICES	ANNUAL SECURITY MONITORING SERVICES - SPPD - 933 MICH	760.68
01/25/2023	TAYLOR, MARGARET CAROL	CLEANING SERVICES - 933 MICHIGAN AVE - SPPD	1,600.00
01/25/2023	WM CORPORATE SERVICES INC	GARBAGE/RECYCLING - SPPD 933 MICHIGAN AVE	258.90
01/25/2023	NASSCO INC	SANITARY NAPKIN RECEPTACLE	57.31
Grand Totals:			15,173.19



STEVENS POINT POLICE & FIRE COMMISSION AUTHORIZED REPRESENTATIVE

*The Uniform Allowance line item is also used for the total annual allowance of \$5700, which is paid on the second payroll check in January. Due to this amount being paid through payroll, it will not show on this report.

CITY OF STEVENS POINT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2022

GENERAL FUND - POLICE DEPARTMENT

		BUDGET	CURRENT MO	YTD ACTUAL	BALANCE	%
GENERAL UTILITY CHARGE	100.52.20100.2200	370	338	338	32	91.36
TELEPHONE UTILITY CHARGES	100.52.20100.2203	28,000	30,275	30,275 (	2,275)	108.12
TV SERVICES	100.52.20100.2212	900	1,118	1,118 (	218)	124.22
IT/COMPUTER EQUIPMENT	100.52.20100.2800	5,000	6,790	6,790 (	1,790)	135.81
TIME SYSTEM SERVICES	100.52.20100.2821	4,000	5,551	5,551 (	1,551)	138.78
IT CONTRACTED SERVICES	100.52.20100.2906	5,000	8,483	8,483 (	3,483)	169.66
SOFTWARE LICENSE FEES	100.52.20100.2907	43,000	35,783	35,783	7,217	83.22
CONTRACTED RADIO/COMM MAINT	100.52.20100.2913	7,000	2,570	2,570	4,430	36.71
GENERAL SERVICES	100.52.20100.2932	4,400	3,684	3,684	716	83.72
GENERAL SUPPLIES	100.52.20100.3001	12,500	14,397	14,397 (	1,897)	115.18
CRIMINAL INV SUPPLIES	100.52.20100.3003	7,000	2,595	2,595	4,405	37.08
MEMBERSHIP DUES	100.52.20100.3202	800	920	920 (	120)	115.00
GENERAL TRAVEL EXPENSES	100.52.20100.3300	400			400	.00
MILEAGE EXPENSES	100.52.20100.3301	200			200	.00
GAS & OIL CHARGES	100.52.20100.3401	80,000	99,725	99,725 (	19,725)	124.66
COMMUNITY/PUBLIC RELATIONS	100.52.20100.3450	3,000	2,954	2,954	46	98.45
PARTS & SUPPLIES	100.52.20100.3501	15,000	8,126	8,126	6,874	54.17
VEHICLE TOWING CHARGES	100.52.20100.3504	800	1,469	1,469 (	669)	183.63
VEHICLE CLEANING EXP	100.52.20100.3508					.00
OPERATIONS SPT FLEET EQUIPMENT	100.52.20100.3510	6,000	4,713	4,713	1,287	78.56
PROTECTIVE VESTS	100.52.20100.3603	5,000	5,850	5,850 (	850)	117.00
TASER EQUIPMENT	100.52.20100.3605	5,000	4,314	4,314	686	86.29
CAMERA EQUIPMENT	100.52.20100.3606	8,000	2,765	2,765	5,235	34.56
RANGE SUPPLIES	100.52.20100.3607	1,500	174	174	1,326	11.59
SWAT SUPPLIES	100.52.20100.3608	1,000	4,905	4,905 (	3,905)	490.46
AMMO & SUPPLIES	100.52.20100.3609	11,000	13,627	13,627 (	2,627)	123.88
UNIFORM REPLACEMENTS	100.52.20100.3801	11,500	11,682	11,682 (	182)	101.58
MISCELLANEOUS EXPENSES	100.52.20100.5000	14,000	6,303	6,303	7,697	45.02
OSHA BLOOD PATH PROG EXP	100.52.20100.5600	1,000	824	824	176	82.37
EVIDENTIAL BLOOD DRAW EXPENSE	100.52.20100.5610	4,200	3,300	3,300	900	78.58
INVESTIGATION BUREAU EXP	100.52.20100.5611	1,000	812	812	188	81.22
PRISONER EXPENSES	100.52.20100.5615	2,000	6,843	6,843 (	4,843)	342.15
CRIME PREVENT PROG EXP	100.52.20100.5704	3,000	2,568	2,568	432	85.61
LEXIPOL	100.52.20100.5705	9,600	10,150	10,150 (	550)	105.72
AUXILIARY POLICE UNIT	100.52.20100.5706	1,500	2,329	2,329 (	829)	155.27
K-9 UNIT EXPENSES	100.52.20100.5712	1,000	2,084	2,084 (	1,084)	208.42
BICYCLE PATROL EQUIPMENT	100.52.20100.5713	300	9	9	291	2.98
GENERAL TRAINING EXPENSES	100.52.20100.5907	24,000	28,590	28,590 (	4,590)	119.13
IN-SERVICE TRAINING	100.52.20100.5909	6,880	5,139	5,139	1,741	74.69
EDUCATIONAL COMPENSATION	100.52.20100.5912	5,000			5,000	.00
PROMOTION/RECRUIT TESTING	100.52.20100.5921	5,000	3,651	3,651	1,349	73.02
 GAS/ELECTRIC CHARGES	 100.52.20105.2200	 50,543	 58,512	 58,512 (	 7,969)	 115.77
WATER/SEWER UTIL. CHARGES	100.52.20105.2204	2,320	1,983	1,983	337	85.47
CONTRACTED BUILDING MAINT	100.52.20105.2922	55,000	36,680	36,680	18,320	66.69
GEN BLDG EXPENSES & SUPPLIES	100.52.20105.3550	3,000	7,424	7,424 (	4,424)	247.47
TOTAL FUND EXPENDITURES		455,713	450,009	450,009	5,704	98.75

Date Paid	Vendor Name	Description	Amount Paid
01/20/2023	IMAGETREND INC	VAULT RECORDS WITH ATTACHMENTS - ANNUAL FEE SUPPOR	848.72
01/05/2023	ECHO HEALTHCARE INC	ELDERLY FEMALE BODY MANNEQUIN	22,975.00
01/20/2023	REP FITNESS LLC	EXERCISE EQ: KETTLEBELLS, DUMBELLS, WEIGHTED BALLS	3,074.02
01/20/2023	WSESI INC - WI SOCIETY OF EMERG SRV INST	CONFERENCE REGIST - EWING	34.00
Grand Totals:			26,931.74



STEVENS POINT POLICE & FIRE COMMISSION AUTHORIZED REPRESENTATIVE

*The Uniform Allowance line item is also used for the total annual allowance of \$5015, which is paid on the second payroll check in January. Due to this amount being paid through payroll, it will not show on this report.

CITY OF STEVENS POINT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2022

GENERAL FUND - AMBULANCE

		BUDGET	CURRENT MO	YTD ACTUAL	BALANCE	%
UNIFORM ALLOWANCE	100.52.25300.1670	12,000	15,765	15,765 (	3,765)	131.38
GAS/ELECTRIC CHARGES	100.52.25300.2200	16,586	21,059	21,059 (	4,473)	126.97
TELEPHONE UTILITY CHARGES	100.52.25300.2203	7,000	5,970	5,970	1,030	85.28
WATER/SEWER UTILITY CHARGES	100.52.25300.2204	2,265	1,017	1,017	1,248	44.89
TV SERVICES	100.52.25300.2212	1,500	1,366	1,366	134	91.09
IT/COMPUTER EQUIPMENT	100.52.25300.2800	6,000	9,364	9,364 (	3,364)	156.07
CONTRACTED SERVICES - GEN	100.52.25300.2902	4,000	1,214	1,214	2,786	30.34
IT CONTRACTED SERVICES	100.52.25300.2906					.00
SOFTWARE LICENSE FEES	100.52.25300.2907	17,000	17,320	17,320 (	320)	101.88
CONTRACTED RADIO/COMM MAINT	100.52.25300.2913	1,000	3,348	3,348 (	2,348)	334.81
GENERAL OFFICE SUPPLIES	100.52.25300.3001	1,500	1,453	1,453	47	96.85
GENERAL EQUIPMENT	100.52.25300.3025	19,500	10,020	10,020	9,480	51.38
MEMBERSHIP DUES	100.52.25300.3202	500	55	55	445	11.00
MILEAGE EXPENSES	100.52.25300.3301	1,000	119	119	881	11.93
GEN BUILDING MAINT & SUPPLIES	100.52.25300.3550	10,500	11,896	11,896 (	1,396)	113.29
WELLNESS EXPENSES	100.52.25300.5021	9,000	5,620	5,620	3,380	62.45
GEN HEALTH/SAFETY EXP	100.52.25300.5601	500	46	46	454	9.20
PUBLIC EDUCATION EXP	100.52.25300.5650	6,000	1,435	1,435	4,565	23.92
COVID-19 EXPENDITURES	100.52.25300.5700					.00
GEN SEMINAR/EDUCATION EXP.	100.52.25300.5910	10,000	9,571	9,571	429	95.71
PRE-EMPLOYMENT TESTING	100.52.25300.5911	3,000	12,217	12,217 (	9,217)	407.25
EDUCATIONAL COMPENSATION	100.52.25300.5912	10,000			10,000	.00
REGULATED MANDATED EXPEND	100.52.25300.5913	1,000	888	888	112	88.80
CONTRACT'L RTN OF SURPLUS FDS	100.52.25300.5980					.00
COMPUTER SYSTEM UPGRADES	100.52.25300.8000					.00
STATION UPGRADES	100.52.25300.8100					.00
TOTAL FUND EXPENDITURES		139,851	129,743	129,743	10,108	92.77

Exit Interview Policy

Exit interviews will be held with all terminating employees under the Police and Fire Department unless an employee chooses not to do so. The Human Resource Manager shall conduct the exit interview. Once an exit interview is scheduled, the Human Resource Manager by means of an email, shall notify all Police and Fire Commissioners of the date, time and place. A maximum of two commissioners can attend the exit interview. If no Commissioners can attend the scheduled date and time, the Police and Fire Commissioner President will notify the Human Resource Manager and a new date and time will be scheduled. If an unforeseen circumstance arises that prevents the Human Resource Manager from attending the confirmed exit interview a new date and time will be rescheduled.

The terminating employee has the right to have an individual of their choice attend the exit interview with them.

In the case of non-voluntary termination due to performance related issues, violation(s) of the city policy or state or federal law, then this policy is superseded until such a time all appeals of termination and any litigation is completed.

The following questions will be asked of the terminating employee:

1. Is there a reason you are leaving or started looking for another job that you can share with us?
2. What does your new position offer that influenced your decision to leave?
3. What could we have done better as an employer?
4. What did we do well?
5. Did you feel comfortable talking with your supervisor/manager?
6. What did your supervisor/manager do well? What could they improve on?
7. How would you describe the workplace environment or culture?
8. Did we provide you with all the pieces you needed to succeed in your work?
9. Were the objectives and priorities of your job make clear? Did you receive constructive feedback to help you improve?
10. Do you have any issues or comments that you would like to share?
11. Would you ever consider returning to work for the city?
12. Other questions deemed necessary.

The information gathered as part of the exit interview questionnaire shall be kept by the Human Resource Manager. Information requiring immediate action will be communicated to the Police and Fire Commission President and a special meeting will commence with all Commissioners. Information received will be placed as a future agenda item for discussion with the entire Police and Fire Commission. Timely feedback is encouraged to be shared with the respective Chief of the department by those Commissioners attending the exit interview.

INTRODUCTION: ADMINISTRATIVE PROCEDURES OF THE STEVENS POINT POLICE AND FIRE COMMISSION

The City of Stevens Point (City), as employer, has enacted administrative policies which apply to all city employees. Those policies relate to employee benefits, fair employment practices, personnel selection and other personnel procedures [City of Stevens Point Administrative Policies.]

City policies regarding personnel selection and hiring, and related personnel matters, may not apply to protective service employees because personnel recruitment and selection are the responsibility of the Police and Fire Commission (Commission) under ss. 62.13 Wis. Stats. Suspension, reduction in rank, dismissal, layoffs and recalls are governed by statute and case law.

The Fire and Police Chiefs have statutory authority to operate their departments. Department directives and standard operating procedures are established by the Chiefs.

When a Chief finds that a department policy is impeding the efficient operation of the department, the Chief will review the issue, develop an appropriate response or course of corrective action, implement the plan, monitor for effect, and/or if necessary bring the issue before the Commission for proper authorization to make the necessary change.

All Police and Fire Department employees are encouraged to bring concerns and suggestions to their respective Chiefs through each Department's established chain of command according to published protocol based on the nature of a person's information. Personnel wishing to pursue further on an issue that has been reviewed within their Department may contact the PFC Secretary to arrange for presentation to the Police and Fire Commission.

A copy of these policies will be provided to the Mayor, the City Clerk, the City Personnel Office and other persons upon request.

These policies will be part of the orientation and ongoing training of all Police and Fire Department employees. Verification of training will be recorded in each Department's training records.

The job positions and policies in this document are established based on the statutory authority granted to the City of Stevens Point and the Stevens Point Police and Fire Commission by 62.13, Wis. Stats. as an optional powers Commission in a referendum held on April 2, 1935. Policies may be added, revised or repealed by a majority of the Commission members present and voting at a legally-noticed public meeting.

ADMINISTRATIVE PROCEDURES

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Introduction through section 3.03 recodified 11-13-01
Section 3.04 through 4.01 recodified 12-11-01
Section 4.02 through 5.03 recodified 01-15-02
Section 5.04 through 6.02 recodified 02-12-02
Section 6.03 through 6.04 recodified 04-09-02
Section 1.06 through 1.07 added 01-06-09
Manual re-adopted as revised by affirmative commission action 02-03-09
Section 4.04 added 11/02/2021

ADMINISTRATIVE PROCEDURES STEVENS POINT FIRE AND POLICE COMMISSION

SECTION 1: Policies Relating Directly to the Police and Fire Commission

SECTION 1.01 Officers of the Commission

The Commission will elect a president and a secretary, who shall not be one and the same person, at the properly noticed commission meeting in May of each year. If no properly noticed commission meeting is held in May, the election will be held at the next special or properly noticed commission meeting.

The President will set meeting agendas, ensure public meeting notice is given, and preside at Commission meetings. In the President's absence, the Secretary will handle the President's responsibilities. If neither officer is available, the President will designate a member of the Commission to act on their behalf.

If either officer resigns from office, or becomes ineligible to serve prior to May of the year following election, the Commission will elect a replacement at its next special or properly noticed Commission meeting. Alternatively, the Commission may elect an interim president or secretary to serve at its pleasure or until the next May election.

The Commission may elect additional officers or assign special responsibilities as deemed appropriate.

The Secretary will notify the Mayor, the City Personnel Office and the City Clerk of the names of the officers.

SECTION 1.02 Commission Meetings

The Commission will typically hold its properly noticed commission meeting on the first Tuesday of each month. The president may call special meetings as needed. A special meeting will be held at the request of any member.

The Commission may change its meeting day and time and/or eliminate any properly noticed commission meeting at its discretion.

SECTION 1.03

Compensation of Police and Fire Commission Members

An “official noticed meeting” means a gathering of three or more members of the Commission for the purpose of exercising Commission authority, responsibilities or duties. Any meeting involving three or more members of the Commission and other city officials or employees, including personnel of the Police and Fire Departments, constitutes a meeting even if notice of the meeting is not given under the provisions of the state’s Open Meetings Law. A chance gathering, attendance at social events or attendance at conferences and educational programs does not constitute a meeting.

For purposes of determining entitlement for compensation and reimbursement of expenses incurred, participation in the following are compensable activities: properly noticed regular monthly or scheduled special Commission meetings, individually scheduled meetings with personnel of the Fire and/or Police Departments, or when representing the Commission at other approved meetings. Compensation is paid in a minimum block of four hours or the actual time spent whichever is greater. Commission members attending two meetings on the same day will be entitled to receive compensation and reimbursement for expenses incurred for two meetings.

Pay per meeting will be as set by City Council. The President will approve all meeting and other expense vouchers, except that the Secretary will approve the President’s.

SECTION 1.04

New Members of the Commission

At a minimum, the Commission will provide each new member with the following; a copy of these procedures, meeting minutes dating from six to 12 months prior to appointment, a copy of Wis. Stats. s. 62.13, a copy of Wisconsin’s Open Meeting and Public Records laws, any authoritative Handbook for Police and Fire Commissions and a copy of all current contracts, including the current collective bargaining agreements.

SECTION 1.05

Records of the Commission - Custodian of Records

The Commission will record and retain a record of its meetings.

The Commission will retain its records in the office of the Police Department Administrative Assistant. The custodian of the records will be the President of the Commission; the deputy custodian will be the Police Department Administrative Assistant.

SECTION 1.06

Department Liaisons

Each public safety department will have an assigned liaison from the Police and Fire Commission. The liaison is a resource for the Chief to utilize to discuss things such as strategic plans, capital improvement projects, organizational changes, etc. The liaison should develop a solid understanding of the assigned department's operational mission, budget, staffing, goals and objectives in order to support the assigned Chief as needed. The liaison will be an advocate for the assigned department.

The Department Liaison will be expected to perform the following:

- Meet with the Chief at least monthly.
- Review the Chief's written goals from his/her evaluation.
- Determine with him or her departmental priorities and how the liaison can assist.
- Discuss the Chief's professional and personal goals and how they relate to his or her duties.
- Become familiar with policies and procedures.
- Explore practices, policies, procedures, technology or equipment that have become outdated and need to be addressed.
- Review the staff evaluation format.
- Review with the Chief the timeliness of evaluations and if they are realistic.

SECTION 2: Fiscal Policies

SECTION 2.01 Budget Accountability

Each Chief will prepare a first draft of his or her department's budget in the format required by the Comptroller/Treasurer (C/T). The original budget request from each Chief will be presented at a scheduled Commission meeting for discussion. The Police Department Administrative Assistant will develop the Commission's administrative budget and follow the same procedure for Commission discussion.

After discussion each Department's final budget requests must be supported by affirmative motion of the Commission for recommendation to the Mayor and the Common Council. The Commission's recommended budgets will be presented to the Mayor, C/T, and Common Council by and the Chiefs following this Commission process.

No internal offset of funds between accounts of any amount may be requested within a Department budget unless the transfer complies with the Commission's established goals and directives for that Department. No fund offsets will be considered between the Police Department and Fire Department budgets except the IT-related line items which support both departments.

The Chiefs will comply with budget management requirements and procedures established by the Comptroller/Treasurer. Current guidance is to manage funds within the overall budget and not transfer funds between line item accounts. The Chiefs will inform the Commission of any budget issues.

SECTION 2.02 Contract Accountability

In General:

One of the optional powers granted to this Commission is the power to contract for, and purchase, all necessary apparatus and supplies for the use by the Police and Fire Departments, except for the erection and control of department buildings. The appropriate Chief will represent the Police and Fire Commission in all such matters. The President or designee may, at the discretion of the Commission, also be involved in all contract negotiations.

During the course of negotiations, the appropriate Chief and involved Commission members (if any) may take part in properly noticed closed sessions. However, tentative agreements, including their impacts, must be discussed in an open session. All contracts entered into on behalf of the Commission require open Commission discussion and action to approve a recommendation for

approval by the Mayor and Common Council as appropriate.

Contracts such as the Portage County Ambulance Service Provider Agreement shall be negotiated by the Fire Chief, a representative from the PFC and other officials appointed by the Mayor.

Contracts are generally ratified by three parties: the buyer(s) or seller(s), the Commission, and the Common Council.

SECTION 3: Personnel Administration (Pertains to non-represented employees)

SECTION 3.01 Original Appointment - Police and Fire Chiefs

By law, the Police and the Fire chief are appointed solely by the Police and Fire Commission. The Commission may appoint any member of the Police Department as the Police Chief or any member of the Fire Department as the Fire Chief. If the Commission does not appoint an internal candidate, the Commission will conduct a search for a chief and may obtain the assistance of the City Human Resource Manager, the City Attorney, any other relevant city employee, or any outside agency or consultant.

Procedures:

The Commission will review and update the position description; establish a recommended salary based on the City pay plan; determine qualifications and requirements an applicant must satisfy; and develop a suggested screening process for determining how final candidates will be chosen, a suggested geographic recruitment/advertising plan, an application packet, and a deadline for the recruiting process. The Commission shall review this material and then by affirmative motion approve the final description of the Commission's process.

The application packet will include all pre and post selection examination requirements and relevant information about Wisconsin's Public Records Law, including an election form on which the applicant may request that his/her name not be released.

The Commission will appoint a screening committee consisting of up to two Commission members, the City Human Resource Manager, two members of the affected Department, and one other person chosen from the Community by the Commission, to screen candidates and determine who will proceed to the interview phase of the process.

The full Commission will ask the above panel, the Mayor, one additional local official, and up to two additional community members to join the full Commission in conducting the oral interview phase of the selection process. The final interviews will utilize only questions approved by the Commission. Upon completion of the interview phase up to three finalists will be recommended for the open position. If the panel feels there are no appropriate candidates they will recommend the

Commission re-start the process.

Prior to initiating the selection process the Commission will by affirmative motion select all appropriate third party vendors who will be utilized to administer all listed medical, psychological, and or other evaluations.

The Commission will rank the successful candidates and offer the position to the top ranked person, contingent upon his/her successfully completing a background investigation, a medical evaluation, a psychological evaluation, and any other required evaluations. The Commission will obtain all required written authorizations and waivers from the candidates prior to their participating in any of these activities.

If the candidate fails any requirement or decides not to accept appointment, the Commission may offer the position to the next ranked candidate under the same contingencies. If all fail to satisfy any of the requirements, or if none accepts the appointment, the Commission may reopen the search utilizing the previous described procedure.

When an individual has accepted the appointment and completed all screening steps, the President of the Commission will notify the Mayor, the President of the Common Council and present the new Chief to the community.

Applicant files and all appropriated records of the Chief's selection process will be retained in the PFC Administrative Assistant's Office.

SECTION 3.02

Complaints by Third Parties

Third party, non-criminal complaints against the Chiefs will be investigated by the Commission or its designee, and adjudicated by the Commission.

Third party non-criminal complaints against employees of either Department, including complaints by co-workers, will be investigated utilizing established procedures in each Department's directive system for conduct of an internal investigation.

If the Commission or a Chief imposes discipline against a member of either Department, and the Department member wishes to appeal that discipline, as is their right, the procedures outlined under "Disciplinary Hearings" will be followed for sworn and non-represented Department members. Civilian Department members must take their appeal to the Common Council Personnel Committee through the City Personnel Department. The civilian employee appeal procedure is detailed in the City Administrative Policies.

[Revised: February 4, 2014]

SECTION 3.03

Compensation - Chiefs and Other Non Represented Personnel

The Commission will notify the Mayor, the City Treasurer, and the City Personnel Office of any recommendations for changes in compensation if such compensation differs from the City's pay plan. The City has the sole authority to establish pay rates; as such, the Commission's authority is strictly limited with regards to employee compensation.

SECTION 3.04

Compensatory and Overtime for Non-Represented Personnel

Hourly employees fall under City Policies for hours of work and overtime pay.

Chiefs and Assistant Chiefs are considered to be in exempt positions and do not receive overtime/credit for hours worked beyond a normal 40 hour work week. The Chiefs are expected to manage the schedules of their personnel to comply with the Fair Labor Standards Act (FLSA) and applicable state laws.

[Revised: February 4, 2014]

SECTION 3.05

Residency- All Personnel

Represented employees must comply with residency requirements in their contracts. Chiefs and Assistant Chiefs must comply with Wisconsin State Statute 66.0502.

SECTION 4: Personnel Administration (Pertains to Union Employees)

SECTION 4.01

Original Appointment of Police Officers and Firefighter Paramedics

As employment openings or vacancies occur they will be filled only with approval of the Commission.

The Commission may establish hiring eligibility lists in accordance with current state law. If a list is retained, the Chief must utilize that list to fill vacancies or openings. Eligibility lists are retained until exhausted, or for a period of one year from the date of enactment. However, the Commission, at its discretion, may extend the expiration of an eligibility list for a period of up to one additional year beyond its original expiration date after affirmative motion at a properly noticed Commission meeting. The Commission may remove any person(s) from an eligibility list by affirmative motion if deemed appropriate.

Procedures:

The Commission shall instruct the affected Chief to serve as its designee in carrying out the specific hiring procedure approved by affirmative motion of the Commission. The affected Chief will ensure that the affected Department's hiring process is properly outlined on a hiring time line and followed accordingly.

The Chief will ensure that the City's Affirmative Action Officer reviews the recruitment advertising and the employment application packet for the affected position to ensure that the process is consistent with the City's Affirmative Action policy.

Application packets sent to interested applicants will include relevant information regarding the current position description and any necessary information regarding the Wisconsin Open Records Law.

Veteran's points will be awarded to applicants in accordance to Wisconsin law.

The affected Department will retain records in regard to each applicant for a period of three (3) years, or for the period required by the Wisconsin Open Records Law.

The affected Chief will notify each successful candidate as to placement onto the hiring eligibility list. The Chief will not advise the candidate as to a rank order of eligibility for hiring

The Chief will establish an eligibility list, and as vacancies occur, will present the candidate to the Commission for an interview as part of the hiring protocols. Police and firefighter/paramedic applicants who meet the required qualifications must pass a medical and psychological exam provided by a third party administrator. The process will be supervised by the Chief or his/her designee of the affected Department.

Applicant files will be properly retained and stored by the affected Department as noted above. Each chief is required to ensure that any information in regard to psychological or medical testing be kept in a separate file to eliminate any inappropriate viewing or disclosure when either an open records request for applicant information is received or when another agency conducts an employment background on the affected applicant.

SECTION 4.02

Promotions in the Fire and Police Departments

Wisconsin Statutes authorize Police and Fire Chiefs to recommend subordinates for promotion subject to approval by the Police and Fire Commission. The Stevens Point Police and Fire Commission reserves the right to approve or reject promotional recommendations.

The affected Chief is responsible to publish promotional procedures and time line prior to the start of a promotional process. Labor agreements regarding promotional procedures between Police and Fire Unions and the City must be adhered to.

SECTION 4.03

Probationary Periods in the Fire and Police Departments

Probationary periods, whether as a condition of employment for a newly hired employee, or as a requirement of promotion, are established through labor agreements or by Commission policy.

The Chief of an affected probationary employee completes a formal written review of each probationary employee. The written review must be submitted to the Commission in time for an affirmative motion regarding the employment status of the affected person prior to the expiration date of the affected probationary employee's probation. The Commission will as part of this affirmative motion accept or reject the Chief's written review and recommendation regarding future employment status. The Commission will have full access to review all data generated in support of the recommendation and to conduct an oral interview of the affected probationary employee before acting on the employee's employment status. The Commission action must occur as part of a properly noticed commission meeting.

Should unique circumstances occur which preclude the Commission review and affirmative motion process from occurring before the expiration of an employee's probationary period the Chief will explain the circumstances to the President of the Commission and request an extension of the employee's probation to the next scheduled properly noticed commission meeting during which the above process will be completed. This extension must be supported by an affirmative motion of the Commission at a properly noticed commission meeting held prior to the expiration date of the affected person's probation.

SECTION 4.04

Termination of Employment – Exit Interview

Exit interviews shall be held with all employees separating from employment unless the employee chooses not to participate.

Upon notification of an employee's pending separation, The Chief of the employee shall contact the City's Human Resource Manager. The Human Resource Manager will schedule an exit interview with the employee.

The exit interview will be conducted by two members of the Commission and the Human Resource Manager. The information obtained during the course of the exit interview shall be shared with the remaining commission members for review and possible future action.

The exit interview shall contain a minimum of the following questions. Follow up questions are encouraged:

1. Is there a reason you are leaving or started looking for another job that you can share with us?
2. What does your new position offer that influenced your decision to leave?
3. What could we have done better as an employer?
4. What did we do well?
5. Did you feel comfortable talking with your supervisor/manager?
6. What did your supervisor/manager do well? What could they improve on?
7. How would you describe the workplace environment or culture?
8. Did we provide you with all the pieces you needed to succeed in your work?
9. Were the objectives and priorities of your job made clear? Did you receive constructive feedback to help you improve?
10. Do you have any issues or comments that you would like to share?
11. Would you ever consider returning to work for the city?

If the employee chooses not to participate in a scheduled face to face interview, alternatively a questionnaire containing the identified topics may be administered. If the employee chooses to complete the questionnaire, the completion of the document shall be proctored by the Human Resource Manager or Designee assigned by the Police and Fire Commission. Un-proctored questionnaires shall not be considered valid and will not be considered for review or retention.

SECTION 4.05

Collective Bargaining Agreements

The City may elect to employ an outside legal firm specializing in labor relations and collective bargaining law to function as lead negotiator. The City may also utilize the City Attorney as the lead negotiator for purposes of completing a collective bargaining agreement with the union representatives from the Fire or Police unions. The collective bargaining team representing the City will include a lead negotiator (described above), the City Human Resource Manager, the Chief from the affected Department, and a representative from the Commission. The Mayor may also participate.

The affected Chief may appoint one of their non-represented personnel to assist in all or part of the collective bargaining process.

The City's Human Resource Manager will coordinate the bargaining process and will report the progress of the process to the Common Council's Personnel Committee per city policy. The City's Personnel Committee has the authority to recommend ratification of a labor contract to the Common Council. Labor agreements must be approved by the Common Council. Until ratified by the affected union and by the City, contract negotiations are considered to be confidential.

Settlement of an issue related to contract language interpretation or resolution of a grievance may create the need for a side letter of agreement setting forth the parties' intentions. When an issue is resolved the side letter shall be signed by the affected Chief, authorized union representatives, the Mayor and the City Clerk.

SECTION 4.06

Union Grievances

The Commission and the police and fire unions are required to follow the grievance procedures outlined in the current labor contract between the affected union and the City.

The grievance hearing before the Commission will be conducted in closed session unless the employee requests an open hearing per their rights under the Wisconsin Public Employee Collective Bargaining Act. A meeting agenda shall be posted in accordance with Wisconsin Open Meetings Law.

SECTION 5: Personnel Administration
(Pertains to Chiefs, Non-Represented Employees and Union Employees)

SECTION 5.01
Disciplinary Actions

Disciplinary actions are based upon the requirements of Section 62.13(5) (a) through (j), Wis. Stats. Where the State Statutes do not specifically prescribe the specifics regarding discipline, the Commission has the authority to establish the guidelines in accordance to subsection (g).

The Police and Fire Commission may from time to time, at or after the filing of the charges, promulgate rules and procedures relating to the hearing of such charges.

The PFC or its designee will serve as the investigator for complaints against a Chief. The Commission may use members of the Police Department Investigation Bureau for support or may use an outside law enforcement agency for investigation support.

SECTION 5.02
Fair Employment Practices

Non-discrimination:

No employee or applicant for employment shall be discriminated against based on age, race, color, creed, sex, religion, national origin, marital status, handicap, sexual orientation, or veteran, military or union status, as provided by applicable federal and state statutes.

Sexual Harassment:

Sexual harassment is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964, as well as the State's Fair Employment Act. Sexual harassment is defined as any unwanted, deliberate or repeated unsolicited comments, gestures, graphic materials, physical contacts or solicitation of favors when:

- Submission of such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Any employee under the Commission's jurisdiction who engages in these types of misconduct will have appropriate disciplinary action taken against him/her up to and including termination. Any member of the Commission who engages in this type of misconduct may be subject to removal from office.

Any harassing actions taken by any person employed under the Commission's jurisdiction may be reported to and investigated by the affected Department according to its existing internal procedures. The Commission shall be notified of the existence of all complaints of harassment and the final results of investigations of these complaints at the next properly noticed commission meeting following the receipt of a complaint and completion of the investigation.

Affirmative Action:

The Commission adopts the Affirmative Action Plan of the City of Stevens Point and designates the City Affirmative Action Officer as its affirmative action officer.

SECTION 5.03

Performance Evaluations

Performance evaluations are conducted to improve individual performance, set goals, strengthens supervisor-employee communications and to recognize employee accomplishments.

An evaluation must be based on job related criteria and the individual's ability to do the job in accordance to the official job description.

Each Chief is responsible to ensure that all employees are trained in the job description which accurately reflects the duties performed. The Commission recommends that the employee sign an understanding of the job description prior to starting the position assigned. Revisiting the job description should be part of the annual evaluation process.

Employees may respond in writing to an evaluation. Written responses will be attached to, and filed with, the evaluation. A copy of the completed evaluation will be provided to the employee. The original will be filed in the employee's personnel file.

Police and Fire Chiefs

The Commission's designated representative will serve as the evaluators. The evaluators will complete and administer the annual written performance evaluation. The process will be in accordance with the schedule published by the Human Resource Manager. The evaluators are responsible to obtain input from all commission members and the affected chief as part of the evaluation process. The Commission will utilize the City's standard evaluation system for evaluating the Chiefs' annual performance.

The completed performance evaluation will be signed and dated by the authorized evaluators and

the President of the Commission. A copy of the evaluation will be provided to the affected chief. The original will be placed in the affected chief's personnel file.

Evaluation of Subordinate employees within each Department:

Each Chief has the responsibility for completion of an annual performance evaluation for all subordinates, with authority to delegate completion of evaluations. Specific evaluation practices and procedures are outlined in each Department's directives, procedures, and collective bargaining agreements. However, the Commission enumerates the following minimal standards the Chiefs will insure are followed when conducting performance reviews. Compliance with the standards is subject to inspection by the Department Liaison to ensure the Commission's intent is both understood and followed.

Non-Represented Employees

Evaluations of non-represented employees will be conducted annually using the evaluation form provided by the City Human Resource Manager. Upon completion, the Chiefs are required to submit a copy of the evaluation to the Human Resource Manager in accordance with the schedule promulgated by the Human Resource Manager.

Represented Employees

All represented employees must be evaluated annually (every 12 months). Evaluations will be conducted in accordance to the procedures prescribed by the affected Chief.

Probationary Employees

Probationary employees must be evaluated in writing a minimum of every six months during the probationary period. More frequent evaluations are recommended. Evaluations will be conducted in accordance to the procedures prescribed by the affected Chief

SECTION 5.04

Personnel and Payroll Records

Personnel Records:

The Police and Fire Chiefs are assigned to be the custodian of, and properly retain, the personnel and medical files for all assigned employees.

The Human Resources Manager retains, and is the custodian of, employee benefit files. The law requires that only one personnel file exist for an employee. Therefore, it is policy that personnel records shall not be retained in, or with, the employee benefit file.

Inspection of Personnel Files:

By Wisconsin Statute an employee has the right to request to schedule a review of their personnel file in the presence of the affected Chief, or designee. If the employee makes a request for duplicate copies of any materials in the personnel file, the employee is responsible for the appropriate duplicating cost.

Correction of Personnel Records:

An employee may request the removal or correction of any record or information within their personnel file. However, if the Chief does not agree to correct or remove the information or record, the employee should be directed to submit a written statement explaining the employee's position and objection. The affected Chief will ensure that the statement is attached to the disputed information or record and retained as part of the employee's personnel file.

Release of Personnel and Medical File Information:

Unless ordered by a court of law, in accordance with state or federal statutes or the open records requests process, personnel file information can not be disclosed to anyone other than an employee's direct supervisor, management staff, or the Commission without the written authorization of the employee.

Medical files shall be kept and stored separate from personnel files. Medical file information is strictly confidential and access is restricted to the affected Chief, or Chief's designee. Release of medical file information, to include release to the individual concerned, must be processed through a written open records request.

Payroll Records:

The administration of Police and Fire Departments will process and retain the payroll record information of all Department employees. The Departments work directly with the City's Finance Department to produce the bi-weekly payroll information. The Finance Department retains the master payroll records for all city employees.

SECTION 5.05

Requests for New Positions, to Re-fill Existing Positions, and Promotions

The Fire and Police Department must follow the current procedure set forth by City policy to request a new position or to re-fill an existing position. The Chief of the affected Department is responsible to ensure that any request for a new position is brought to the Commission for review. The Chief must place the item on the Commission's agenda at a properly noticed commission meeting. The Commission must by affirmative motion approve all new and re-fill position requests prior to their submission to the Mayor for his consideration.

The Department Chiefs are responsible to follow a similar procedure for requesting authority to make new promotions or fill existing vacancies. The Chief's have sole authority to present recommendations for promotion to the Commission in accordance with Wisconsin State Statute 62.13.

SECTION 6: GENERAL POLICIES

SECTION 6.01

City-Owned Vehicles; Mileage Reimbursement

The purpose of this policy is to outline the permitted use of any city-owned vehicle(s) and to specify mileage reimbursement for personal vehicle use.

Police Chief and Fire Chief

City-owned Vehicles

Business Use

A city-owned vehicle assigned to a Chief may be used for all business purposes. "Business purposes" are defined as being related to the person's employment including professional services to other law enforcement or fire service/emergency medical service related agencies, and attendance at professional meetings, seminars and workshops. If external mileage reimbursement is received the Chief will reimburse the City the same amount.

Personal Use

Within Portage County the Chiefs are allowed to use their city-owned assigned vehicles for personal use. Personal use should be limited but is available at the discretion of these individuals. If a Chief intends to take his or her assigned vehicle outside Portage County, the Chief must obtain permission from the Commission President and reimburse the City for all mileage incurred, at the City's current mileage rate.

Except for an emergency, only the person assigned a vehicle is authorized to operate that vehicle for personal use. No personal equipment will be added to an assigned vehicle without written permission from the Commission.

Personal Vehicle - Mileage Reimbursement

If a city-owned vehicle is not assigned to the Police Chief or Fire Chief, they will be reimbursed for business mileage at the current City rate.

All Other Personnel:

1. Personnel who are assigned a take home vehicle by either the Police Chief or Fire Chief to perform work activities and to facilitate a rapid response to after hour emergency situations may use the vehicle for official business only.
2. Each Department Chief may at their discretion, at any time assign, change or revoke assignments of take home vehicles to employees under their command.
3. Employees assigned a take-home vehicle may use the assigned vehicle to commute to and from work. Only essential personal or business stops while en route to, or from, work are authorized. If the affected employee resides outside of the city limits, the employee can use the vehicle to commute to and from work as long as the employee's residence location allows rapid and emergent response to the city.
4. The affected Chief has the authority to assign and reassign all police or fire fleet vehicles as deemed necessary and appropriate by the Chief.
5. Under IRS Regulations, non law enforcement personnel may be required to report the use of a City owned vehicle for the purpose of commuting to or from work as income. Each individual is responsible to ensure compliance with all IRS rules and regulations.

SECTION 6.02**Donations to the Police and Fire Departments**

The purpose of this policy is to establish a procedure for evaluating, accepting or rejecting donations to the Police or Fire Departments.

1. General Considerations

The Police and Fire Departments may, from time to time, be offered monetary donations or equipment from various sources. All donations are made to the City of Stevens Point, not specifically to the Commission or the affected Department. The donation becomes the property of the City of Stevens Point. Sources for donations could include businesses, charitable organizations, service clubs or individuals. The primary concern in accepting donations from any of these sources is the potential for a conflict of interest. A conflict of interest could arise out of donations from any source, and each proposed donation must be carefully evaluated.

2. Procedures

If a donation of any type is offered to the Police Department or Fire Department, the affected Chief shall evaluate the following:

- The motive of the donor
- If a consequence of accepting this donation will pose a conflict of interest to the receiving Department
- Whether the donation is consistent with the Department's Mission statement and professional objectives and will be of value in advancing a specific cause or Department activity
- Whether accepting the donation will cause the Department to incur additional expenses in order to utilize the donation

After evaluation, the affected Chief may decide to not accept the donation. If his or her recommendation is to accept the donation, the Chief will place the item on the agenda of the next properly noticed Commission meeting for affirmative motion to confirm the recommendation and accept the donation.

SECTION 6.03

Driver's License – Duty to Notify Department and Chief of Restricted Operating status

Sworn or civilian employees of either Department who, while working, operate a Department motor vehicle will notify the Department in written memo to the Chief any time the Department of Transportation (D.O.T.) acts to restrict their driving privileges by suspension or revocation. Sworn employees or civilian employees who, while working, operate a Department motor vehicle are also required to notify the Department if arrested for, charged with, or convicted of a charge relating to operating a motor vehicle while under the influence of drugs or alcohol. The state or jurisdiction where such charge is made is irrelevant to the duty to notify Chief of the Department through a written memo.

The purpose of this policy is to ensure that the Commission and the City of Stevens Point, as the employer, are always aware of any restriction against an employee's motor vehicle operating privileges. The Commission will follow through upon notification to initiate appropriate action when an employee cannot perform the essential functions of their position as listed in their current position description.

It is the responsibility of the Police Chief and Fire Chief to ensure that all employees who operate a City owned vehicle know that they are required to retain a valid Wisconsin driver's license. Each case will be brought to the Commission's attention at a properly noticed Commission meeting during a closed session review.

The unique facts of the situation will be investigated by the Chief from the affected Department. The investigating Chief will work with the City Attorney and Human Resource Manager to decide an appropriate course of action for each case. The decision on an appropriate course of action will be based in part on the then current state of administrative rules, court decisions and laws affecting police, fire or emergency medical service personnel who are required to operate a motor vehicle as an essential part of their position description.

The affected Chief shall report the results of the investigation and recommendations to the Commission at a closed session during a properly noticed Commission meeting. The Commission will decide in open session if further investigation or discipline is warranted by affirmative motion.

SECTION 6.04

Property

1. The storing of items belonging to the respective bargaining units of the Police and Fire Departments are governed by the following:
 - a. Police and Fire Department Work, Living and Storage Areas
 - i. Use of interior and exterior space on the property assigned by the City to the Police or Fire Departments shall be limited to departmental equipment and vehicles; however, the affected Chief may use discretion as needed.
 - ii. Any previous commitment to house property belonging to the S.P.P.O.O. or IAFF, Local 484, so long as space is available, will continue unless such privilege is revoked or amended by the affected Chief.
 - b. Liability for Loss

The affected Department Chief, the Commission, or any other agency of government shall not assume any liability for any loss or damage to any stored property.
 - c. Additional Requests for Storage

Any request for storage or housing of a bargaining unit's property must be submitted in writing to the Chief of the affected Department. The Chief may consult with the PFC on this issue before making a determination as to the appropriateness of the request to store the property.
 2. Employees of the Police and Fire Departments are not permitted to use city-owned facilities or equipment for their own personal use, nor shall city-owned equipment be removed from the normal work environment for the employee's personal use, except as otherwise provided within these administrative policies or by written approval from the Chief of the affected employee's Department.
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Stevens Point Police Department

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Stevens Point, WI 54481
Phone: 715-346-1500 / Fax: 715-346-1684

*"Innovative Policing through
Partnerships with the Community"*



Robert J. Kussow, Chief of Police

February 1, 2023

Police and Fire Commission
City of Stevens Point

Re: January 2023 Chief of Police Report

Commissioners:

The Department would like to make you aware of the following updates:

Note of Interest:

- 1-11-23 Hired Crossing Guard David Wagner for Michigan and Rice.
- Therapy Dog, Willow, and Ofc. Marchel continue to train through obedience classes at Pawsativley Unleashed.
- 1-23/1-27 Chief Kussow attended the New Chief's Conference put on by the Department of Justice.
- 1-24-23 Ast. Chief Williams attend the "Call to Action" meeting through United Way. 70 community members identified top need of our community. (1. Mental health, 2. Child care, 3. Homelessness)
- 1-25-23 Recognition banquet organized by Lt. Uitenbroek for SPPD Auxiliary and 2022 Coin Recipients. Lt. Johnson worked with Lt. Uitenbroek and organized with local media outlets to attend the Coin Recognition banquet at the Holiday Inn. Channel 9 and the Metro Wire attended and conducted interviews with recipients and SPPD staff.
- 1-26-23 – Lt. Johnson did a 1.5 hr presentation at the Stevens Point Area Coop for all staff on the topic; Run, Hide, Fight and preparedness in the event of an active shooter.
- Community Service Officer Hensel has been trained/educated on abandoned vehicle laws and spent time contacting owners whose vehicles have been on the streets for more than 48 hours. City entities feedback reveals they have seen a significant decrease in abandoned vehicles around town with this new process.
- Lt. Mueller came up with new procedure for found property. Lt. Johnson worked with John Quirk, Community Media Manager, to create a tab on the city website under SPPD for the found property. When property is located and no owner is known, this property will be entered on our city website for potential claiming. CSO Hensel will be the point of contact for people trying to claim this property.

Calls of Interest:

- **01-30-23 Domestic disturbance**, Adult male suspect was involved in a physical disturbance with brother. The verbal argument over suspect spitting in the sink turn physical resulting in arrest for probation hold, domestic Disorder Conduct, Battery. Suspect transported to Jail.
- **01-29-23, Physical disturbance at Buffalo Wild Wings**, Off duty military and Law Enforcement intervened to break up the fight. Suspects contacted and issued citation upon completion of investigation.
- **01-29-23 OverDose**, Subject was released from Jail for approx. 2 hours and overdosed on drugs Two doses of Narcan given. Male transported for medical clearance by Med. Unit.
- **01-28-23 OverDose**, 200 blk of Meadow subject overdosed on heroin. Male subject was transported medically.
- **01-24-23, Road Rage**, Second and Fourth, male and female drivers who got into verbal argument which turned physical. The male driver was arrested for Battery and disorderly conduct.
- **01-23-23, Welfare Check**, 400 blk of Wadleigh, Officer were requested to check welfare of employee who had not showed for work for days. Officers located subject deceased due to apparent self- inflicted gun shot.
- **01-23-23, Suspicious**, 500 blk of Forest, Caller reported from his hospital room that persons may be in his house without permission. Officers made forced entry after announcing several times. Officers located a male and female in the residence. The male had been hiding and was later found to have warrants. Male arrested on warrants.
- **01-17-23, Welfare check**, 1600 blk of Riverview ,Officers responded to report of suicidal female who had cut wrist and wanted to die. Officers were able to make contact and talk female into giving up the razor blades. Female was initially cooperative with officers and was transported to hospital. Female later wanted to leave and physically resisted officers. Female was later placed on mental health hold.
- **01-17-23, 911 hang up**, male was calling 911 alleging he was about to be kidnapped. Male reported the cartel is after him. Male made repeated phone calls and was cited. Male continued and was later arrested on felony bail jumping for being under the influence.
- **01-17-23, Physical Disturbance**, 200 blk of Frontenac, report of two male fighting. Officers responded and one male fled the scene and was located. Upon further investigation, neither party wanted police intervention. Parties separated for the night.
- **01-13-23, Possible Firearm on School Bus**, School Resource Officer investigated report of a student from Point Of Discovery School displaying a firearm to other students on the bus a few days prior. Suspected student initially denied the allegations, upon further investigation, it was learned the suspected student did have a BB hand gun on the bus. BB gun retrieved by law enforcement from students residence . Juvenile referral on student.
- **01-13-23, 911 call of man with gun w/ hostages**, Day Inn, Officers from SPPD and multiple other jurisdictions responded and set up perimeter. Contact made with caller

who was also the suspect. Verbal contact made with suspect who was taken down at gun point. Upon further investigation, no hostages, however loaded handgun. Suspect was determined to be under the influence of a narcotic and in possession with a firearm. Suspect arrested and transported to jail for poss. of meth.

- **01-12-23, Welfare check with Firearm**, 2800 blk of Jefferson, Officers responded to check the welfare of a male who reportedly cocked a gun his bedroom during an argument with his girlfriend and talked about dying. Officers made contact and gained compliance. Male sought voluntary treatment. The firearm was taken for safe keeping.
- **01-11-23, Assist SPASH Threats**, Patrol assisted School Resource Officer investigate report of statements via snapchat by student about blowing up the school. Student was upset about math. Further investigation determined student did not have access to bombs and stated it was a joke. Disposition of school consequences.
- **01-11-23, OverDose**, 3300 blk of Glacier Av. Report of female who overdosed. Officer administered Narcan which resulted in normal breathing. CPR also administered. Female transported to hospital.
- **01-10-23, Welfare Check**, 3900 blk of Doolittle dr, Officer investigated report of suicidal male who left in vehicle. Contact with male on traffic stop. The male stated he was not suicidal, however the male was under the influence and later arrested for OWI 2nd.
- **01-09-23, Welfare Check**, 500 blk Forest, Officer received info. a male subject sent a video to girlfriend of him OverDosing in order to kill himself. Officers responded to residence where the male was hiding. Male was taken into custody on Warrants. Male was resistive and actively attempted to harm himself while in handcuffs banging his head against objects.
- **01-09-23, Disturbance with Firearm**, 1430 Torun Rd. Officers responded to report of male threatening others with a machine gun. Upon officers arrival, a suspect vehicle was stopped and occupants questions. Further investigation learned a loaded 22 hand gun was involved. K-9 sniff of the vehicle resulted in a search which located the gun and narcotics. Several occupants were on probation. One female occupant arrested on warrants. One male occupant fled the traffic stop on foot when the gun was observed by officers. The male was later located by PTSO Deputy and taken to jail on felon in possession of gun and resisting.
- **01-06-23, OverDose**, PJ Jacobs JHS, School Resource Officer and patrol assist with 14 year old student overdosing on pain meds and not feeling well. Female later sought voluntary treatment after parent notification
- **01-06-23, Accidental discharge of firearm**, 200 blk Minnesota/ 300 blk Minnesota Av. Report of damage to house by bullet, Further investigation learned a male who had been cleaning his AR-15 had an accidental discharge. The bullet traveled into nearby neighboring residence. No one was home at the time. Officers counseled the male with the firearm as to firearm safety and taking responsibility.

Monthly Use of Force Reporting (annual total in parenthesis):

Number of Use of Force Incidents: 5 (5)

January Use of Force Summaries

- **1-6-23** – Officers had responded to a domestic disturbance. During the investigation it was learned a suspect had barricaded themselves in a bedroom and possibly had a hammer. Officers were forced to force their way into the bedroom and located the suspect hiding under the bed. In order to get the suspect out, one Officer displayed their taser at the suspect. The suspect surrendered, came out and was taken into custody without injury.
- **1-13-23** – SPPD Officers were called to a hotel for a report of someone possibly holding 4 people against their will, armed with a handgun. While the Officers made a perimeter around the building, other Officers began to gather more information as to the room location. As they were doing this they encountered the possible suspect. Due to the information the suspect was armed, one Officer had their patrol rifle out and pointed at the suspect, while the other had their taser out and pointed at the suspect. The suspect was given commands and was taken into custody without incident or injury.
- **1-9-23** – Officers had arrested an individual in a residence on a warrant. The suspect was uncooperative with Officers while being escorted from the residence and began banging their head against the wall. The suspect then began to put their feet on the wall in an effort to keep the Officers from being able to walk the suspect out. One Officer was forced to grab the suspect and place him on the ground at this point to avoid injury to themselves or an Officer. The suspect was then cooperative and walked out of the residence with the Officers.
- **1-20-23** – SPPD Detectives along with a few SPPD Officers executed a narcotics search warrant at a residence in Stevens Point. During the execution of the warrant Officers pointed their firearms at suspects inside the target residence, taking them into custody. There were no injuries.
- **1-22-23** – SPPD Officers were investigating a trespassing complaint at a residence. No one had answered the door and the Officers had permission to enter the residence with force. Once Officers were entering one person was contacted. As another Officer was going downstairs, they had their weapon drawn and observed a suspect lying on a bed. The Officer pointed their weapon at the suspect and gave the suspect orders. The suspect was taken into custody without incident or injury.

Mental health related incidents: Officers Responded to the following in January:

- 72 welfare checks
- 12 voluntary
- 3 Chapter 51
- 1 suicide by firearm

Training:

- Willow began her puppy training classes
- Ast. Chief Williams completed week #3 of Command College
- Sgt. Roser Fire Arms Instructor
- DOJ New Chiefs and Sheriffs training.

Field Training (FTO):

- Officer Solis successfully completed step #2 and is on to step #3

Auxiliary Unit:

- Total events: (w/out Aux. Mtgs) = 6
- Total Hours without ride along / = 84
- **Banquet at Holiday Inn, Recognition of Coin recipients , Auxiliary members and Chaplains**

School Resource Officers:

SPASH

- 103 calls for service, including the following:
- -3 fights, including one arrest for substantial battery
- - 5 citations for vaping
- -2 citations for truancy
- -2 threat type investigations, one of which was a student who made a post about bombing the school, and the other student who threatened his social worker
- -4 harassment investigations
- Visit from Governor Evers and Lt Governor Rodriguez
- School Resource Officer Quisler and Lt. Uitenbroek tested the school radios with the PA, and also worked on the reunification plan for SPASH

PJ Jacobs

- Calls for service - 118
- School consequences - 35
- City Ordinance Arrests - 1 + 4 assists with Sgt Klein
- Truancy - 1
- Youth Enrichment Services referrals - 3
- Police Outreach Program taught in Family And Consumer Science classes - 4 with about 26 kids each time
- Juvenile referrals - 2

Ben Franklin

- 101 Calls for service
- 2 Juvenile Referrals, 1 for Theft and the other for Display of a Facsimile Firearm as well as Obstructing an Investigation
- 5 Non-traffic Citations ranging from Truancy to DC and possession of a vape by a person under 18 years of age
- 2 YES (Youth Enrichment Services) Referrals
- 44 School Consequences ranging from In-School to Out-of-School suspensions or alternate passing times
- 2 Reports of minors sexting each other

- 1 Report of a student bringing alcoholic beverages on a after school trip
- January 2023 at Ben Franklin Jr. High School saw an increase in behavioral issues as well as the presence of vaping devices. School administrators including School Resource Officer Marchel, responded to reports of vaping devices on nearly a daily basis, locating and confiscating many that contained both nicotine and different forms of THC, ranging from Delta-8, Delta-9 and Delta-10. Multiple students were sent home for observation as they appeared under the influence of suspected narcotics.
- Ben Franklin had one K9 search conducted with a positive indication, but nothing located.
- Ben Franklin also saw several threats to bring a firearm on school grounds and internet searches for firearms that were flagged on the "Securely" alert system. None were determined to be credible threats to the school after investigating. Officer Marchel did respond to a report of a BB-gun that was brought to Point of Discovery School and a juvenile referral was submitted after a BB-gun that appeared to be a real pistol was recovered.

Respectfully submitted,

Chief Robert Kussow
Stevens Point Police Department

STEVENS POINT

1701 FRANKLIN STREET
715-344-1833



FIRE DEPARTMENT

STEVENS POINT, WI 54481
FAX: 715-346-1599

JB D. MOODY
FIRE CHIEF

Police & Fire Commission
Fire Chief's Report – January 2023

Significant Events

Fire Academy 2301 started
Ice Rescue 1600 Robin Lane
MSA SCBA In-Service

Jan16th 2023
Jan 15th 2023
Jan 29-31 2023

Metro Fire Response: (0)

- 668 Granite Ridge Road West (Hull)
- 1225 Torun Road (City)
- 4324 Hwy 66 (Hull)

YTD (3)
01/04/2023
01/17/2023
01/23/2023

Fires

- Structure Fires-2
- Vehicle Fires-0
- Brush, Grass, Wildland Fires-0
- Trash/Dumpster Related Fires-0
- Cooking Incidents-4
- Chimney Fire -1
- Excessive Heat, Scorch, No Fire-0
- Electrical Issues-1

YTD (2)
YTD (0)
YTD (0)
YTD (0)
YTD (4)
YTD (1)
YTD (0)
YTD (1)

EMS/Rescue

- EMS Assist Calls-69
- Assist Invalid-0
- Vehicle Accidents-3
- EMS Standby-0
- Assist Other Government Agency-0
- EMS Call, Other-0

YTD (69)
YTD (0)
YTD (3)
YTD (0)
YTD (0)
YTD (0)

Alarms

- False Alarms Responses-8

YTD (8)

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FIRE CHIEF

Hazardous Materials

• Carbon Monoxide Detected-0	YTD (0)
• Natural Gas Detected-1	YTD (1)
• Gasoline and Flammable Leak/Spill-1	YTD (1)
• Hazardous Investigation nothing found-0	YTD (0)
• Oil/Combustible Spill included Vehicle Accidents-0	YTD (0)
• Chemical Spills-0	YTD (0)

Other Incidents

• Animal Rescue-0	YTD (0)
• Burning Regulation Issues-0	YTD (0)
• Citizen Complaints-0	YTD (0)
• Water/Steam Leak-0	YTD (0)
• Smoke Scare, Odor of Smoke, Steam Mistaken for smoke-1	YTD (1)
• Dispatched and Cancelled Enroute-4	YTD (4)
• Nothing Found on Arrival-0	YTD (0)
• General Service Call-0	YTD (0)
• Bomb Scare-0	YTD (0)

Technical Rescue

• Water/Ice Incidents-2	YTD (2)
• Rope/High Angle Rescue-0	YTD (0)
• Extrication of Victim from Elevator-1	YTD (1)
• Extrication of Victim from a Vehicle-1	YTD (1)
• Extrication of Victim from Building-0	YTD (0)

Monthly Total (100)

Year to Date Total (100)

Total Fire Losses City Property-\$0
Total City Property Saved-\$0

YTD: \$0
YTD: \$0

Training:

- Forcible Entry
- SCBA
- Search and Rescue
- Ice Rescue

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JB D. MOODY
FIRE CHIEF

- Officer-Smart Goals
- MPO-Cold Weather Operation and equipment familiarization

Public Activities:

- Station Tour
- Explorer Post Meeting (EMS Scenarios)

Jan 9th 2023
Jan 25th 2023