



AGENDA

POLICE AND FIRE COMMISSION

Members

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

Date and Time: August 8, 2023
2:00 PM

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

Discussion and Possible Action on the Following:

1. Roll Call.
2. President's Report
3. Approval of Minutes
4. Confirmation of Bills
5. Discussion, with possible action, on approval of Police Department capital budget requests for 2024.
6. Police Chief's Report
7. Discussion, with possible action, on rolling 80 hours of vacation over for Chief Moody into 2024.
8. Discussion, with possible action, on approval of Fire Department capital budget requests for 2024.
9. Fire Chief's Report/EMS Report
10. Discussion, with possible action, on final revisions to Policies and Procedures for the Police and Fire Commission.
11. 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 Strong's 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 Strong's 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.

These Minutes are unofficial and subject to modification upon review of the commission at their August 2023 meeting.

**CITY OF STEVENS POINT
POLICE AND FIRE COMMISSION MINUTES
MEETING OF JULY 11, 2023**

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

Also Present: Police Chief Kussow, Fire Chief Moody, Assistant Chief Williams, Lt. Uitenbroek, Comptroller/Treasurer Ladick, City Attorney Beveridge, Records Bureau Supervisor Tork, Lead Records Specialist Long, Alderperson Kneebone

2. President's Report

Nothing to report from Commissioner Moore.

3. Approval of Minutes

Commissioner Kirschling moved, seconded by Commissioner Mrozek, to approve the minutes of the June 6, 2023, meeting and the minutes of the June 20, 2023, special meeting as presented.

Ayes, all; nays, none. Motion carried.

4. Confirmation of Bills

Commissioner Ostrowski asked Chief Kussow to expand on the wellness visits for PD employees. Chief Kussow explained that each employee will be required to attend one to two, one-hour sessions per year, depending on job duties (i.e., sensitive crimes and crimes against children). Because of the types of incidents employees are subject to, we want to provide an additional tool to help them with emotional and mental health. All information is confidential between the counselor and the employee.

Commissioner Zenner and Commissioner Ostrowski stated they feel this is very important and hope the city will look into ways to help the PD fund the program.

Commissioner Ostrowski moved, seconded by Commissioner Kirschling, to approve the confirmation of the June 2023 bills.

Ayes, all; nays, none. Motion carried.

5. Lt. Uitenbroek PD to give an update on the 2023 U.S. Senior Open Championship that was held at SentryWorld.

The Championship was very successful and all public safety entities worked together well. Preliminary information shows Friday was the busiest day with over 9,000 in attendance (not including staff, security, volunteers, etc.). There was a traffic issue at Michigan Avenue/Stanley Street on Friday, but it was quickly resolved. During the tournament, a few minor law-related incidents occurred, along with mostly minor medical events. The PGA would like to come back in the near future.

6. Police Chief's Report

July 11, 2023

Police and Fire Commission
City of Stevens Point

Re: June 2023 Chief of Police Report

Commissioners:

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

Personnel: 45/49

Note of Interest:

- June was the start of the Law Enforcement Speed Grant, this grant is in cooperation with the Portage County Sheriff's Office and Plover PD.
- **6-2-23/6-5-23/6-8-23** - Rescue Task Force Training. Approx. 120 police Officers from 5 different agencies, 100+ Fire Fighters/paramedics/first responders from 5+ agencies and well over 200 teachers or staff members from the 3 school districts were trained participated in the training over the 3 days. There were also over 100 people who volunteered their time to act as role players/victims during the scenarios across the 3 days. The training consisted of presentations, breakout groups and a large-scale scenario, where everyone was involved. Initial feedback is that the training was huge success and a big opportunity for everyone involved to learn. The goal is for each group to go back and debrief and discuss what works well and what doesn't and to get better and be more prepared. Another goal is to continue to train with the school districts, whether it be on in-service days, small presentations or more trainings like this, in the next several years.
- **6-3-23** – Lead Officer Nissen helped organize and participated in the Cops-n-bobbers event at Lake Pacawa, Plover, WI.

- **6-6-23** – Honor Guard presented the colors for the WI IAAI Fire Conference at the Holiday Inn and Assistant Chief Rottier welcomed the participants to the City.
- **6-9-23** – Assistant Chief Williams graduated from Command College with a degree as a Certified Public Manager from UW Madison.
- **6-9-23** - Lt. Johnson and Det. Drossel were able to fly to the Challenge Academy at Fort McCoy in a Blackhawk II helicopter along with several members from several school districts. While at the Academy they were given a tour by a cadet and also given a presentation about the academy and the history behind it. The purpose of the tour was so we can be better informed and able to possibly refer kids who are struggling to the program.
- **6-14-23** – Stevens Point/Plover SWAT team completed their annual tryouts.
- **6-15-23** – Ofc. Kristi Ahrens, Linda Froehlich NAMI, Amy Pond (PCHHS) and Jessica Hake (PCHHS) were honored by the WI chapter of the National Alliance on Mental Illness for becoming a certified CPI (Crisis Intervention Partner). A team that works cooperatively to train non-sworn citizen members and business leaders how to spot a mental illness crisis and de-escalate it.
- **6-20-23** – Lt. Uitenbroek successfully completed probationary period and is now permanent status.
- **6-20-23** - Ofc. Radsek and Lt. Johnson gave a tour of the Police Department to 11 kids with the Madison View Boys and Girls Club. The kids got to see the inner workings of the PD, ask questions, get a tour of a police car and meet K9 Willow.
- **6-26-23** – USGA Senior Open event which will run through July 2, 2023.
- **6-29-23** – Officer Alan Raasoch retires after 26+ years of service with the Stevens Point Police Department and to the City of Stevens Point.
- **6-30-23** – Riverfront Rendezvous

Calls of Interest:

06-19-23, One Vehicle Roll Over Church and Centerpoint, The crash vehicle took corner too fast and rolled. Driver and occupants fled the scene. Some of the occupants returned to the scene at which time, a parent of one of the occupants (known to L.E. based on prior contacts) physically challenged officer and was arrested for D.C and resisting. Upon further investigation all occupants were identified and medically treated for injuries sustained in the crash. One of the juvenile occupants was a listed runaway.

06-16-23, Disturbance, 1000 blk of Park St. Officers were called to investigate a domestic disturbance. Upon further investigation, it was discovered the male had busted out several windows while making threats to the female. The male was later contacted and arrested.

06-14-23 Physical Disturbance, 1100 blk of Main St for a domestic between Male and Female residents. Male trashed a light and tossed a computer against the wall. Initially barricaded himself in his room with the couch up against the door. Didn't want to come out at first, but eventually did. Male was not very cooperative like usual. Male was arrested for domestic disorderly conduct and

damage to property, 3 counts of misdemeanor bail jumping and 1 count of felony bail jumping.

06-14-23 Restraining Order Violation, 200 blk of Union, Ex- husband entered the property.

Female called to report the violation. Ex-husband was arrested on TRO violation.

06-13-23, Assist Portage County Sheriff's Office and Division of Criminal Investigations with Arson investigation.

06-13-23 Welfare Check, 400 blk of West St N, Officers investigate report of three young children left home alone. Upon further investigation, three children ages 8, 6, and 3 were left unattended at home by mom. CPS contacted and responded to location. Family is already working with CPS.

06-13-23 Disturbance Elbow room, SPPD Officers responded to report of black female who punched a patron, was kicked out by staff and later urinated on the sidewalk. While Officers were enroute, the female left the area in a vehicle with no lights on at night. A SPPD Officer passed the suspect vehicle which then turn 180 degrees around driving towards the police squad stopping approx.. 3 ft in front. The female suspect exited her vehicle and walked towards officers. The female was contacted by officers at which point the suspect physically resisted officers, grabbing a male officer on the groin causing pain. The female suspect appeared to be under the influence and was arrested for OWI and resisting.

06-13-23, Welfare Check, Officers checked the welfare of a male who became upset after playing video game fortnite. The male reportedly grabbed a knife to cut himself as he lost the game. The knife was put away prior to officer arrival.

Safety plan put in place by Green Bay Crisis.

06-13-23 Assault Robbery, Report by a female who was drug out of her vehicle by her hair and had her money, keys, and other items taken. A group of 5-6 suspects participated in the assault. The incident was captured on downtown cameras. Vehicle keys recovered and the investigation is still pending.

06-12-23 Stolen Vehicle, complainant reported his vehicle stole from the area by Pfiffner park. Use of the FLOCK cameras located the vehicle traveling S/B on Post road. Waupaca PD located the vehicle which was driven by 16 year old runaway from Green Bay.

06-11-23 Traffic stop, Male driver was stopped for traffic violation by SPPD Officer. Male driver was later arrested on Marathon Co. Warrant. Vehicle was searched as a strong odor of marijuana was observed. During the search a rifle was located. The male driver had conditions of bond not to possess firearms due to domestic abuse injunction.

06-09-23 Assist DNR, SPPD Officer was able to assist DNR with vehicle lic. Plate from Flock cameras. The suspect vehicle was identified in relation to an arson investigation.

06-08-23, Warrant, Flock camera alert notified SPPD officers of a vehicle with Registered Owner with warrant. SPPD Officers located vehicle and later arrested the male.

06-07-23 Disturbance, 5110 Main after the fact report by female who reported the male boyfriend beat her after an argument. The male was kicked out of the hotel due to the disturbance by staff. Officers later located and arrested the male.

06-01-23, Death Investigation, SPPD Officers responded to Water St. residence at which adult son located father decease of an apparent self-inflicted gun shot

wound. Detectives requested to process the scene and investigate.

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

Number of Use of Force Incidents: 4 (16)

June Use of Force Summaries

- **6/13/23** – Officers were called to the area of the square for a suspect who had created a disturbance downtown and then left in a vehicle, striking two other parked vehicles. The vehicle was located and stopped after almost colliding head on with a squad car. The suspect approached Officers yelling at them and ignoring their commands. One SPPD Officer drew their firearm and held it at the low ready while commanding the suspect to the ground. Once on the ground the suspect resisted Officer's attempts to get handcuffs on them and at one point grabbed one Officer's groin, causing that Officer pain. The Officer delivered 3 elbow strikes to the suspect's lower back to get them to stop this, which was successful. The suspect was then handcuffed. Both Officers received scratches and scrapes to their knees, hands and arm, but the injuries were not significant. The suspect was arrested for Operating while impaired along with battery to Law Enforcement Officer and other charges.
- **6/14/23** – SPPD Officers were called to a residence for a domestic disturbance. The suspect had barricaded inside a bedroom. When Officers were able to get the bedroom door ajar, they noticed the suspect with their arms crossed. One Officer removed their taser from the holster and held it at the low-ready position as they issued commands to the suspect. The suspect eventually came out of the room and was handcuffed. No injuries.
- **6/16/23** – SPPD Officers were investigating a domestic abuse incident. Officers located the suspect hiding in a garage and was failing to obey Officer's orders. K9 Barry was present, and the handler gave commands to the suspect, advising if the suspect did not follow the commands, they may be bitten. The suspect then followed the commands and was taken into custody without incident or injury.
- **6/17/23** – Officers from SPPD were investigating a car accident when a parent of one of the involved occupants arrived on scene and became aggressive towards Officers. The parent chest bumped the Officer and squared off to fight them. The Officers were able to grab the suspect, advising the suspect they were under arrest and the suspect continued to pull away. The Officers were forced to put the suspect to the ground, face down. While on the ground the suspect still tried to resist, but Officers were able to get the suspect handcuffed. During the struggle on the ground, two of the Officers that used force were also injured. They received scrapes to their knees and hands. The injuries were minor. The suspect was not injured.

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

- Total welfare checks for 2023 = 399
- 70 Welfare checks
- 7 Voluntary
- 2 Chapter 51's
- 1 suicide by firearm

Training:

06/05-09-23	Week 6 Command College	State Patrol Academy	Williams
06-11-14-23	WI Police Executive Group Leadership Conf.	Minnesuing Acers	Rottier
06-11-14-23	WI Police Executive Group Leadership Conf.	Minnesuing Acers	Kussow
06-13-15-23	School Resource Conf.	Appleton	Quisler
06-13-15-23	School Resource Conf.	Appleton	Kramer
06-13-15-23	School Resource Conf.	Appleton	Marchel
06/15/23	Undercover Tactical Operations	Waukesha Tech	Lawrynck
06/15/23	Undercover Tactical Operations	Waukesha Tech	Lepinski
06/16/23	Undercover Survival Tactics Cancelled	Waukesha Tech	Lawrynck
06/16/23	Undercover Survival Tactics Cancelled	Waukesha Tech	Lepinski
06-21-23-23	LEAP Conf.	Eau Claire	Tork
06-21-23-2023	LEAP Conf.	Eau Claire	Rlong

Field Training (FTO):

- Probationary Officer Will Klismith continues progressing well through step 1.

Auxiliary Unit:

- Jack Stand Matchbox Races
- Auxiliary monthly meeting

School Resource Officers:

SPASH

- SRO Kramer is assigned to the Investigation Bureau for the summer.

PJ Jacobs

- SRO Quisler is assigned to Patrol for the summer.

Ben Franklin

- SRO Marchel and K-9 Willow are assigned to the Investigation Bureau for the summer.

K9 – Barry

- June 6 – Portage and Second St. traffic stop o 3.41grams of marijuana concealed under seat. o Paraphernalia
- June 6 – McDill Ave and School St. traffic stop o .01 grams of meth o Floor board

K9 – Willow

- June 12 – Aging and Disability Resource Center o Met 4th and 5th grade students partnered up with senior citizens •
- June 11 – Iverson Park
- o Next Home Luke Day Community Appreciation

Respectfully submitted,

*Chief Robert Kussow
Stevens Point Police Department*

Commissioner Moore moved, seconded by Commissioner Zenner, to approve the Police Chief's report and place it on file for June 2023.

Ayes, all; nays, none. Motion carried.

7. Discussion, with possible action, on filling new Deputy Fire Marshal/Emergency Management Coordinator position with Justin Malin.

Commissioner Kirschling moved, seconded by Commissioner Zenner, to approve filling new Deputy Fire Marshal/Emergency Management Coordinator position with Justin Malin.

Ayes, all; nays, none. Motion carried.

8. Discussion, with possible action, on moving forward with the employment of entry level Firefighter/Paramedic Jared Higgins.

Commissioner Zenner moved, seconded by Commissioner Kirschling, on moving forward with the employment of entry level Firefighter/Paramedic Jared Higgins.

Ayes, all; nays, none. Motion carried.

9. Fire Chief's Report/EMS Report

Police & Fire Commission

Fire Chief's Report – June 2023

48 Members Approved
46 positions Funded
43 Staffed

Significant Events

- Recruit Academy Graduation and Promotion of Conner Pelot 06/16/2023

- New Water Rescue Boat in-service 06/23/2023
- USGA 43rd Golf Event 06/26/2023

Mutual and Automatic Aid Fire Response: (6)

- 3200 Ellis Street (City) YTD (30)
05/03/2023
- 0 Whiting Ave (City) 06/08/2023
- 1109 Fremont Street (City) 06/12/2023
- 2524 Whiting Ave (City) 06/20/2023
- 401 Michigan Ave (City) 06/23/2023
- 816 Prentice Street (City) 06/25/2023

Fires

- Structure Fires-3 YTD (14)
- Vehicle Fires-0 YTD (2)
- Brush, Grass, Wildland Fires-2 YTD (6)
- Trash/Dumpster Related Fires-1 YTD (3)
- Cooking Incidents-1 YTD (15)
- Chimney Fire -0 YTD (1)
- Excessive Heat, Scorch, No Fire-1 YTD (8)
- Electrical Issues-4 YTD (17)

EMS/Rescue

- EMS Assist Calls-45 YTD (335)
- Assist Invalid-0 YTD (0)
- Vehicle Accidents-2 YTD (15)
- Assist Other Government Agency-0 YTD (1)
- EMS Call, Other-1 YTD (2)

Alarms

- False Alarms Responses-9 YTD (61)

Hazardous Materials

- Carbon Monoxide Detected-0 YTD (4)
- Natural Gas Detected-2 YTD (8)
- Gasoline and Flammable Leak/Spill-1 YTD (2)
- Hazardous Investigation nothing found-0 YTD (12)
- Oil/Combustible Spill included Vehicle Accidents-0 YTD (6)
- Chemical Spills-0 YTD (1)

Other Incidents

• Animal Rescue-1	YTD (4)
• Burning Regulation Issues-8	YTD (39)
• Citizen Complaints-0	YTD (0)
• Water/Steam Leak-0	YTD (0)
• Smoke Scare, Odor of Smoke, Steam Mistaken for smoke-1	YTD (9)
• Ring Removal-0	YTD (1)
• Dispatched and Cancelled Enroute-1	YTD (18)
• Nothing Found on Arrival- 0	YTD (1)
• General Service Call-1	YTD (1)
• EMS or Fire Standby-0	YTD (2)
• Bomb Scare-0	YTD (0)

Technical Rescue

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

Monthly Total (85)

Year to Date Total (596)

Total Fire Losses City Property-\$176,000

YTD: \$206,100

Total City Property Saved-\$2,034,200

YTD: \$5,754,300

Monthly Training:

- Recruit Academy
- RTF Training Pacelli, SPASH and Rosholt Schools
- Hose Testing
- Pump/Nozzle Training
- EV Car Training
- CPR/Spinal Immobilization and Drownings
- G2 Paging Training
- Water Training
- EM Tracker Training
- EMS Heat Related emergencies, trauma, burns
- EMS Protocols
- USGA Crew briefing
- WI Fire Chiefs Convention

- WI IAAI Fire Investigation Conference

Public Activities:

- o Ride on a Fire Truck 06/01/2023
- o Pacelli Softball Team Escort 06/10/2023
- o Excel Preschool truck and tour 06/13/2023
- o World Elder Awareness Day 06/15/2023
- o Fleet Farm Touch a Truck 06/23/2023

**Stevens Point Fire and EMS Department
Activities Report
June 2023**

Public Education: CPR / Spinal Immobilization / Drownings training with Stevens Point Municipal Pool staff.

World Elder Abuse Awareness Day: Participated in World Elder Abuse Awareness Day and Ice Cream Social at the Lincoln Center

Recruit Academy Graduation/Swearing in: Probationary FF/Medics Justin Peppard and Madeline Avery. Graduated from the Academy and were Sworn in as Stevens Point Firefighter/ Paramedics on June 16th.

Field Training Paramedic Appointment: FF/Medic Connor Pelot was appointed Field Training Paramedic on June 16th.

USGA Senior Open: was part of the Joint Operations Center for all 7 days of the USGA Senior Open.

Riverfront Rendezvous: Firefighter/ Paramedic Shane Westphal ran the "Family Fun Safety Day "on Saturday at Riverfront. Each child received a safety passport which was stamped when they completed each safety activity. When the passport was fully stamped, and the passport was turned in, the child received a prize.

Maintained an EMS presence during Riverfront.

Respectfully submitted,

Joseph A. Gemza, Jr.

Joseph A. Gemza, Jr.
Assistant Chief of EMS

Medic 1			
	Month	YTD	2022 YTD
Responses	183	1087	1007
Transport/Treat ALS	126	751	642
Transports BLS	2	13	34
Cancel/Refuse/No Trans	55	323	323
Hosp to Hosp	0	8	11

Medic 2			
	Month	YTD	2022 YTD
Responses	102	628	599
Transport/Treat ALS	68	429	362
Transports BLS	1	5	22
Cancel/Refuse/No Trans	33	194	213
Hosp to Hosp	0	1	2

Medic 3			
	Month	YTD	2022 YTD
Responses	23	169	144
Transport/Treat ALS	15	115	105
Transports BLS	2	9	5
Cancel/Refuse/No Trans	6	45	33
Hosp to Hosp	0	0	1

Medic 4			
	Month	YTD	2022 YTD
Responses	8	67	47
Transport/Treat ALS	2	33	24
Transports BLS	4	9	1
Cancel/Refuse/No Trans	2	25	15
Hosp to Hosp	0	0	0

Medic 5			
	Month	YTD	2022 YTD
Responses	3	15	3
Transport/Treat ALS	2	9	4
Transports BLS	0	0	0
Cancel/Refuse/No Trans	1	4	2
Hosp to Hosp	0	0	0

Fire Department Apparatus

	Month	YTD	2022 YTD
Responses	0	0	2
Transport/Treat ALS	0	0	0
Transports BLS	0	0	0
Cancel/Refuse/No Trans	0	0	2
Hosp to Hosp	0	0	0

Totals			
	Month	YTD	2021 YTD
Responses	319	3086	3080
Transport/Treat ALS	213	1989	1984
Transports BLS	9	101	93
Cancel/Refuse/No Trans	97	978	966
Hosp to Hosp	0	17	19

Vehicle	Year	Make	Model	Current Vehicle Miles
31Med1-A918	2021	IH	CV	23715
31Med2-A187	2018	Ford	F-350	91414
31Med3-A184	2018	Ford	F-350	84085
31Med4-A211	2013	Ford	F-350	74714
31Med5-A334	2010	IH	4300	162257

Simultaneous Calls			
Units	Month	YTD	2022 YTD
2	56	394	354
3	13	55	33
4	2	6	10
5		3	2

Car 5 Response			
	Month	YTD	2022 YTD
Responses	19	110	103

RRU Response Location			
	Month	YTD	2022 YTD
V Plover	2	11	4
V Almond		0	0
V Amherst		1	1
V Amherst Jct		0	0
V Jct City	1	6	2
V Nelsonville		0	0
V Park Ridge		0	0
V Rosholt	1	4	4
V Whiting	3	13	17

T Alban	1	2	4
T Almond		1	0
T Amherst		0	1
T Belmont		0	0
T Buena Vista		0	0
T Carson	2	12	10
T Dewey	3	10	5
T Esu Pleine		4	3
T Grant		0	0
T Hull	2	19	23
T Lanark		1	0
T Linwood	1	3	6
T New Hope		0	0
T Pine Grove		0	1
T Plover	1	5	1
T Sharon	1	6	3
T Stockton	1	10	13
Other		0	0
St Point		2	0

Commissioner Moore moved, seconded by Commissioner Ostrowski, to approve the Fire Chief's report and place it on file for June 2023.

Ayes, all; nays, none. Motion carried.

10. Revisions to Policies and Procedures for the Police and Fire Commission.

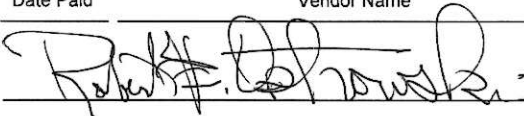
City Attorney Beveridge went over sidebar comments regarding possible changes to the existing policies and procedures and asked for policy input from commissioners. Comptroller/Treasurer Ladick was present to give input on the budget policies/procedures.

Next discussion to be added to the agenda for the August 8th, 2023, Police and Fire Commission meeting.

11. Adjournment.

The meeting adjourned at 3:35 p.m.

Date Paid	Vendor Name	Description	Amount Paid
07/13/2023	PORTAGE COUNTY TREASURER	CITY SHARE - RANGE ELECTRIC BILL	31.39
07/13/2023	PORTAGE COUNTY TREASURER	CITY SHARE - RANGE ELECTRIC BILL	30.91
07/27/2023	PORTAGE COUNTY TREASURER	CITY SHARE - RANGE ELECTRIC BILL	27.34
07/27/2023	AT&T MOBILITY II LLC	WIRELESS SERVICE - PATROL LAPTOP/DATA CHARGES	620.33
07/13/2023	VERIZON WIRELESS - NJ	POLICE DEPT - CELL PHONES	797.52
07/27/2023	CHARTER COMMUNICATIONS - 2981	SPECTRUM BUSINESS TV SERVICE	81.22
07/27/2023	PORTAGE COUNTY TREASURER	QUARTERLY TIME SYSTEM BILLING - CITY SHARE	620.00
07/27/2023	WISCONSIN DEPT OF JUSTICE - TIME	QUARTERLY TIME SYSTEM & OFFICER SUPPORT	753.75
07/13/2023	STAR BUSINESS MACHINES INC	QUARTERLY COPIER MAINT METER BILLING #292 - SPPD	24.93
07/13/2023	COMPLETE OFFICE OF WI INC	TONER CARTRIDGE	86.74
07/27/2023	COMPLETE OFFICE OF WI INC	PENS, MARKERS, SHARPIES	98.60
07/27/2023	COMPLETE OFFICE OF WI INC	POST-IT NOTES, PATROL NOTEBOOKS	98.52
07/27/2023	COMPLETE OFFICE OF WI INC	FINE MARKERS (DOZEN)	15.30
07/27/2023	COMPLETE OFFICE OF WI INC	HIGHLIGHTERS (DOZEN), PACKING TAPE	53.27
07/27/2023	COMPLETE OFFICE OF WI INC	PLASTIC FORKS (1000 BOX)	55.96
07/13/2023	KRAMER, JOSEPH	REIMB PARKING - 6/14/23-6/15/23 SRO CONFERENCE, APPLT	12.00
07/13/2023	PORTAGE COUNTY SHERIFF'S DEPT	REIMB - COMMAND POST FUEL (PCSO)	65.46
07/18/2023	CENTRAL WISCONSIN AUTO PARTS	HUB	18.01
07/27/2023	KOCOUREK CHYRSLEER DODGE JEEP RAM	CONTROL ARMS	598.70
07/18/2023	O'REILLY AUTO PARTS	CREDIT	116.39-
07/18/2023	O'REILLY AUTO PARTS	HUB ASSEMBLY	238.68
07/18/2023	O'REILLY AUTO PARTS	ENGINE OIL	37.45
07/27/2023	O'REILLY AUTO PARTS	MOTOR MOUNT	22.10
07/27/2023	O'REILLY AUTO PARTS	MOTOR & TRANS MOUNT	161.09
07/27/2023	O'REILLY AUTO PARTS	BATTERY	122.92
07/27/2023	O'REILLY AUTO PARTS	BRAKE CALIPER & CORE	140.92
07/27/2023	O'REILLY AUTO PARTS	BATTERY & CORE	231.44
07/27/2023	O'REILLY AUTO PARTS	CV SHAFT	88.45
07/27/2023	O'REILLY AUTO PARTS	CREDIT	88.45-
07/27/2023	O'REILLY AUTO PARTS	CREDIT	20.00-
07/27/2023	O'REILLY AUTO PARTS	CREDIT	65.00-
07/18/2023	STEVENS POINT AUTO CENTER	EXHAUST BRACKET	17.71
07/18/2023	STEVENS POINT AUTO CENTER	DOOR MOULDING	255.52
07/27/2023	STEVENS POINT AUTO CENTER	SEAT CONTROL SWITCH & MOLDING	160.64
07/27/2023	STEVENS POINT AUTO CENTER	SEAT MOLDING/CV SHAFT	237.33
07/27/2023	JOHNSON TOWING	TOW VEHICLE FOR INVESTIGATION (C23-07781)	145.00
07/13/2023	RAY O'HERRON CO INC	NAMEPLATE FOR A J POESCHEL	21.43
07/27/2023	TNT GRAFFITI LLC	EMBROIDERY ON PATROL HATS	30.40
07/18/2023	TNT GRAFFITI LLC	HATS FOR OFFICERS	377.63
07/27/2023	ASPIRUS INC	ETOH BLOOD DRAWS	363.00
07/13/2023	LEXIPOL LLC	ANNUAL RENEWAL - POLICY MANUAL & TRAINING BULLETINS	10,961.46
07/27/2023	POINT AREA VETERINARY CLINIC	K-9 BARRY EXAM WITH VACCINATIONS	67.55
07/27/2023	POINT AREA VETERINARY CLINIC	K-9 BARRY HEARTWORM PREVENTION	33.02
07/13/2023	WAUKESHA COUNTY TECHNICAL COLLEGE	REGIST - LAWRYNK, LEPINSKI - UNDERCOVER ACADEMY TRAI	200.00
07/27/2023	PERSONNEL EVALUATION INC	SURVEY FOR INTERVIEWS/JOB APPLICANTS - PERSONNEL EV	361.40
07/20/2023	WISCONSIN PUBLIC SERVICE 6040	GAS/ELECTRIC CHARGES	4,962.00
07/18/2023	STEVENS POINT PUBLIC UTILITIES	933 MICHIGAN AVE	489.19
07/27/2023	SUMMIT FIRE PROTECTION	FIRE EXTINGUISHER INSPECTION/RECHARGE (2)	148.00
07/13/2023	TAYLOR, MARGARET CAROL	CLEANING SERVICES - 933 MICHIGAN AVE - SPPD	1,600.00
07/27/2023	VAN DREEL PLUMBING & HEATING LLC	WATER LINE LEAK - CUT & CAPPED LINES - 933 MICHIGAN AVE	176.51
07/27/2023	WM CORPORATE SERVICES INC	GARBAGE/RECYCLING - SPPD 933 MICHIGAN AVE	468.56
07/13/2023	NASSCO INC	CAN LINERS, GLASS CLEANER, MOP KIT	358.70
07/13/2023	NASSCO INC	EXHAUST FILTER	19.90
07/27/2023	NASSCO INC	PAPER TOWELS, BATH TISSUE, DEODORIZERS, CLEANER	228.16
Grand Totals:			26,526.27

Date Paid	Vendor Name	Description	Amount Paid
			

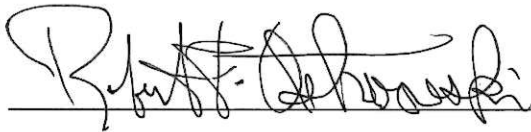
STEVENS POINT POLICE & FIRE COMMISSION AUTHORIZED REPRESENTATIVE

*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.

GENERAL FUND - POLICE DEPARTMENT

FOR ADMINISTRATION USE ONLY

Date Paid	Vendor Name	Description	Amount Paid
07/27/2023	EAGLE ENGRAVING	UNIFORM BADGES & INSIGNIA	760.75
07/13/2023	UNIFORM SHOPPE OF GRN BAY INC, THE	NAME PLATES (6)	76.62
07/13/2023	UNIFORM SHOPPE OF GRN BAY INC, THE	LS BLUE SHIRTS, NAME BADGE - PEPPARD	79.11
07/13/2023	UNIFORM SHOPPE OF GRN BAY INC, THE	LS BLUE SHIRTS, SS BLUE SHIRTS, NAME PLATE - AVERY	133.05
07/13/2023	UNIFORM SHOPPE OF GRN BAY INC, THE	NAVY TROUSER - FICKEN	32.97
07/13/2023	UNIFORM SHOPPE OF GRN BAY INC, THE	TIE BAR & FF BADGE	64.74
07/20/2023	WISCONSIN PUBLIC SERVICE 6040	GAS/ELECTRIC CHARGES	1,030.17
07/18/2023	STEVENS POINT PUBLIC UTILITIES	4401 INDUSTRIAL PARK RD	479.21
07/13/2023	WFSAA - (DO NOT USE THIS VENDOR)	MEMBERSHIP DUES - BAXTER	37.50
07/13/2023	KRAMAR PLUMBING HEATING & COOLING LLC	WATER LINE LEAK REPAIR - FIREHOUSE #1	1,395.00
07/27/2023	ERGOMETRICS	PRE-EMPLOYMENT TESTING	91.30
07/13/2023	INFOBUREAU SERVICES INC	BACKGROUND CHECK - FIRE APPLICANT	15.00
07/13/2023	MCHS OCCUPATIONAL HEALTH	PRE-EMPLOYMENT TESTING - SPFD	597.12
07/27/2023	MACQUEEN EQUIPMENT	SCBA CLEANER	147.48
Grand Totals:			4,940.02



STEVENS POINT POLICE & FIRE COMMISSION AUTHORIZED REPRESENTATIVE

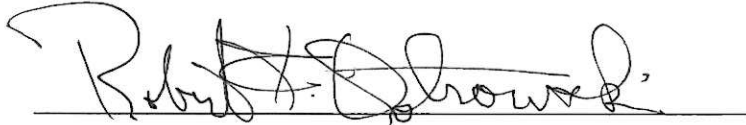
*The Uniform Allowance line item is also used for the total annual allowance of \$7185, which is paid on the second payroll check in January. Due to this amount being paid through payroll, it will not show on this report.

CITY OF STEVENS POINT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2023

GENERAL FUND - FIRE DEPARTMENT

		BUDGET	CURRENT MO	YTD ACTUAL	BALANCE	%
UNIFORM ALLOWANCE	100.52.25270.1670	18,900	17,561	17,561	1,339	92.91
GAS/ELECTRIC CHARGES	100.52.25270.2200	18,029	10,292	10,292	7,737	57.09
TELEPHONE UTILITY CHARGES	100.52.25270.2203	5,000	8,016	8,016	(3,016)	160.33
WATER/SEWER UTIL CHARGES	100.52.25270.2204	2,705	2,123	2,123	582	78.47
TV SERVICES	100.52.25270.2212	1,325	928	928	397	70.04
IT/COMPUTER EQUIPMENT	100.52.25270.2800					.00
CONTRACTED SERVICES - GEN	100.52.25270.2902	2,000	2,405	2,405	(405)	120.23
IT CONTRACTED SERVICES	100.52.25270.2906	2,000			2,000	.00
SOFTWARE LICENSE FEES	100.52.25270.2907	15,000	6,159	6,159	8,841	41.06
CONTRACTED RADIO/COMM MAINT	100.52.25270.2913	2,000	990	990	1,010	49.50
GENERAL OFFICE SUPPLIES	100.52.25270.3001	3,000	2,204	2,204	796	73.47
MEMBERSHIP DUES	100.52.25270.3202	4,500	1,105	1,105	3,395	24.56
MILEAGE EXPENSES	100.52.25270.3301	1,000	93	93	907	9.35
GEN BUILDING MAINT & SUPPLIES	100.52.25270.3550	10,000	4,490	4,490	5,510	44.90
FIRE HOSES & FITTINGS	100.52.25270.3650	1,000			1,000	.00
GENERAL FIRE EQUIPMENT	100.52.25270.3651	8,975	44,929	44,929	(35,954)	500.60
PERSONAL FIRE EQUIPMENT	100.52.25270.3652	2,500	369	369	2,131	14.77
MISCELLANEOUS EXPENSES	100.52.25270.5000		164	164	(164)	.00
GEN HEALTH/SAFETY EXP	100.52.25270.5601	2,000	144	144	1,856	7.19
PUBLIC EDUCATION EXP	100.52.25270.5650	5,000	3,114	3,114	1,886	62.27
GEN SEMINAR/EDUCATION EXP	100.52.25270.5910	17,500	13,947	13,947	3,553	79.69
PRE-EMPLOYMENT TESTING	100.52.25270.5911	3,630	3,028	3,028	602	83.41
EDUCATIONAL COMPENSATION	100.52.25270.5912	10,000	530	530	9,470	5.30
FIRE DEPT DONATION EXP	100.52.25270.5930		27,991	27,991	(27,991)	.00
COMPUTER SYSTEM UPGRADES	100.52.25270.8000	2,000			2,000	.00
STATION UPGRADES	100.52.25270.8100	2,500	4,989	4,989	(2,489)	199.55
BREATHING APPARATUS	100.52.25270.8500	3,500	(50)	(50)	3,550	(1.43)
TOTAL FUND EXPENDITURES		144,064	155,520	155,520	(11,456)	107.95

Date Paid	Vendor Name	Description	Amount Paid
07/20/2023	WISCONSIN PUBLIC SERVICE 6040	GAS/ELECTRIC CHARGES	1,030.15
07/13/2023	WFSAA - (DO NOT USE THIS VENDOR)	MEMBERSHIP DUES - BAXTER	37.50
07/27/2023	FRANK'S HARDWARE	ARMOR ALL, GORILLA GLUE, SIPHON PUMP	39.27
07/13/2023	KRAMAR PLUMBING HEATING & COOLING LLC	WATER LINE LEAK REPAIR - FIREHOUSE #1	930.00
07/27/2023	ERGOMETRICS	PRE-EMPLOYMENT TESTING	91.30
07/13/2023	MCHS OCCUPATIONAL HEALTH	PRE-EMPLOYMENT TESTING - SPFD	398.08
Grand Totals:			<u>2,526.30</u>



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 6 MONTHS ENDING JUNE 30, 2023

GENERAL FUND - AMBULANCE

		BUDGET	CURRENT MO	YTD ACTUAL	BALANCE	%
UNIFORM ALLOWANCE	100.52.25300.1670	12,600	11,878	11,878	722	94.27
GAS/ELECTRIC CHARGES	100.52.25300.2200	20,029	10,292	10,292	9,737	51.39
TELEPHONE UTILITY CHARGES	100.52.25300.2203	7,000	5,522	5,522	1,478	78.89
WATER/SEWER UTILITY CHARGES	100.52.25300.2204	2,705			2,705	.00
TV SERVICES	100.52.25300.2212	1,500	560	560	940	37.34
IT/COMPUTER EQUIPMENT	100.52.25300.2800	2,000	63	63	1,937	3.17
CONTRACTED SERVICES - GEN	100.52.25300.2902	2,000	2,167	2,167	(167)	108.33
IT CONTRACTED SERVICES	100.52.25300.2906					.00
SOFTWARE LICENSE FEES	100.52.25300.2907	12,000	8,491	8,491	3,509	70.76
CONTRACTED RADIO/COMM MAINT	100.52.25300.2913	500	130	130	370	26.06
GENERAL OFFICE SUPPLIES	100.52.25300.3001	1,500	1,143	1,143	357	76.20
GENERAL EQUIPMENT	100.52.25300.3025	5,163	28,280	28,280	(23,117)	547.75
MEMBERSHIP DUES	100.52.25300.3202	500	480	480	20	96.00
MILEAGE EXPENSES	100.52.25300.3301	1,000	195	195	805	19.47
GEN BUILDING MAINT & SUPPLIES	100.52.25300.3550	10,500	2,510	2,510	7,990	23.90
MISCELLANEOUS EXPENSES	100.52.25300.5000		90	90	(90)	.00
WELLNESS EXPENSES	100.52.25300.5021	3,000	3,340	3,340	(340)	111.32
GEN HEALTH/SAFETY EXP	100.52.25300.5601	500	129	129	371	25.85
PUBLIC EDUCATION EXP	100.52.25300.5650	2,000	2,000	2,000		100.00
COVID-19 EXPENDITURES	100.52.25300.5700					.00
GEN SEMINAR/EDUCATION EXP	100.52.25300.5910	5,000	1,658	1,658	3,342	33.16
PRE-EMPLOYMENT TESTING	100.52.25300.5911	3,000	2,077	2,077	923	69.22
EDUCATIONAL COMPENSATION	100.52.25300.5912	4,000			4,000	.00
REGULATED MANDATED EXPEND	100.52.25300.5913	1,000			1,000	.00
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		97,497	81,005	81,005	16,492	83.08



Stevens Point Police Department

933 Michigan Avenue
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

August 8, 2023

Police and Fire Commission
City of Stevens Point

Re: July 2023 Chief of Police Report

Commissioners:

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

Personnel: 45/49

Note of Interest:

- July was the start of a Speed Enforcement Grant, this grant is cooperation with the Portage County Sheriff's Office and Plover PD.
- 7-1-23 Riverfront Rendezvous – No issues.
- 7-4-23 Ofc. Will Klismith advanced to step 2 of the Field Training Process.
- 7-10-23 Opened up application process for new Officer(s).
- 7-11-23 Ofc. Jason Dienger was selected as our next K9 Handler and will be selecting a K9 Partner in September of 2023.
- 7-12-23 Ast. Chief Williams assisted WI Rapids PD with promotional interviews.
- 7-17-23 Lt. Ben Uitenbroek, Ast. Chief Williams and Chief Kussow attended after action meeting for USGA event.
- 7-24-23 Several Officers attended body cam/squad cam presentations for capital improvement request for 2024.
- 7-25-23 Lt. Johnson, Ofc. Marchel and K9 Willow attended Lights of Christmas fundraiser at Culvers on Hwy 10 East. The program raises money, that is then returned to participating departments in the form of gift cards to be used around the holidays for people law enforcement encounter who are in need. Portage County SO, Plover PD and SPPD all participate.

Calls of Interest:

07-25-23 Disturbance, 3700 blk Roberts Pl, Officers responded to a male and female verbal argument which took place as the female recently learned her boyfriend is married. The verbal turned to physical during which the male pushed the female, and she responded by striking him

on the head with a frying pan. Parties separated as the female had obvious health conditions and domestic criteria not met. The male later returned, attempting to break in the door and later fought with officers. Male was tased and taken into custody. Upon medical clearance he was transported to jail.

07-22-23 Sex Trafficking, SPPD Officers responded to Holiday Inn Express to investigate a report of a female who reported to the clerk she was being trafficked. SPPD Officers and Detectives investigated which later resulted in an arrest of a suspected trafficker who was on probation and had lengthy record to included homicide and drug charges.

07-20-23 Vehicle Pursuit Armed and danger Suspect, Officers received info. a known wanted felon was possibly driving a known vehicle. SPPD Officer conducted surveillance at a location on Bliss Av. When the vehicle left the location, officers initiated a traffic stop which led to a vehicle pursuit which was terminated. A subsequent area search located the suspect vehicle and possible suspects. The male driver/ suspect and female passenger fled on foot and were later taken into custody by officers from SPPD and PTSO. Once in custody the male experienced a medical issue which required transport. Upon further investigation of the suspect vehicle an approx.. 3 year child was left behind. Child Protective Services was requested. While investigating further child's parents showed up, one of which was later arrested on body only warrant.

07-17-23 Physical Fight, SPPD Officers responded to the parking lot of the Old Shopko to investigate a group of teens fighting. Upon further investigation, it was learned that a group of teens approached another in a vehicle. One of the teens exited the vehicle to physically confront the other. One of the Teens used pepper spray on another. Officer arrested one of the teens on disorderly conduct.

07-16-23 Suspicious, 3300 blk of Prais, report of a male making in appropriate conversation with the residents. Upon police contact the suspect was identified as a sex offender and later taken into custody on a warrant issued by Probation and Parole.

07-16-23 Domestic Disturbance, Officer responded to 2100 blk of Water St. to investigate a report that male suspect had physically assaulted a female causing injuries which required medical transport. The male had fled prior to officer arrival. Officers later located the male and arrested him on Domestic charges and Probation and Parole.

07-14-23, Overdose, 2300 blk of Prairie, Officer responded to a report of male who had overdosed and was not breathing. Officer Lee administered 2 doses of Narcan along with CPR. After 6 more doses and interventions by the paramedics brought him back. The male was later arrested after medical clearance as a baggie of suspected narcotics and pipe were located in plain view.

07-14-23 Disturbance 900 blk of Portage, Officers investigated a disturbance between a male and female as the male was alleged to have broken into the residence of the female and stealing money. Male was later arrested on bail jumping charge.

07-14-23 Assist Portage County Sheriff's Office, Portage Co. Deputies were pursuing a vehicle at high rates of speed on the East side of the city. The vehicle crashed by the Ice Hawks arena with multiple occupants. The driver was arrested for Operating while intoxicated and other traffic offenses. A firearm was also recovered.

07-14-23 Felony Flock Apprehension, Clark St. Bridge area Officers were alerted to Attempt to Locate armed and dangerous felon from Wood County. Flock camera hit on the license plate. Chief Kussow located the suspect vehicle and patrol conducted a high-risk traffic stop and arrest.

07-13-23 Med call, Convent, Officer responded to the convent for report of a male was non responsive on the property. Further investigation found the male Dead-on Arrival. The death does not appear suspicious.

07-10-23 Possible Child Abduction, 14 year old female and mother reported her being forced into his truck. The male and truck were located. Upon further investigation, the male was identified as a registered Sex Offender, who met the 14 year old on line. Further investigation learned the 14 year old represented herself as an adult and arranged the meeting. Information learned suggest the female represented as an adult before. No charges pursued.

07-07-23 Domestic disturbance, verbal argument which turned physical. The male was witnessed throwing a toy car at the female. The male was later arrested on Department of Corrections warrant and domestic charges.

07-06-23 Domestic disturbance, 1800 blk of Madison male and female in verbal argument over the male not doing some chores around the house. The male became upset and broke a window, storm door, tipped over the refrigerator, ripped the cupboard off the wall. The male was contacted by Officers and arrested on domestic charges.

07-05-23 Vehicle Pursuit, Officers conducted a traffic stop on vehicle with known wanted subject. The male took off in the vehicle resulting in a vehicle pursuit which was terminated. The vehicle was later located in the area unoccupied. The vehicle was towed. Investigation pending.

07-04-23 Disturbance with a firearm, Blue top, Officers investigated a report of a disturbance in the parking lot during which a gun was brandished. Upon further investigation the complainant was under the influence and not the most cooperative. Video footage showed two males pushing after which a firearm was brandished by the managers boyfriend. The caller was trespassed from the property. Two pellet guns were confiscated.

07-04-23 Death Investigation, 2700 blk of Chambers St. Officer responded to the area where a walker had discovered an obviously deceased female. Patrol and IB investigated and processed the scene. Surveillance footage captured the female's last moments. Suspected drug-related death at this time, Investigation pending.

07-04-23 house fire, 3301 Oak Av. Assist FD and I.B investigation.

07-04-23 Missing person/ Runaway, Officers responded to a Flock alert on a 16 year old runaway and 9 year old brother from Des Moines, IA. A traffic stop was conducted, and the pair were later returned to parents.

07-03-23 Crash Rollover, Stanley and I-39 SB ramp, Officers responded to investigate a vehicle crash. Apparently one of the vehicle took the wrong exit and accelerated across the intersection attempting to get to the other ramp. The vehicle was T-boned by vehicle traveling on Stanley.

07-03-23 Disturbance, 500 blk of Johns Dr. .Male caller reported a known female was being abusive towards him and was intoxicated. This behavior was investigated by Officers and the female was later arrested on bond condition.

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

Number of Use of Force Incidents: 8 (31)

July Use of Force Summaries

- **7/1/23** – SPPD Officers were checking the welfare of an individual sleeping in their vehicle. The subject admitted to using narcotics and was in and out of consciousness. There were also several knives in plain view. The subject refused to obey Officers commands and resisted getting out of the vehicle. One Officer applied wrist tension in an attempt to get the subject out of the vehicle. Once out of the vehicle the subject continued to resist and squared up with the Officer, clenching their hand into a fist. The other Officer put the subject onto the ground at this point where the subject was handcuffed and later jailed. No injuries.
- **7/6/23** – A SPPD Officer had overheard the Communication Center dispatch information regarding a person who may have been taken against her will. The SPPD Officer was able to locate the suspect vehicle and conducted a high-risk traffic stop on the vehicle with the assistance of two Plover PD squads. During the stop the SPPD Officer had their firearm out and pointed towards the suspect. The suspect eventually became cooperative and was taken into custody until things were investigated. The subject was later released due to incorrect info by the reporting party. No injuries.
- **7/6/23** – Several Detectives assisted other agencies in Wausau with a narcotics warrant. During the execution of the warrant the Detectives had their handguns out and point towards the occupants inside the residence. No injuries.
- **7/6/23** - Several Detectives executed a narcotics warrant in Stevens Point. During the execution of the warrant the Detectives had their handguns out and point towards the occupants inside the residence. No injuries.

- **7/10/23** – SPPD Officers were attempting to locate a vehicle that was suspected in being involved in a child abduction. One Officer located the vehicle and conducted a modified high-risk stop on it as information received led Officers to believe the suspect had forcibly taken the child. Once the suspect vehicle was stopped, one SPPD Officer pointed their firearm at the sole occupant and issued commands. The suspect was cooperative and taken into custody without incident or injury. The suspect was later released due to misinformation by the victim.
- **7/14/23** – SPPD Officers had located a suspect wanted on multiple felony charges by a neighboring county. The suspect was driving in a vehicle and had made threats to murder a law enforcement officer. SPPD Officers conducted a high-risk traffic stop on the suspect and during that stop all the Officers involved had their handguns pointed at the suspect. The suspect was taken into custody without incident and turned over to the neighboring agency.
- **7/20/23** – SPPD Officers attempted to stop a vehicle which was being operated by a person known to police to possess an active arrest warrant. The suspect fled in their vehicle when Officers tried to stop them. The Officers terminated their pursuit quickly due to being too dangerous, but quickly located the suspect vehicle in a yard. The suspects were located hiding nearby and were taken into custody without further incident. During the arrest multiple Officers had their firearms displayed and pointed at the suspects. There were no injuries.
- **7/25/23** – SPPD Officers were called back to the location of disturbance after the suspect had returned against Officer's orders just prior. When Officers arrived, the suspect had removed their shirt and was trying to force their way into a residence through a door. Officers were attempting to give commands with no success. One Officer removed their taser from the holster and issued commands with no success. The suspect then threatened to fight the Officers and got into a boxer's stance. The suspect was tased at this point and fell to the ground striking their head, causing a small abrasion. The suspect was treated medically and cleared for jail.

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

- Total welfare checks for 2023 = 442
- 43 Welfare checks
- 9 Voluntary
- 3 Chapter 51's
- 1 alcohol commitment

Investigation Bureau:

- July was the start of the Speed Enforcement Grant in cooperation with the Portage County Sheriff's Office and Plover PD.
- On July 4th a deceased female was found from an apparent drug overdose. SPPD detectives worked together and executed two search warrants in conjunction to the death. A male subject was arrested on drug charges the death is still under investigation.
- The current drug overdose deaths within our community is currently on pace to establish a new high. Drug detectives are continually working cases and new leads.
- A multitude of frauds/scams came in this month, Detectives are continuing to work their way through the information as the investigations are often tedious and long with less than desired outcomes.

- The detective bureau is working on possibly putting out an educational program for the community, as what is currently being done to help prevent frauds/scams is not working.
- July also had us investigating a child abduction, the child was recovered within minutes thanks to the parents help with their phone mapping application and observant officers in the area. This investigation is also ongoing.
- This month also brought a new ICAC (Internet Crimes Against Children) case which is also an ongoing investigation.
- There was also a fire investigation at a residence which was determined to be accidental due to fireworks.

Training:

- 7-31-23 - Officer Stankowski attended Basic Honor Guard Training.

Field Training (FTO):

- Probationary Officer Will Klismith progressing in step 2 with field training officer Stankowski.

Auxiliary Unit:

- Total hours 81.5
 - 7-4-23 Fourth of July Parade
 - 7-2-23 Riverfront Rendezvous
 - 7-1-23 Riverfront Rendezvous

School Resource Officers:

SPASH

- SRO Kramer is assigned to the Investigation Bureau for the summer.

PJ Jacobs

- SRO Quisler is assigned to Patrol for the summer.

Ben Franklin

- SRO Marchel and K-9 Willow are assigned to the Investigation Bureau for the summer.

K9 – Barry

- July 18 – Hwy 10 East and Maplebluff - traffic stop
 - 10 grams of marijuana concealed in fanny pack.
- June 9 – Tommy's TPK and Okray – traffic stop
 - 18.5 grams of methamphetamine
 - 4.4 grams of marijuana
 - 5 items of paraphernalia

K9 – Willow

- Several deployments and training for K9 Willow.
- Department photo taken as well.

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 – July 2023

48 Members Approved
46 positions Funded
42 Staffed

Significant Events

- Riverfront Rendezvous 05/30-06/02/2023
- Popup Splash Pad at SPASH 07/27/2023

Mutual and Automatic Aid Fire Response: (4)

- 2936 Hickory Drive (Plover) YTD (34)
07/03/2023
- 3015 Birch Street (Whiting) 07/03/2023
- 3301 Oak Ave (City) 07/05/2023
- 9034 Hemlock Road (Rosholt) 07/10/2023
-

Fires

- Structure Fires-3 YTD (17)
- Vehicle Fires-0 YTD (2)
- Brush, Grass, Wildland Fires-0 YTD (6)
- Trash/Dumpster Related Fires-2 YTD (5)
- Cooking Incidents-1 YTD (16)
- Chimney Fire -0 YTD (1)
- Excessive Heat, Scorch, No Fire-0 YTD (8)
- Electrical Issues-2 YTD (19)

EMS/Rescue

- EMS Assist Calls-60 YTD (395)
- Assist Invalid-0 YTD (0)
- Vehicle Accidents-5 YTD (15)
- Assist Other Government Agency-1 YTD (2)
- EMS Call, Other-0 YTD (2)

Alarms

- False Alarms Responses-17 YTD (78)

STEVENS POINT

1701 FRANKLIN STREET
715-344-1833



FIRE DEPARTMENT

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

JB D. MOODY
FIRE CHIEF

Hazardous Materials

- | | |
|--|----------|
| • Carbon Monoxide Detected-0 | YTD (4) |
| • Natural Gas Detected-1 | YTD (9) |
| • Gasoline and Flammable Leak/Spill-2 | YTD (4) |
| • Hazardous Investigation nothing found-0 | YTD (12) |
| • Oil/Combustible Spill included Vehicle Accidents-1 | YTD (6) |
| • Chemical Spills-0 | YTD (1) |

Other Incidents

- | | |
|--|----------|
| • Animal Rescue-0 | YTD (4) |
| • Burning Regulation Issues-6 | YTD (45) |
| • Citizen Complaints-0 | YTD (0) |
| • Water/Steam Leak-0 | YTD (0) |
| • Smoke Scare, Odor of Smoke, Steam Mistaken for smoke-1 | YTD (10) |
| • Ring Removal-0 | YTD (1) |
| • Dispatched and Cancelled Enroute-4 | YTD (22) |
| • Nothing Found on Arrival-0 | YTD (1) |
| • General Service Call-0 | YTD (1) |
| • EMS or Fire Standby-0 | YTD (2) |
| • Bomb Scare-0 | YTD (0) |

Technical Rescue

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

Monthly Total (108)

Year to Date Total (704)

Total Fire Losses City Property-\$100,00

YTD: \$306,100

Total City Property Saved-\$ 93,500

YTD: \$5,847,300

STEVENS POINT

1701 FRANKLIN STREET
715-344-1833



FIRE DEPARTMENT

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

JB D. MOODY
FIRE CHIEF

Monthly Training:

- Heat Emergencies protocol Review
- Burns and Blast Injuries
- Emergency Ladder Bailout
- Trailer and Towing
- Elkhart Brass Water Flow Demo
- MPO Training/Drafting
- Low Angle Rope Training
- Hose Training
- Swift Water Rescue Class

Public Activities:

- Riverfront Rendezvous Safety Event
- Fourth of July Parade
- Fire Station Tour
- Boys and Girls Club

07/01/2023
07/04/2023
07/11/2023
0713/2023

STEVENS POINT

1701 FRANKLIN STREET
715-344-1833



FIRE DEPARTMENT

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

Jb D Moody
FIRE CHIEF

**Stevens Point Fire and EMS Department
Activities Report
July 2023**

Boys and Girls Club: Presentation about what to expect when emergency services are called.

Ride-along: Mid State Technical Collage EMT Basic students have been doing ride-along with our Medics. They should be done before the end of August.

Protocol Review: Topics "*Heat Related Injury and Burns and Blast Injury*"

Swift Water Rescue Training: 12 personnel participated in an intense, hands-on training in swift water rescue. This completes our goal of swift water rescue discipline training.

EMS contract negotiations: Negotiations between Portage County and the City of Stevens Point have started with the intention of continuing the long-standing Emergency Medical Services relationship between both sides.

Respectfully submitted,

Joseph A. Gemza, Jr.

Joseph A. Gemza, Jr.
Assistant Chief of EMS



July 2023 Monthly EMS Report

Medic 1			
	Month	YTD	2022 YTD
Responses	186	1273	1186
Transport/Treat ALS	117	868	751
Transports BLS	2	15	40
Cancel/Refuse/No Trans	64	387	387
Hosp to Hosp	3	6	12

Medic 2			
	Month	YTD	2022 YTD
Responses	117	745	715
Transport/Treat ALS	79	508	439
Transports BLS	4	9	27
Cancel/Refuse/No Trans	33	227	247
Hosp to Hosp	1	2	3

Medic 3			
	Month	YTD	2022 YTD
Responses	8	177	173
Transport/Treat ALS	5	120	119
Transports BLS	0	9	8
Cancel/Refuse/No Trans	3	48	45
Hosp to Hosp	0	0	1

Medic 4			
	Month	YTD	2022 YTD
Responses	5	72	50
Transport/Treat ALS	1	34	27
Transports BLS	0	9	1
Cancel/Refuse/No Trans	4	29	15
Hosp to Hosp	0	0	0

Medic 5			
	Month	YTD	2022 YTD
Responses	1	16	6
Transport/Treat ALS	0	9	5
Transports BLS	0	0	0
Cancel/Refuse/No Trans	0	4	2
Hosp to Hosp	0	0	0

Fire Department Apparatus			
	Month	YTD	2022 YTD
Responses		3	0
Transport/Treat ALS		0	0
Transports BLS		0	0
Cancel/Refuse/No Trans		3	0
Hosp to Hosp		0	0

Totals			
	Month	YTD	2022 YTD
Responses	317	2279	2131
Transport/Treat ALS	202	1978	1342
Transports BLS	6	98	76
Cancel/Refuse/No Trans	104	985	696
Hosp to Hosp	4	21	16

Vehicle	Year	Make	Model	Current Vehicle Miles
51Med1-A918	2021	IH	CV	25531
51Med2-A187	2018	Ford	F-550	92990
51Med3-A184	2018	Ford	F-550	162317
51Med4-A211	2015	Ford	F-550	74777
51Med5-A554	2010	IH	4300	84217

Simultaneous Calls			
Units	Month	YTD	2022 YTD
2	69	463	423
3	17	72	47
4	1	7	11
5		3	3

Car 5 Response			
	Month	YTD	2022 YTD
Responses	12	122	116

RRU Response Location			
	Month	YTD	2022 YTD
V Plover	1	12	10
V Almond		0	0
V Amherst		1	1
V Amherst Jct		0	0
V Jct City	1	7	2
V Nelsonville		0	0
V Park Ridge		0	0
V Rosholt	1	6	6
V Whiting	3	16	17

T Alban		2	4
T Almond		1	0
T Amherst		0	1
T Belmont		0	0
T Buena Vista		0	0
T Carson	1	13	12
T Dewey	7	17	5
T Eau Pleine		4	3
T Grant		0	0
T Hull	1	20	23
T Lanark		1	0
T Linwood	1	4	6
T New Hope		0	0
T Pine Grove		0	1
T Plover		5	1
T Sharon		6	6
T Stockton	2	12	17
Other		0	0
St Point		2	0

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

The Stevens Point Police and Fire Commission ("PFC") exists pursuant to Wis. Stats. § 62.13 and provides oversight of the Stevens Point Police Department ("SPPD") and Stevens Point Fire Department ("SPFD"). The PFC has created these Rules and Administrative Procedures ("PFC Rules") pursuant to the authority granted to it under Wisconsin Law and Chapter 3 of the Stevens Point Revised Municipal Code. Additionally, the PFC is an "optional powers" commission as identified under Wis. Stats. § 62.13(6). Under that statute, the PFC has the additional authority to do the following:

- To organize and supervise the fire and police, or combined protective services, departments and to prescribe rules and regulations for their control and management.
- To contract for and purchase all necessary apparatus and supplies for the use of the departments under their supervision, exclusive of the erection and control of the police station, fire station, and combined protective services station buildings.
- To audit all bills, claims and expenses of the fire, police, and combined protective services departments before the same are paid by the city treasurer.

The Stevens Point Common Council ("Common Council") has enacted administrative policies ("City Administrative Policies") which generally apply to city employees. Those policies relate to employee benefits, fair employment practices, personnel selection and other personnel procedures.

Certain City Administrative Policies regarding personnel selection and hiring, 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 the concern. Personnel wishing to pursue further on an issue that has been reviewed within their Department may contact the PFC President 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 PFC Rules shall be provided to the City's Community Media Department for

publication on the City's website.

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 Wis. Stats. § 62.13. 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

Document re-adopted as revised by affirmative commission action XX-XX-~~2023XXXX~~

**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 meeting on the first Tuesday of each month. The President may call special meetings as needed and in accordance with Chapter 19, Wisconsin Statutes. 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

The PFC is a public governmental body subject to the Wisconsin Open Meeting Law, Wis. Stats. § 19.81 et. seq. An “official noticed meeting” means a gathering of a quorum of the members of the Commission for the purpose of exercising Commission authority, responsibilities or duties. Any gathering involving a quorum of the members of the Commission and other city officials or employees, including personnel of the Police and Fire Departments, for the purposes of discussing matter related to the PFC 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, and~~ 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 Records Bureau Supervisor. The custodian of the records for purposes of the Wisconsin Open Records Law will be the President of the Commission.

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 available to relay relevant information to the Commission which they deem necessary.

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.

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~~Records Bureau Supervisor 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 ~~and~~, 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. Any reallocation of capital budget funding requires such changes to be submitted to the Finance Committee and Common Council.~~

Commented [AB1]: Last time we discussed a threshold for reallocation of operational budget funds. Is this something you want to include?

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.

A member of the PFC may attend negotiation sessions regarding the EMS contract with Portage County, but no quorum of the PFC shall attend such meetings.

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. When a vacancy occurs in the position of Police Chief or Fire Chief, 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. If the PFC does not appoint an internal candidate prior to conducting a search, any internal candidate may apply for the

position in the same manner as external candidates.

Procedures:

When a vacancy in either chief position occurs, the PFC may appoint a member of the affected department to serve as the Acting Chief during the process of selecting a new Chief.

The Commission will review and, if necessary, update the position description, salary based on the City pay plan, and qualifications and requirements an applicant must satisfy. The PFC shall adopt a 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 City Human resources manager can assist the PFC with the process of developing such recruitment process and advertising the availability of the position.

The application packet will include all pre and post selection examination requirements and relevant information and include an option by which the applicant may request that his/her name not be released publicly unless and until such candidate becomes a final candidate per Wis. Stats. § 19.36(7).

The Commission will appoint a screening committee to screen candidates and determine who will proceed to the interview phase of the process.

The PFC will determine the appropriate interview process and participating interview panel members by majority vote. Interview panels may include local officials and community members, however all interview panels shall be proctored by at least one commissioner. 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.

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 no candidate satisfies all 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 issue a press release announcing the appointment of the new Chief.

SECTION 3.02

Complaints by Third Parties

Third party, non-criminal complaints against the Chiefs will be referred to the President of the Commission, who will notify the City Attorney as soon as practicable. The City Attorney shall review the contents of the complaint and advise the President as to the appropriate process for addressing the matter. Complaints that are frivolous or indicative of conduct which does not violate any rule or policy may be addressed without investigation or action by the Commission. Complaints which require investigation may be investigated by the Commission or its designee, as appropriate, and adjudicated by the Commission. All proceedings of this type shall be conducted in accordance with Wis. Stats. § 62.13 and any other applicable rules or laws.

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, the Stevens Point Revised Municipal Code, and all other applicable rules and law. Appeals by sworn members of either Department shall be conducted in accordance with Wis. Stats. § 62.13 any other applicable rules or laws.

[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 Common Council 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.

Commented [AB2]: May need revision re: BC and duty chief positions in FD

[Revised: February 4, 2014]

SECTION 3.05

Residency- All Personnel

Represented employees must comply with residency requirements in their contracts, if any are included. Chiefs and Assistant Chiefs must comply with Wisconsin State Statute 66.0502 and any ordinance or rule created by the Common Council pursuant to that Section.

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.

Commented [AB3]: What is our current practice with regards to eligibility lists established by the PFC?

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.

Commented [AB4]: Does our actual process reflect this?

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~~ recruitment practice complies with any applicable 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, whichever is greater.

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.

Commented [AB5]: So per the 2nd paragraph, the PFC may establish a list, but the Chief must establish one?

~~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~~ Chiefs shall submit any recommended promotions to the PFC which shall act upon them at its regularly scheduled meeting in the month following the month in which the promotion request is submitted to the PFC Secretary.-

~~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~~ Promotions among represented employees will be governed by the relevant language from the applicable Collective Bargaining Agreement, unless a represented employee is being promoted to a non-represented position.

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 shall prepare a written review of each probationary employee during their final two months of probationary status of an affected probationary employee completes a formal written review of each probationary employee. The written review must be submitted to the and submit it to the Commission in time for an affirmative motion regarding the employment status of the affected person action prior to the expiration date of the affected probationary employee's probation. Such review shall contain a recommendation to the PFC regarding the employee's probationary status. The Commission will as part of this affirmative motion accept or reject the Chief's written review and recommendation regarding future employment status act to either move the employee to regular status, extend the probationary status for an additional period of time, or terminate the employee for failure to meet expectations during the probationary period. 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 acting before prior to 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 eCommission 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 The PFC shall act on such requests for extensions, but if it is unable to do so prior to the expiration of the probationary period such period shall be extended one month.~~

SECTION 4.04

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 City Attorney shall serve as the lead negotiator for purposes of CBA matters with police and fire unions unless the PFC and Common Council have approved the hiring of outside legal counsel for such puproses. 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.

Commented [AB6]: I will look into what our current process is regarding signatures on side letters

SECTION 4.05 Union Grievances

The Chiefs, 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, relevant state statutes, and any other applicable laws and regulations. Grievance hearings shall be held in open session unless required by law to be held in closed session due to statutory requirements or other appropriate reasons.

~~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.

Commented [AB7]: I will present a draft of hearing procedures at a later date

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~~disability, ~~ancestry~~, 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.

Commented [AB8]: I will provide information at a later date as to the status quo of these items

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 ~~with~~ 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

Commented [AB9]: I would like to get input from PFC members regarding any changes they would like to see based upon experience with the chief eval process

The Commission's designated representative(s) 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 and may~~ delegate completion of evaluations as appropriate. 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~~ follow 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 ~~with~~ the procedures prescribed by the affected Chief.

SECTION 5.04 **Exit Interviews**

Employees leaving employment with the PD or FD for any reason other than termination for cause will be invited to complete a voluntary exit interview. Such interviews will be conducted by the City Human Resources Manager, the PFC liaison to the relevant department, and one other member of the PFC. The interview will be conducted during duty time for the exiting employee prior to the end of their employment with the City.

Exit interviews should be documented by the persons conducting them, and a summary of the results prepared in written form. Results of the exit interviews will be provided to the Chief of the relevant department for their use in staff planning, process improvement, staff retention, and any other purpose in furtherance of department goals.

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SECTION 5.0⁵⁴

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. Such requests shall be fulfilled within a reasonable timetable. 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. Open records requests for documents contained in a personnel file shall be reviewed by the City Attorney and may be subject to denial or redaction according to applicable law.

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 ~~and~~ 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 shall submit requests for new positions to the PFC. The Commission must by affirmative motion approve all new and re-fill position requests prior to their submission to the Mayor for his consideration. If approved by the PFC, the request for a new position will then be provided to the Human Resources Manager for placement on the Personnel Committee agenda. Final approval must be granted by the Common Council to create a new position.~~

Commented [AB10]: What do we mean by this?

~~The Department Chiefs are responsible to follow a similar procedure for requesting authority to make new promotions or fill existing vacancies. The Chiefs 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 for personal use, 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 whose position involves operation of a~~ Department motor vehicle will notify the ~~Department Chief~~ 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 ~~Chief, 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-Chief~~ 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. The Chief shall take appropriate and immediate action upon notification to ensure that any employee whose driving privilege is suspended or revoked does not operate a city-owned vehicle.

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~~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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