

These Minutes are unofficial and subject to modification upon review of the Commission at their October meeting.

**CITY OF STEVENS POINT
POLICE AND FIRE COMMISSION MINUTES
MEETING OF SEPTEMBER 5, 2023**

1. Roll Call: Commissioners Kirschling, Moore, Mrozek, Ostrowski

Excused: Commissioner Zenner

Also Present: Police Chief Kussow, Fire Chief Moody, Assistant Chief Rottier, Assistant Chief Williams, Assistant Chief Gemza, Assistant Chief Zvara, Division Chief Ewing, City Attorney Beveridge, Records Bureau Supervisor Tork

2. President's Report

Commissioner Moore thanked Steel King for their donation to the Stevens Point Police Department K-9 Program.

3. Approval of Minutes

Commissioner Ostrowski moved, seconded by Commissioner Kirschling, to approve the minutes of the August 8, 2023, meeting as presented.

Ayes, all; nays, none. Motion carried.

4. Confirmation of Bills

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

Ayes, all; nays, none. Motion carried.

5. Discussion, with possible action, on approval of one job offer for Patrol Officer position (due to Officer Raasoch's retirement) pending medical and psychological exams.

Commissioner Kirschling moved, seconded by Commissioner Mrozek, to give James Harper a conditional offer of employment pending the successful completion of his medical and psychological exam, with the lateral step transfer and to start on or before December 4, 2023.

Ayes, all; nays, none. Motion carried.

6. Discussion, with possible action, on approval for one year eligibility list due to several expected retirements within the Police Department in 2024.

Commissioner Mrozek moved, seconded by Commissioner Kirschling, to approve the conditional offer of employment for Garrik Kjenvet in May 2024 upon successful completion of the medical and psychological exams.

Ayes, all; nays, none. Motion carried.

7. Police Chief's Report

Police and Fire Commission
City of Stevens Point

Re: August 2023 Chief of Police Report

Commissioners:

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

Personnel: 45/49

Note of Interest:

- **8-7-23** Applicant interviews for new Officer to fill Officer Raasoch's open position and possible eligibility list for expected openings in early 2023.
- **8-17-23** We have been looking into getting new computer equipment and LPR readers for the new parking truck. Once the changeover on the new truck occurred, we quickly realized the equipment in the truck was old and outdated. We have agreed on a price with Minuteman Security and Life Safety and are working towards a date for install.
- Lt. Johnson met with the Crossing Guards for the 23/24 school year. All 4 crossing guards are returning, but we are still 1 short.
- **8-23-23** School Resource Officer interview with expected retirement of Officer Quisler in January of 2024. Officer Chi Yang selected as next School Resource Officer for PJ Jacob Junior High School.
- **8-25-23** K9 Barry and Handler, Sgt. Ballew, participated in the K-9 Olympics hosted by Von Liche Kennels. They took 2nd place out of 107 teams throughout the world.
- **8-28-23** Hosting Leadership in Policing with the first of three weeks of class beginning today.
- Lt. Johnson presented at the Lincoln Center on the topic of scams and how to be safe.
- Lt. Johnson is working with the staff of the Salvation Army to revamp their active assailant policies and has another presentation scheduled for their staff for Run, Hide and Fight.

- **8-30-23** Officers attended the Dream Flight at the Stevens Point Airport. The Dream flight honors senior veterans with a flight in the Spirit of Wisconsin, which is a restored Stearman biplane, the same aircraft used to train WWII aviators.

Calls of Interest:

- **8-4-23** - 400 blk of Division St. Investigation Bureau responded to a local business for a scam where the victim put \$16,000 in the bitcoin machine to someone else's account. Obtained a warrant to seize the machine and cut it open to recover the cash. Cash was recovered for the victim.
- **8-4-23** - Car Accident at the roundabout. Driver plowed through the center, took out a sign, took out a large light pole, then landed in the pond in front of Sentry. Then, his car slowly sank until fully submerged. He swam out to safety. Arrested for OWI.
- **8-7-23** - 1100 blk of Frontenac for a tree trimmer that was electrocuted while in the bucket truck. Once male was removed from bucket Officers began CPR until Fire Department arrived. Male was revived and transported to Wausau.
- **8-10-23** - Assisted County for a crash on I39 near Hwy 10 East. The driver took off on foot and Officers discovered the vehicle was stolen out of Minnesota. Officers located the driver at Kwik Trip. Arrested and transported to jail.
- **8-11-23** - 3300 blk of Howard Avenue for a report of a male attempting to break into the residence. Caller stated he broke a screen on the window and was now attempting to gain access through the garage, and had ripped a security camera off the house. Male suspect wearing all black. Vehicle was leaving the residence as Officers got to the area. Vehicle located on HH at I-39. High risk stop conducted on two occupants. Driver was arrested for domestic Disorderly Conduct, damage to property and felony bail jumping. Passenger arrested for poss. Meth, cocaine and schedule 3 drug possession after a search of the vehicle.
- **8-11-23** - 1900 blk of Briggs St. for a male not breathing. The male was overdosing and Officer Hessel administered Narcan.
- **8-12-23** - 1200 blk of Main St. for wrong way driver. Portage County Communications Center advised Officers the passenger was seen on downtown cameras dropping something and kicking it under the vehicle. Passenger arrested for possession of cocaine.
- **8-15-23** - 2600 blk of Indiana Ave. for a welfare check on male and female arguing. Male punched a hole in the wall and threatened to kill female and child. Male was arrested for disorderly conduct domestic.
- **8-18-23** - 1100 blk of Main St. for call of a male smashing down their door. Officers arrived and found lots of damage to the door and door frame. Suspect located and was very intoxicated. Arrested for disorderly conduct, criminal damage to property and criminal trespass.
- **8-22-23** - 600 blk Division St. North - Wisconsin Dells Police Department reported and attempt to locate on gray BMW with Florida plates that had been involved in an armed robbery. Det. Lepak located the vehicle in the City of Stevens Point and a high risk traffic stop was completed. Both suspects taken into custody and turned over to Wisconsin Dells Police Department.
- **8-22-23** 2800 blk of Water St for a woman waving a machete at the neighbor. Caller and neighbor having arguments over a fence that fell over and destroyed some plants. When Officers made contact the neighbor came to the door still

holding the machete. A couple guns pointed at her and several yells to put the weapon down finally convinced her to do so. Neighbor was intoxicated. Machete confiscated for safekeeping. Report and Use of Force.

- **8-24-23** – 139 at North Reserve – Flock cameras hit on a stolen vehicle out of Onieda County. Sgt. Klein located the vehicle and a high risk traffic stop was completed. The suspect was taken into custody without incident and vehicle was returned to owners. Suspect transported to jail.
- **8-25-23** 2600 blk of Indiana Ave. – Officers responded to a disturbance where the male involved had an active warrant. Male tried bailing out the window and broke his ankle. Warrant was confirmed and male was transported to hospital for medical clearance.
- **8-26-23** – 1300 blk of Second St. Officers responded for a fight in progress. One of the involved parties then fought with Officers. The male was handcuffed and transported to jail for disorderly conduct and resisting.

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

Number of Use of Force Incidents: 6 (37)

August Use of Force Summaries

- **8-7-23** – Members from SPPD executed a search warrant at a residence looking for narcotics. During the execution of the warrant members pointed their firearms at occupants inside the residence, taking them into custody without injury or incident.
- **8-11-23** – SPPD Officers were dispatched to a report of an unknown male attempting to break into a residence. While en-route the suspect fled the area in a vehicle. SPPD Officers located the vehicle and conducted a high-risk traffic stop on it, pointing their firearms at the vehicle and the occupants, issuing commands. There were two occupants in the vehicle, and both were taken into custody without incident or injury.
- **8-22-23** – SPPD Officers had received an alert that a vehicle wanted in questioning about demanding money from people with a gun visible on the dash, was in the area. Officers located the vehicle in Stevens Point and conducted a high-risk traffic stop on the vehicle. All Officers involved pointed their firearms at the vehicle and the occupants while they were being taken into custody without incident or injury.
- **8-22-23** – SPPD Officers were called to a residence for a report of a person holding a machete, intoxicated, and causing a disturbance. Upon arrival Officers made contact at the front door with the person, who still had the machete. The person attempted to get outside, but Officers were able to keep the screen door shut, while they drew their firearms and issued commands to drop the weapon. One Officer also drew their taser device. The person eventually dropped the machete and was brought outside for questioning. No injuries
- **8-24-23** – SPPD Officers received a stolen vehicle alert from our Flock Cameras on the City's Eastside. Officers located the vehicle and conducted a high-risk traffic stop. During the stop the Officers pointed their firearms at the vehicle's occupant until the occupant was taken into custody without incident.

- **8-27-23** – SPPD Officers were dispatched to a disturbance downtown on the square near some of the taverns. Officers observed a subject who had an injury to their face, who appeared to be in an argument with another subject. While Officers tried to talk with this subject, the subject tried to leave the area. Officers tried to stop the subject and eventually had to take the subject to the ground as he kept pulling away. They also removed their taser at one point, but re-holstered. Once on the ground the suspect kept their arm under their body, not allowing handcuffs to go on. Eventually the suspect was handcuffed and arrested. One Officer received minor injuries during the take down of the suspect. The suspect was not injured from the use of force.

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

- Total welfare checks for 2023 = 540
- 98 Welfare checks
- 10 Voluntary
- 4 Chapter 51's
- 2 alcohol commitment

Investigation Bureau:

- **Bitcoin** fraud investigation for \$16,000. Warrant obtained and monies seized from machine.
- **6 Backgrounds** completed by Investigators for new Officer applicants.
- **Narcotics Officers** confidential informant/warrant services training through FBI.
- **8-17-23 Central WI Drug Task Force** participated in narcotics detail downtown Stevens Point. Apprehended one subject with narcotics (21.97 grams crack cocaine, 4.5 grams meth pills, 1.78 grams of marijuana and in possession of a firearm.

Training:

08/04/23	School Dist. SRM	SPASH	Brooks
08/04/23	School Dist. SRM	SPASH	Uitenbroek
08/04/23	School Dist. SRM	SPASH	Quisler
08/04/23	School Dist. SRM	SPASH	Kramer
08/04/23	School Dist. SRM Cancelled	SPASH	Marchel
08-6-8-2023	Summer Chiefs Conf.	Green Bay	Kussow
08-14-23-8-22-23	Instructor Firearms	Jefferson Co. SO Range	Clark
08/17/23	TIME TAC Officer	SPPD	R, Long
08/09/10/2023	Leadership in Police Organizations	SPPD	Uitenbroek
08/09/10/2023	Leadership in Police Organizations	SPPD	M. Long
08/09/10/2023	Leadership in Police Organizations	SPPD	Lawrynk
08/09/10/2023	Leadership in Police Organizations	SPPD	Klein
08/09/10/2023	Leadership in Police Organizations	SPPD	Roser
8/9-11/2023	WNOA Summer	Green Bay	Lawrynk
8/9-11/2023	WNOA Summer	Green Bay	Lepinski
08/28/23	Field Training Officer cancelled	Fox Valley Tech, Appleton	Lee
09-21,22-2023	Evidence Management Cancelled	Milwaukee SO, Milwaukee	Mueller
08-21-22,2023	Sexual Offenses: Mind and Motivation	Madison	S. Poeschel
08/22,23,24,25	CI Rescue/ Warrant Services FBI	Plover/Marathon Co	Lawrynk
08/20/24	K-9 Olympics	Indiana	Ballew
09/06/23	DRE - Re-cert	NWTC, Green Bay	Lee
08/22,23,24,25	CI Rescue/ Warrant Services FBI	Plover/Marathon Co	Lepinski

Field Training (FTO):

- Probationary Officer Will Klismith progressing in step 3 and expected to be in shadow step on Sept. 7, 2023.

Auxiliary Unit:

- Fred Strasser was assigned Sergeant and Andrew Hensel was assigned Corporal.
- 8-19-23 – KI Mobility Picnic
- Jack Stand Car Club (every Saturday in August)
- 8-18-23 – SPASH Football Game
- Monthly training topic was Policy 340 – Standards of Conduct and Use of SPPD vehicle checks.

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

- 8-20-23 K9 Barry and Handler, Sgt. Ballew, participated in the K-9 Olympics hosted by Von Liche Kennels. They took 2nd place out of 107 teams throughout the world.
- 8-1-23 Hwy 66 at I39 – Assisted Portage County Sheriff's Office with traffic stop.
 - .5 grams of methamphetamine
 - 2 arrested

Respectfully submitted,

*Chief Robert Kussow
Stevens Point Police Department*

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

Ayes, all; nays, none. Motion carried.

8. Discussion, with possible action, on moving forward with the employment of entry level Firefighter/Paramedics Josh Sturgess and Connor Rowe.

Commissioner Kirschling moved, seconded by Commissioner Mrozek, to approve the employment of entry level Firefighter/Paramedics Josh Sturgess and Connor Rowe upon completion of requirements of conditional offer.

Ayes, all; nays, none. Motion carried.

9. Discussion, with possible action, on changes to the Fire/EMS monthly reports.

Per Fire Chief Moody, no action, discussion only.

10. Update on the Fire Department's capital budget for 2024.

11. Fire Chief's Report/EMS Report

Police & Fire Commission

Fire Chief's Report – August 2023

48 Members Approved

46 positions Funded

44 Staffed

Significant Events

- | | |
|--|------------|
| • Fire Marshal Malin and Higgins Recruit Academy | 08/07/2023 |
| • Popup Splash Pad at SPASH | 08/24/2023 |
| • Dream Flight | 08/30/2024 |
| • Northside Power Outage | 08/31/2024 |

Fires

- | | |
|-------------------------------------|----------|
| • Structure Fires-2 | YTD (19) |
| • Vehicle Fires-1 | YTD (3) |
| • Brush, Grass, Wildland Fires-0 | YTD (6) |
| • Trash/Dumpster Related Fires-2 | YTD (7) |
| • Cooking Incidents-4 | YTD (20) |
| • Chimney Fire -0 | YTD (1) |
| • Excessive Heat, Scorch, No Fire-0 | YTD (8) |
| • Electrical Issues-2 | YTD (21) |

EMS/Rescue

- | | |
|------------------------------------|-----------|
| • EMS Assist Calls-55 | YTD (450) |
| • Assist Invalid-0 | YTD (0) |
| • Vehicle Accidents-2 | YTD (15) |
| • Assist Other Government Agency-2 | YTD (4) |
| • EMS Call, Other-2 | YTD (4) |

Alarms

- | | |
|-----------------------------|----------|
| • False Alarms Responses-16 | YTD (94) |
|-----------------------------|----------|

Hazardous Materials

- | | |
|--|----------|
| • Carbon Monoxide Detected-0 | YTD (4) |
| • Natural Gas Detected- | YTD (9) |
| • Gasoline and Flammable Leak/Spill- | YTD (4) |
| • Hazardous Investigation nothing found-4 | YTD (16) |
| • Oil/Combustible Spill included Vehicle Accidents-3 | YTD (9) |
| • Chemical Spills-0 | YTD (1) |

Other Incidents

• Animal Rescue-0	YTD (4)
• Burning Regulation Issues-1	YTD (46)
• Citizen Complaints-0	YTD (0)
• Water/Steam Leak-0	YTD (0)
• Smoke Scare, Odor of Smoke, Steam Mistaken for smoke-1	YTD (11)
• Ring Removal-0	YTD (1)
• Dispatched and Cancelled Enroute-1	YTD (23)
• 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-1	YTD (5)
• Rope/High Angle Rescue-0	YTD (0)
• Extrication of Victim from Elevator/Machine-	YTD (3)
• Extrication of Victim from a Vehicle-	YTD (3)
• Extrication of Victim from Building-0	YTD (0)

Monthly Total (98)

Year to Date Total (801)

Total Fire Losses City Property-\$3,500

YTD: \$309,600

Total City Property Saved-\$ 1,501,700

YTD: \$7,349,000

Monthly Training:

- Team Building
- Metro Fire Training
- Small Engines Chainsaws/K12, Generators
- Fire attack and Hose Movement
- Nozzle Training
- Lineage cold storage tours
- Hose Testing
- Rope Rescue
- Drafting
- Blast Injuries
- Meet the Medical Examiner and Morgue

Public Activities:

- | | |
|--------------------------------|------------|
| • YMCA Hero Day | 08/02/2023 |
| • Red Hot Summer Senior Safety | 08/09/2023 |
| • Park Ridge Village Picnic | 08/13/2023 |

- Explorer Post Meeting 08/16/2023
- Excel Preschool Friendly Firefighter and Truck 08/29/2023
- UWSP Fire Extinguisher Training 08/23/2023

Stevens Point Fire and EMS Department Activities Report August 2023

Training:

- Blast injuries
- Ferno Stair Chair in-service
- Medical Examiner training
- AC Gemza participated in "Pediatric Disaster Response and Emergency Preparedness (FEMA MGT-439)"

New Equipment: **The new Ferno** Transcend Stair Chair with POWERTraxx was placed in service. Portage County purchased 4 chairs, SPFD received 2 chairs for Medic 1 and 2. The chairs provides maximum safety and power when transporting a patient up or down stairs. To learn more, visit the below website.

<https://ferno.com/us/product/transcend-stair-chair-with-powertraxx?hl=en-us>

EMT Basic Ride-a-longs: Our long partnership with MSTC prehospital education continues. SPFD participate in the EMT Basic ride-a-long program.

Dream Flight: Assisted the Dream Flight Program by helping Veterans board and off board the plane.

Public Education:

- Summer Safety Series at the Lincoln Center

Respectfully submitted,

Joseph A. Gemza, Jr.
Assistant Chief of EMS

Medic 1			
	Month	YTD	2022 YTD
Responses	215	1488	1347
Transport/Treat ALS	150	1018	871
Transports BLS	4	19	45
Cancel/Refuse/No Trans	61	448	423
Hosp to Hosp	2	8	13

Medic 2			
	Month	YTD	2022 YTD
Responses	106	851	830
Transport/Treat ALS	79	587	512
Transports BLS	3	12	30
Cancel/Refuse/No Trans	24	251	286
Hosp to Hosp	1	3	0

Medic 3			
	Month	YTD	2022 YTD
Responses	5	182	179
Transport/Treat ALS	5	125	123
Transports BLS	0	9	8
Cancel/Refuse/No Trans	0	48	47
Hosp to Hosp	0	0	1

Medic 4			
	Month	YTD	2022 YTD
Responses	4	76	50
Transport/Treat ALS	4	38	27
Transports BLS	0	9	1
Cancel/Refuse/No Trans	0	29	15
Hosp to Hosp	0	0	0

Medic 5			
	Month	YTD	2022 YTD
Responses	0	15	15
Transport/Treat ALS	0	9	10
Transports BLS	0	0	0
Cancel/Refuse/No Trans	0	4	6
Hosp to Hosp	0	0	0

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

Totals			
	Month	YTD	2021 YTD
Responses	330	3097	3080
Transport/Treat ALS	238	2014	1984
Transports BLS	7	99	95
Cancel/Refuse/No Trans	85	966	966
Hosp to Hosp	3	20	19

Vehicle	Year	Make	Model	Current Vehicle Miles
S1Med1-A918	2021	IH	CV	28020
S1Med2-A187	2018	Ford	F-550	94576
S1Med3-A184	2018	Ford	F-550	84313
S1Med4-A211	2015	Ford	F-550	74939
S1Med5-A554	2010	IH	4300	162482

Simultaneous Calls			
Units	Month	YTD	2022 YTD
2	64	527	475
3	6	78	53
4	3	10	14
5	0	3	3

Car 5 Response			
Responses	Month	YTD	2022 YTD
	24	146	133

RRU Response Location			
	Month	YTD	2022 YTD
V Plover	3	15	11
V Almond	0	0	0
V Amherst	0	1	1
V Amherst Jct	0	0	0
V Jct City	0	7	3
V Nelsonville	0	0	0
V Park Ridge	0	0	0
V Rosedale	2	8	7
V Whiting	6	22	21

T Alban	0	2	4
T Almond	0	1	0
T Amherst	0	0	1
T Belmont	0	0	0
T Buena Vista	0	0	0
T Carson	0	13	13
T Dewey	2	19	5
T Eau Claire	2	6	4
T Grant	0	0	0
T Hull	4	24	26
T Lanark	0	1	0
T Linwood	1	5	6
T New Hope	0	0	0
T Pine Grove	0	0	1
T Plover	0	5	1
T Sharon	2	8	9
T Stockton	1	13	18
Other	0	0	0
St Point	1	3	0

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

Ayes, all; nays, none. Motion carried.

12. Discussion, with possible action, on final revisions to Policies and Procedures for the Police and Fire Commission.

No action taken. Commissioners are to look over the complete Policies and Procedures as presented by City Attorney Beveridge and make a motion at next month's meeting.

13. Adjournment.

The meeting adjourned at 3:30 p.m.



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

James L. Harper graduated in 2009 from Memorial High School in Eau Claire, WI. He then received a Bachelor of Science Degree in Criminal Justice/Homeland Security with minor in Forensic Psychology from Tiffin University in 2013 and successfully completed the Law Enforcement Academy from Chippewa Valley Technical College in 2018.

James is currently a Police Officer with the Chippewa Falls Police Department for the last 5 years but started his law enforcement career at the Augusta Police Department in August of 2018. James has completed instructor development school, he is a field training officer, attended the FBI leadership school and is currently the department's licensed drone operator.

James has been married for approx. 11 years and they have a 6-year-old child. James' wife, Elizabeth, is currently employed at a Wausau hospital specializing in Pediatric Therapy.

The background revealed that James' annual reviews for Chippewa Falls evaluated him either acceptable or superior in every category. The superior performance categories are worth mentioning; Attendance and Appearance, Communication Skills, Officer Safety and Response, and Knowledge of Responsibilities.

I am looking for the Police and Fire Commissions approval to give James a conditional offer of employment pending the successful completion of his medical and psychological exams. I would also like to inform the PFC if this is approved I would be looking at having the offer identify James as a Lateral Transfer Candidate at the Officer, 3 years, per the Stevens Point Police Officer Organization Collective Bargaining Agreement, Article 22 – Seniority (F).

Expected start date would be before or on December 4, 2023.

Respectfully submitted,

Chief Robert Kussow



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

Garrik Kjentvet grew up in Wild Rose, WI and graduated from Wild Rose High School as the valedictorian with a grade point average of 4.323. Garrik then enrolled in the University of Stevens Point and is on track with graduating in May of 2024 with a Bachelor's degree in Biology with a grade point average of 4.0. In October of 2022 Garrik applied to Mid-State Technical College for the 720 hour Law Enforcement Academy and was accepted. In May of 2023 Garrik successfully completed the academy.

Garrik's background investigation was as stellar as his education accomplishments. People interviewed described Garrik as very intelligent, has a great work ethic, is a great communicator and is someone that gets along with everyone.

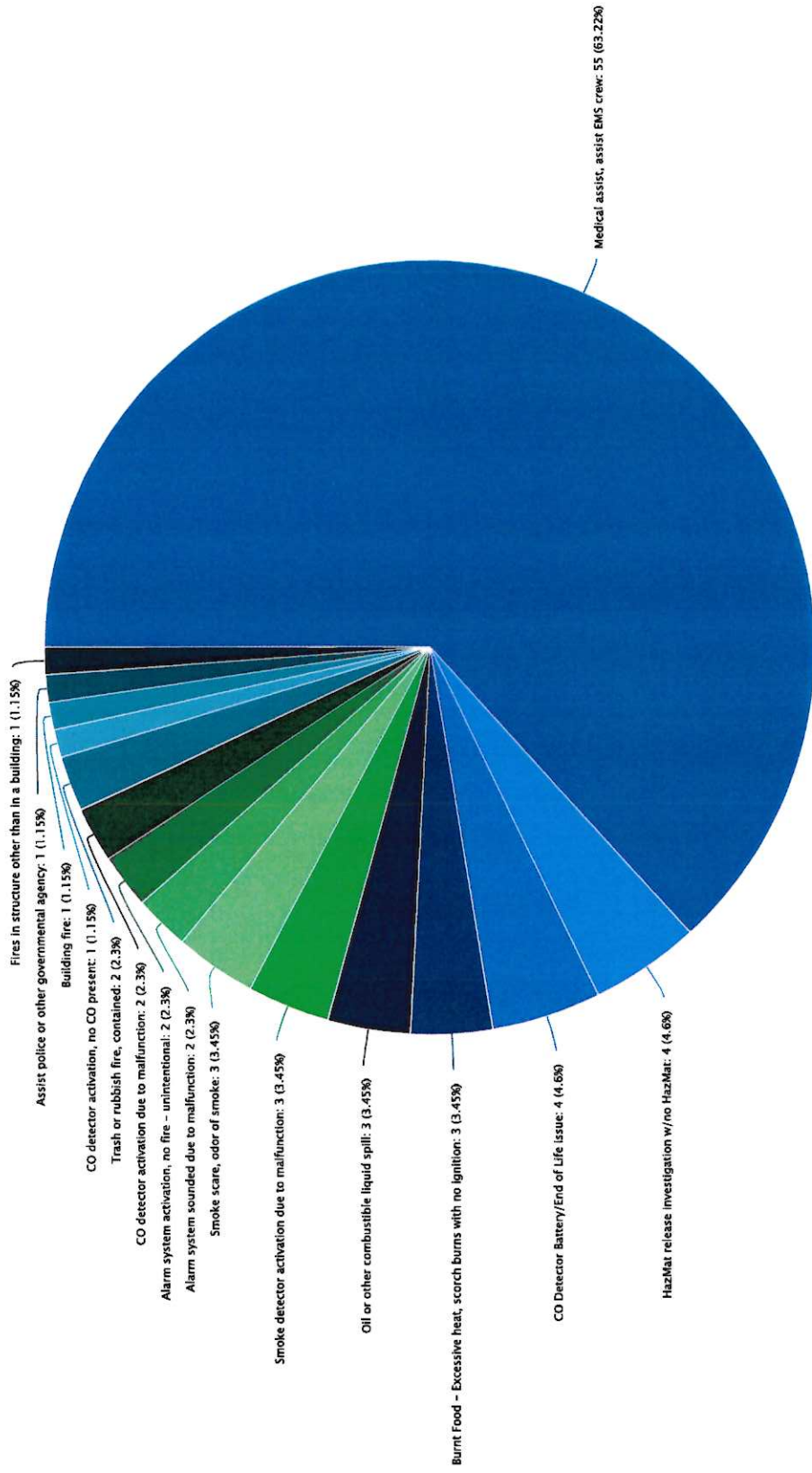
I am asking for the Police and Fire Commissions approval to give Garrik a conditional offer of employment as a Patrol Officer with the Stevens Point Police Department upon his graduation in May of 2024. If this is granted by the PFC, I would make the conditional offer of employment pending successful completion of his medical and psychological exams as well.

Respectfully submitted,

Chief Robert Kussow

Incident Types (Top 15)

Aug 01, 2023 to Aug 31, 2023



Incidents by Category Monthly & Yearly

Jan 01, 2022 12:00 AM to Sep 05, 2023 11:59 AM

Incident Type Category	2023									2023		2022		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
1 - Fire	3	2	2	9	5	7	5	6	1	40	5%	34	5%	17.65%
2 - Overpressure Rupture, Explosion, Overheat (No Fire)	5	2	4	2	10	1	1	3	0	28	3%	31	4%	-9.68%
3 - Rescue & Emergency Medical Service Incident	76	47	62	64	61	48	67	59	7	491	60%	398	56%	23.37%
4 - Hazardous Condition (No Fire)	3	5	5	9	10	8	6	3	2	51	6%	43	6%	18.60%
5 - Service Call	1	1	4	21	10	10	7	3	5	62	8%	40	6%	55%
6 - Good Intent Call	4	8	9	10	7	2	5	8	0	53	6%	57	8%	-7.02%
7 - False Alarm & False Call	8	5	12	13	11	9	17	16	2	93	11%	100	14%	-7%
9 - Special Incident Type	0	0	0	0	0	0	0	0	0	0	0%	3	0%	-100%
Grand Total	100	70	98	128	114	85	108	98	17	818	100%	706	100%	15.86%

Aid Given and Received Monthly



Fire Department	Aug 01, 2023 to Aug 31, 2023					
	Automatic Aid Given	% of Total Automatic Aid Given	Automatic Aid Received	% of Total Automatic Aid Received	Mutual Aid Given	% of Total Mutual Aid Given
Hull Fire Department	0	0%	1	0%	0	0%
Plover Fire Department	1	100%	1	0%	0	0%
Overall	1	100%	2	100%	0	0%

Aid Given and Received Yearly

Before Sep 30, 2023

III

Fire Department	Automatic Aid Given	% of Total Automatic Aid Given	Automatic Aid Received	% of Total Automatic Aid Received	Mutual Aid Given	% of Total Mutual Aid Given	Mutual Aid Received	% of Total Mutual Aid Received
Dewey Fire Department	0	0%	0	0%	0	0%	1	0%
FORT MCCOY FIRE DEPARTMENT	0	0%	0	0%	1	0%	0	0%
Hull Fire Department	2	0%	9	0%	1	0%	3	0%
Plover Fire Department	6	0%	10	0%	3	0%	5	0%
Rosholt Fire Department	0	0%	0	0%	1	0%	0	0%
Ruddolph Fire Department	0	0%	1	0%	2	0%	1	0%
Stockton Fire Department	0	0%	0	0%	2	0%	1	0%
Wittenberg Fire Department	0	0%	0	0%	1	0%	0	0%
Overall	8	100%	20	100%	11	100%	11	100%

Property Loss Incidents (Top 20)



Aug 01, 2023 to Aug 31, 2023										
Agency Name	Incident Date Time	Incident Number	Property Use	Street Number	Street Name	City	State	Postal Code	Property Pre-Incident Value	Property Loss
Stevens Point Fire Dept. & Ambulance	8/24/2023 6:42 PM	14023	Multifamily dwelling	741	JOHNS	STEVENS POINT	WI	54481	\$188,900	\$2,000
Stevens Point Fire Dept. & Ambulance	8/4/2023 1:50 AM	13463	Vehicle parking area	2601	INDIANA	STEVENS POINT	WI	54481	\$3,500	\$500
Stevens Point Fire Dept. & Ambulance	8/30/2023 10:07 AM	14148	1 or 2 family dwelling	2308	JEFFERSON	STEVENS POINT	WI	54481	\$500	\$500
Stevens Point Fire Dept. & Ambulance	8/30/2023 1:28 PM	14151	Restaurant or cafeteria	317	DIVISION	STEVENS POINT	WI	54481	\$500	\$500

Property Loss Incidents (Top 20) Yearly

Before Sep 30, 2023

III

Agency Name	Incident Date Time	Incident Number	Property Use	Street Number	Street Name	City	State	Postal Code	Property Pre-Incident Value	Property Loss
Stevens Point Fire Dept. & Ambulance	7/5/2023 2:28 AM	23SF00643	1 or 2 family dwelling	3301	OAK	STEVENS POINT	WI	54481	\$193,500	\$100,000
Stevens Point Fire Dept. & Ambulance	3/2/2023 8:53 AM	9669	Street or road in commercial area	(blank)	Coye	STEVENS POINT	WI	54481	\$80,000	\$80,000
Stevens Point Fire Dept. & Ambulance	6/20/2023 5:25 PM	12389	Multifamily dwelling	2524	FIFTH	STEVENS POINT	WI	54481	\$1,262,500	\$45,000
Stevens Point Fire Dept. & Ambulance	5/30/2023 2:30 PM	11852	Multifamily dwelling	725	PRENTICE	STEVENS POINT	WI	54481	\$750,000	\$15,000
Stevens Point Fire Dept. & Ambulance	2/19/2023 12:56 PM	(blank)	Outbuilding or shed	3241	COON	STEVENS POINT	WI	54481	\$10,000	\$10,000
Stevens Point Fire Dept. & Ambulance	5/21/2023 2:06 AM	11605	Laundry, dry cleaning	2501	CHURCH	STEVENS POINT	WI	54481	\$755,500	\$5,000
Stevens Point Fire Dept. & Ambulance	6/23/2023 8:47 PM	12459	Multifamily dwelling	401	MICHIGAN	STEVENS POINT	WI	54481	\$400,000	\$5,000
Stevens Point Fire Dept. & Ambulance	6/17/2023 4:57 PM	12326	Highway or divided highway	(blank)	BADGER	STEVENS POINT	WI	54482	\$10,000	\$3,500
Stevens Point Fire Dept. & Ambulance	8/24/2023 6:42 PM	14023	Multifamily dwelling	741	JOHNS	STEVENS POINT	WI	54481	\$188,900	\$2,000
Stevens Point Fire Dept. & Ambulance	6/25/2023 11:56 PM	23SF00619	1 or 2 family dwelling	816	PRENTICE	STEVENS POINT	WI	54481	\$80,700	\$1,000
Stevens Point Fire Dept. & Ambulance	4/24/2023 4:25 PM	10993	1 or 2 family dwelling	5426	WOODLAND	STEVENS POINT	WI	54482	\$147,500	\$500
Stevens Point Fire Dept. & Ambulance	8/4/2023 1:50 AM	13463	Vehicle parking area	2601	INDIANA	STEVENS POINT	WI	54481	\$3,500	\$500
Stevens Point Fire Dept. & Ambulance	8/30/2023 10:07 AM	14148	1 or 2 family dwelling	2308	JEFFERSON	STEVENS POINT	WI	54481	\$500	\$500
Stevens Point Fire Dept. & Ambulance	8/30/2023 1:28 PM	14151	Restaurant or cafeteria	317	DIVISION	STEVENS POINT	WI	54481	\$500	\$500
Stevens Point Fire Dept. & Ambulance	1/17/2023 3:40 PM	(blank)	1 or 2 family dwelling	1225	TORUN	STEVENS POINT	WI	54482	\$175,000	\$250
Stevens Point Fire Dept. & Ambulance	4/22/2023 2:57 PM	10949	1 or 2 family dwelling	1430	TORUN	STEVENS POINT	WI	54482	(blank)	\$100
Stevens Point Fire Dept. & Ambulance	7/5/2023 11:19 PM	23SF00647	Playground	1401	EAST	STEVENS POINT	WI	54481	\$100	\$100
Stevens Point Fire Dept. & Ambulance	4/9/2023 4:27 PM	10612	1 or 2 family dwelling	2016	CENTER	STEVENS POINT	WI	54481	(blank)	\$50
Stevens Point Fire Dept. & Ambulance	7/30/2023 1:28 PM	13359	Multifamily dwelling	924	SONGBIRD	STEVENS POINT	WI	54482	\$750	\$50

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

TABLE OF CONTENTS

	Page Number:
Introduction: Administrative Procedures	1
Table of Contents	2, 3
Section 1: Policies Relating Directly to the Police and Fire Commission	
1.01 Officers of the Commission	4
1.02 Commission Meetings	4
1.03 Compensation of Police and Fire Commission Members	5
1.04 New members of the Commission	5
1.05 Records of the Commission - Custodian of Records	5
1.06 Department Liaisons	6
Section 2: Fiscal Policies	
2.01 Budget Accountability	7
2.02 Contract Accountability	7-8
Section 3: Personnel Administration (Pertains to Non-Represented Personnel)	
3.01 Original Appointment - Police and Fire Chiefs	8-9
3.02 Complaints by Third Parties	9

3.03	Compensation of Chiefs & Other Non-Represented Personnel	10
3.04	Compensatory and Overtime for Non-Represented Personnel	10
3.05	Residency – All Personnel	10

Section 4: Personnel Administration (Pertains to union personnel)

4.01	Appointment of Police Officers and Firefighter Paramedics	10-11
4.02	Promotions in the Fire and Police Departments	12
4.03	Probationary periods in the Fire and Police Departments	12
4.04	Collective Bargaining Agreements	13
4.05	Union Grievances	13

Section 5: Personnel Administration: (Pertains to all employees)

5.01	Disciplinary Actions	14
5.02	Fair Employment Practices	14-15
5.03	Performance Evaluations	15-16
5.04	Exit Interviews	17
5.05	Personnel and Payroll Records	16-17
5.06	Requests for New Positions and Promotions	17-18

Section 6: General Policies

6.01	City-Owned Vehicles; Mileage Reimbursement	18-19
6.02	Donations to the Police and Fire Departments	19-20
6.03	Driver's License- Duty to notify Chief of restricted status	20
6.04	Storage of Non-Departmental Property	21

Appendix:

A	Section 62.13, <u>Wis. Stats.</u>
B	Waiver statement release
C1	Police Department Organizational Chart
C2	Fire Department Organizational Chart

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 9-05-2023

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, , and any authoritative Handbook for Police and Fire Commissions.

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 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, by the Chiefs following this Commission process.

Any reallocation of capital budget funding requires such changes to be submitted to the Finance Committee and Common Council.

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. 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.

[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. The Commission may remove any person(s) from an eligibility list by affirmative motion if deemed appropriate.

Procedures:

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

The Chief will ensure that the 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.

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. 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.

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.

Chiefs shall prepare a written review of each probationary employee during their final two months of probationary status. and submit it to the Commission for 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 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.

Should unique circumstances occur which preclude the Commission from acting 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 Commission meeting during which the above process will be completed. 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 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 City's Personnel Committee has the authority to recommend ratification of a labor contract to the Common Council. Labor agreements must be approved by the Common Council. Until ratified by the affected union and by the City, contract negotiations are considered to be confidential.

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

SECTION 4.05

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.

SECTION 5: Personnel Administration

(Pertains to Chiefs, Non-Represented Employees and Union Employees)

SECTION 5.01

Disciplinary Actions

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

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

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

SECTION 5.02

Fair Employment Practices

Non-discrimination:

No employee or applicant for employment shall be discriminated against based on age, race, color, creed, sex, religion, national origin, marital status, 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.

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

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 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 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.

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.

SECTION 5.05

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

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 shall submit requests for new positions to the PFC. 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.

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 whose position involves operation of a Department motor vehicle will notify the Chief in writing 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 are always aware of any restriction against an employee's motor vehicle operating privileges. The 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.

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.