



**AGENDA**  
**Special Meeting**  
**POLICE AND FIRE COMMISSION**

**Members**

- Commissioner Behrendt
- Commissioner Kirschling
- Commissioner Mrozek
- Commissioner Pingel
- Commissioner Zenner
- Alderperson Kneebone

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**Date and Time:** August 20, 2025  
1:00 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. Discussion, with possible action, to approve the Police Chief's job description and hiring profile, and to select dates for the hiring process.
3. Adjournment.

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

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

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

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# Police Chief

The City of Stevens Point, Wisconsin, is seeking an innovative leader with exceptional skills to lead the police department. The position reports to the optional powers Police and Fire Commission. The Stevens Point Police and Fire Commission operates as an optional powers body with unique authority to guide and shape the mission of the public safety services. The Stevens Point Police Department provided 14,000 service calls in 2024, with a career staff of 47 sworn personnel.

The City of Stevens Point covers roughly 20 square miles, and it has a population over 26,000. It is centrally located in Wisconsin and is home to the University of Wisconsin-Stevens Point. The City and surrounding urban area are host to numerous outdoor recreational activities.

The Police Chief must possess a strong ability to utilize technology and budgetary skills, show demonstrated leadership, and provide respectable supervisory and employee relations, together with an accomplished background in law enforcement. The Police and Fire Commission is seeking a community-focused, collaborative, and innovative professional to lead the Police Department. The Police Chief must possess an unwavering commitment to transparency and accountability, a contemporary leadership style that is deeply rooted in community policing, and a demonstrated aptitude for seeking creative, partnership-driven approaches that improve community health and safety.

Extensive experience in budget management and labor relations is required. Bachelor's degree is required. An advanced degree in a related field is highly desirable. Attendance and certificate of completion from one of the nationally recognized law enforcement leadership programs is preferred. Ability to demonstrate progressive responsibility with supervisory and administrative experience.

Salary range starting at \$119,558.00, plus excellent benefits. Apply with cover letter, resume, references, current salary, and email address to:

Stevens Point Police & Fire Commission  
C/O Candy Tork  
933 Michigan Avenue  
Stevens Point, WI 54481  
Email: [ctork@stevenspoint.com](mailto:ctork@stevenspoint.com)

Applications will be accepted until a suitable number of qualified candidates have applied.

Equal Opportunity Employer

## **Position Description City of Stevens Point**

**CLASSIFICATION:**           **Police Chief**

**DEPARTMENT:**           **Police Department**

**REPORTS TO:**           **Police and Fire Commission**

**SALARY GRADE:**       **R**

### **Section A Distinguishing Features of the Class**

The Police Chief is responsible for directing and supervising all Law Enforcement related services provided by the Stevens Point Police Department. These features are broadly construed to include all matters related to the criminal justice system, traffic safety, and general public order enforcement of the citizens of Stevens Point as appropriate for law enforcement intervention and assistance. The Police Chief is also responsible for working cooperatively with the Police and Fire Commission in developing, implementing and evaluating administrative policies and procedures for the department. Employee reports to the Police and Fire Commission, an optional powers commission under State Statute 62.13.

### **Section B Essential Duties and Responsibilities**

- Assumes responsibility for administering law enforcement policies, activities and operations including crime prevention, crime investigation, traffic safety, and other public order functions.
- Supervises, directs, and coordinates all department activities related to law enforcement policies, activities and operations including crime prevention, crime investigation, traffic safety, and other public order functions.
- Represents the city in relationships with the public, community groups, professional organizations, and other city departments and outside agencies. Serve as liaison with other organizations and groups on matters related to police department operations.
- Attends and participates in professional group meetings, conferences and workshops; stay abreast of new trends and innovations in the field of law enforcement.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods, programs and procedures; assess and monitor work load, administrative and support systems and internal reporting relationships; implement improvements.

- Responds to emergency incidents, directing the use of department equipment, personnel, and resources as needed.
- Manages the annual budget to best utilize available resources to carry out the department's objectives.
- Assures the timely completion of all required staff training.
- In consultation with the Police Management Team:
  - Makes departmental policy changes.
  - Develops, implements and evaluates law enforcement goals and objectives for assigned service areas.
  - Reviews the Department's goals and objectives with the Police and Fire Commission, Mayor, City Department Heads and other appointed and elected officials.
  - Prepares the department's annual operating budget for submission to the Police and Fire Commission.
  - Anticipates long-range safety needs of the community, and prepare plans of action to meet those needs.
  - Evaluates department personnel performance, work with employees to correct deficiencies and implement discipline procedures as appropriate.
  - Establishes and monitors any statutorily mandated hiring eligibility list for the department.
  - Participates in labor negotiations.

### **Section C**

#### **Special Qualifications and Experience**

Minimum of a Bachelor's degree from an accredited college or university in one of these major fields of study - liberal arts, criminal justice, police administration, or a related major field of study. Progressively responsible police experience with demonstrated supervisory and administrative experience. An advanced degree in one of these fields is highly desirable. Attendance and certificate of completion from one of the nationally recognized law enforcement leadership programs is preferred, and must be able to perform all competencies required by the Wisconsin Department of Justice, Training and Standards Bureau for certification as a police officer.

#### **General Attributes:**

- Demonstrated leadership skills and abilities with a strategic direction.
- Prior fiscal management experience.
- Ability to exercise independent judgment.
- Skilled in community relations.
- Knowledge or experience in labor negotiations.

## **Section D**

### **Physical Requirements and Employment Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, walk, talk, and hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste and smell.

The employee must be able to lift weights and physically perform in a manner reflective of the duties and requirements of this position. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

- Must possess a valid driver's license. Any record of driver's license suspension or revocation in any State will be examined for relevance to this position. If deemed relevant, employment is likely to be denied.
- No felony convictions or disqualifying criminal histories and therefore able to withstand an extensive background investigation.
- U.S. Citizen.
- Must be able to effectively read, write, speak, and comprehend the English language
- Free from physical, emotional or mental conditions which might adversely affect performance of any duties assigned.
- Free from any history of criminal behavior or lapses of ethical conduct which would suggest the person's moral character is not suitable for a position of high trust and confidentiality.
- Residency allowing rapid and emergent response consistent with Wisconsin State Statute 66.0502.

## **Section E Selection Guidelines**

Must complete a formal application and resume that includes documentation of all education and work experience. An extensive background investigation, mental and or physical examinations (optional), written examination, and oral examination by the Police and Fire Commission or its designee(s), may be parts of the selection process. Final appointment will be made by the Commission upon completion of the entire process.

Certain steps of the selection process will be conducted during the post conditional offer phase of the selection process. If required, an applicant must successfully complete a post conditional offer physical exam that includes a drug test. Employee is subject to random drug testing during the course of their employment. The post conditional offer review will also include an extensive background and character check. The depth and standards of review will be the same as is conducted for and expected of original appointment as a sworn member of the Stevens Point Police Department.

This position description should not be interpreted as all inclusive. It is intended to identify major responsibilities and requirements of this position. The incumbent may be required to perform job related responsibilities and tasks other than those stated in this description. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revised: January 2025