

**DIVERSITY, EQUITY,
AND INCLUSION
COMMITTEE**

Tuesday, January 26, 2021

5:30 PM

McFarland Municipal Center
Community Room

AGENDA

You are invited to this meeting through a Zoom webinar. The Public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/86719876612>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 867 1987 6612

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Village Board. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to cassandra.suettinger@mcfarland.wi.us to be included as part of the meeting.
3. BUSINESS.
 - a. Conduct listening session with recruiter for the Police Chief position.
 - b. Discussion in order to provide feedback on the job description for the Police Chief position.
4. SCHEDULE NEXT MEETING DATE.
 - a. Wednesday, February 17, 2021 at 6:00 pm.
5. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies

of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, January 26, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Conduct listening session with recruiter for the Police Chief position.

PREVIOUS ACTION:

The Subcommittee held the first part of the listening session at their meeting on January 20, 2021.

ISSUE SUMMARY:

Our first discussion on this listening session was conducted at our last meeting and this meeting is a continuation of that effort to finish the remaining questions. We have already answered questions 1-4 and 8. This meeting will focus on remaining questions 5-7, and 9. Please review these questions in advance and be prepared to provide answers as applicable. The purpose for this is for the Recruiter to gather input on the position of Police Chief and for the Department to aid in the recruitment process.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action needed for this item. Presented as a discussion regarding questions to be asked of the members and answers they provide back to the Recruiter.

ATTACHMENTS:

1. Listening Sessions Questions to Think About

Listening Sessions Questions to Think About

1. What are the best things about the McFarland PD?
2. If you could change or improve one or two things about the department, what would they be?
3. Why did you identify these specifically?
4. What characteristics do you consider to be most important for the next Chief of Police to possess?
5. Describe your perception of the relationship between the MPD and the McFarland community.
6. What would you say is the most pressing crime issue facing the Village?
7. What do you feel is the most important issue for the new Chief of Police to deal with regarding the community?
8. How important is it that the PD be concerned with the issues of equity, diversity, system racism, implicit bias and the Black Lives Matter movement to the community and you personally?
9. How important are the concepts of Community Policing and Problem Oriented Policing to the community and to you?

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, January 26, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion in order to provide feedback on the job description for the Police Chief position.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Enclosed is the job description for the Police Chief. This is set to be reviewed also by the Personnel Committee for input on February 1st. The Police and Fire Commission is responsible for reviewing its contents and will do so at their meeting on February 4th as a recommendation to the Village Board. The Village Board holds the final responsibility to approve changes and would be scheduled for this action at their meeting on February 8th. Also following a similar track is the request to fill the vacancy. Once those two items are complete, the Police and Fire Commission is free to conduct the recruitment.

Our objective in this meeting is to review the contents of the job description as presented and offer feedback to be considered by the Police and Fire Commission as they make their recommendation to the Village Board.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion. No action needed for this item.

ATTACHMENTS:

1. Police Chief Description updated 05.2014

POLICE CHIEF

POSITION DESCRIPTION

Position Title: Police Chief

Department: Police Department

Reports to: Administrator/Treasurer

FLSA: Exempt

Represented: No

Employment Category: Full Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This department head position is responsible for directing and administering the activities of the Police Department including patrol, traffic enforcement, investigations, court officer, and school crossing guard functions. The work involves: planning and coordinating the programs and services of the department; selecting, training, and supervising departmental employees; formulating departmental goals and short/long range plans; preparing and administering the departmental budget; and establishing standard operating policies and procedures for the department.

This position is appointed by the McFarland Police and Fire Commission (PFC).

Supervision Received

Performs under general policy direction from the Village Board and the Public Safety Committee, direction from the PFC on employee hiring and disciplinary matters, and administrative direction from the Administrator/Treasurer, but exercises considerable independent judgement in determining program and work priorities and the technical/operational objectives and practices of the department.

Supervision Exercised

Supervises sworn police officers through intermediate supervisors, investigative staff, school resource officer, administrative support staff, and school crossing guards.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Plans, directs, and exercises general supervision over the work of the Police Department.
- Prepares and administers annual operating budget. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Recommends public policy, service levels, and municipal ordinances to the Village

Board.

- Establishes and enforces internal rules, policies, work methods, procedures and performance standards.
- Recommends the selection of sworn employees to the PFC, directs the training, and evaluates the performance of departmental employees. Works with the PFC on personnel disciplinary matters involving terminations, suspensions, and reductions in rank.
- Participates in collective bargaining negotiations with represented employees; administers collective bargaining agreement.
- Directs the maintenance of appropriate records, and the preparation of required reports to the Village Board, the Wisconsin Department of Justice, and the F.B.I.
- Oversees departmental purchasing, including the acquisition and maintenance of vehicles and equipment and the inventory of supplies.
- Ensures that local ordinances and traffic safety regulations and state and federal laws are enforced. Researches and interprets the effect of new or proposed laws on the department and the community.
- Organizes and conducts crime prevention and community outreach programs.
- Supervises crime scenes, investigations, and the collection of evidence; obtains search and arrest warrants used in the apprehension of suspects; ensures the secure storage of all confiscated, recovered, and found property.
- Provides back up to police officers and advises and assists officers in non-routine investigations.
- Maintains communications with, shares information, and cooperates with other law enforcement agencies in solving cases.
- Confers with the Village Attorney and the District Attorney on the disposition of cases and testifies in court.
- Processes and investigates citizen inquiries or complaints relating to police services and responds to requests for services.
- Assists in establishing emergency preparedness policies and procedures for the Village and directs departmental operations in the event of an emergency situation.
- Represents the department on matters requiring inter-departmental or inter-agency coordination.
- Performs other related duties as required.

Equipment Used

Police vehicle, radio, radar gun, handgun and other weapons as required, including impact weapons and chemical weapons, handcuffs, intoximeter, camera, first aid equipment; personal computer with various software applications, laser and inkjet printers, phone, copier, fax machine.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels; also works under uncontrolled field conditions; some hours beyond the normal work week and weekend work required; attendance at evening meetings required; subject to 24-hour emergency call-in; exposure to extreme weather conditions, armed and/or dangerous persons and life-threatening situations, individuals with contagious diseases, hazards associated with emergency driving and traffic control; may require heavy lifting and strenuous physical activity.

TECHNICAL REQUIREMENTS

Knowledge of

- * Current principles and practices of police science and police administration and the ability to keep abreast of future developments in the field.
- * Modern crime prevention and criminal investigation techniques.
- * Community policing philosophies, strategies, and techniques.
- * National Incident Management System response protocols and incident command structures and practices.
- * Pertinent federal and state laws, and municipal ordinances and the ability to interpret and apply them in a variety of situations.
- * The standards by which the efficiency, effectiveness, and quality of police services can be evaluated.
- * Criminal justice system practices.
- * The use of police records and their applications to the solutions of police problems.
- * Specialized data processing applications used in law enforcement operations.

Ability to

- † Plan, organize, direct, and evaluate the work of subordinate personnel.
- † Forecast the operational and capital needs of the department and formulate and administer the departmental budget.
- † Establish and enforce standard departmental policies and procedures.
- † Determine proper priorities and delegate work to accomplish departmental objectives.

- † Maintain necessary records and prepare required reports.
- † Direct the orientation, training, and professional development of police employees.
- † Assume command of an incident and manage emergency responses of multiple departments.
- † Exercise sound judgement in evaluating situations quickly and objectively and determine the proper course of action.
- † React calmly in highly stressful and life threatening situations.
- † Meet the physical fitness standards of the department and to physically perform the essential functions of a police officer.
- † Supervise crime scenes, collect and secure evidence, and conduct investigations.
- † Enforce laws and ordinances with firmness, tact, and diplomacy.
- † Command the respect of and establish and maintain high ethical standards among departmental employees.
- † Interpret and implement policy and procedural direction from the Village Board and the Administrator/Treasurer.
- † Establish and maintain effective working relationships with the Village Board, the PFC, the Administrator/Treasurer, other department heads, employees, the McFarland School District, other governmental agencies, and the general public.
- † Represent the Village in meetings, public presentations, and before the media.
- † Perform the duties of a police officer.
- † Maintain a valid Wisconsin driver's license.

GENERAL COMPETENCIES

In carrying out the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office type functions.

The employee must frequently lift and/or move up to 25 pounds and occasionally is required to perform heavy lifting and strenuous physical activity. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

In addition, the employee must be able to satisfy the following competency requirements.

- ◆ **ANALYTICAL SKILLS:** Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.

- ◆ **COMMUNICATION SKILLS:** Communicate ideas and information both in written and oral form.
- ◆ **PROBLEM-SOLVING SKILLS:** Develop feasible, realistic solutions to problems and recommend actions designed to prevent problems from occurring.
- ◆ **PLANNING AND ORGANIZATIONAL SKILLS:** Develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
- ◆ **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, ordinances, statutes, technical manuals, bulletins.
- ◆ **TECHNICAL COMPREHENSION:** Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ **ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS:** Effectively follow verbal or written instructions from supervisor.
- ◆ **MATHEMATICAL ABILITY:** Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ **TIME MANAGEMENT SKILLS:** Set priorities in order to meet assignment deadlines.
- ◆ **ABILITY TO WORK IN STRESSFUL SITUATIONS:** Work under hazardous conditions and extreme pressure in life and death situations.

DESIRED QUALIFICATIONS

U.S. citizenship; a minimum of a Bachelor's Degree from an accredited institution in criminal justice or related field; Wisconsin Law Enforcement Standards Board certification, or ability to obtain such; a minimum of ten (10) years progressively responsible experience in the law enforcement field which demonstrates leadership and command qualities, with a minimum of five years supervisory or administrative experience in upper management positions in a law enforcement agency of similar or larger size and complexity; good physical conditioning; or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities. Must possess or be able to obtain a valid Wisconsin driver's license.

Updated
05.01.14

Village of McFarland

NOTES

1. *The job duties listed herein are intended only as illustrations of the types of work that may be*

performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- 2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*
- 3. 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.*

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this _____ day of _____, 20_____.

Employee Signature

Department Head Signature