

**POLICE & FIRE
COMMISSION**

Thursday, February 4, 2021

4:00 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/87290155998>

Or by Telephone: +1 (312) 626-6799
Webinar ID: 872 9015 5998

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. APPROVAL OF MINUTES.
 - a. Discussion and action regarding minutes from the meeting held on January 7, 2021.
4. BUSINESS.
 - a. Fire and Rescue Department Updates
 - 1) January 2021 Monthly Report
 - 2) Discussion and action of completion of probationary appointment.

Administrative Captain James Reiter
 - b. Police Department Updates

1) January 2021 Monthly Report

- c. Presentation by Recruiter for the Police Chief position regarding their findings during the evaluation process.
- d. Discussion and action to make a recommendation to the Village Board regarding revisions to the job description and request to fill the vacancy for the Police Chief position within the Police Department.
- e. Discussion and action to approve the job announcement for the Police Chief position.

5. SCHEDULE NEXT MEETING DATE.

- a. Thursday, February 18, 2021 at 4:00 pm or otherwise as available.

6. 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

Police and Fire Commission

Meeting Minutes

January 7, 2021

4:00 P.M.

Conducted Via Zoom Webinar

Called to order by President Stransky at 4:05 p.m.

1. Roll Call: Vince Wagner, Jim McKay, Jerry Mullen, John Stransky and Kathy Krusiec

Staff in Attendance: Technology Director Stephanie Miller, Administrator Matt Schuenke, Fire Rescue Chief Dennis

Others in Attendance: Deb Hettrick and Dede Morgan

2. Public Appearances: This is an opportunity for members of the public to address the Commission. This meeting is being conducted virtually through the Zoom online meeting platform. Call for requests to speak. Hearing none the meeting resumed to address agenda items.

3. Approval of the Minutes of December 9, 2020

- a. Review and Discussion. Motion to accept as revised by McKay, second by Mullen. Motion carried.

4. Business:

- a. **Fire Rescue Department Update** – Chief Dennis provided the Commission with an update of ongoing department activities. Covid-19 vaccine has been administered to EMS personnel. The Chief announced that he will complete the Executive Fire Officer School at the end of January therefore fulfilling a mandatory hiring requirement.

- b. **Police Department Update** - Acting Chief Redman was unavailable. A copy of the monthly report was provided to Commission Members.
 - c. **Executive Recruitment** - Deb Hettrick and Dede Morgan walked the Commission through the proposed position evaluation schedule and took comments on the job description and listening sessions. It was proposed by the Commission to add an additional listen session to the Police Department ensuring that time was available for adequate input. Motion by Wagner, second by Mullen to accept the evaluation schedule and planning as presented with additions as proposed by the Commission. Motion carried.
5. **Schedule of Next Meeting** – The next meeting conducted via Zoom will be held February 4, 2021 at 4:00 p.m.
6. **Motion for Adjournment** – Motion by Wagner, second by McKay. Motion Carried

Respectively Summited by,
Kathy Krusiec



McFarland Fire & Rescue Department

5915 Milwaukee Street • PO Box 110 • McFarland, WI 53558-0110
(608) 838-3278 • Fax: (608) 838-3619

Emergency: 911

February 2021 Fire & Rescue Department Report For January 2021 Activity

- **Operations**

- January began with a significant amount of incidents, and as the month proceeded, the volume decreased. The end of the month incidents were sporadic and finishing the month with typical medical call volume. The fire incidents remained similar to recent months.
- January 11 was one of the hectic days. The day began with a cardiac arrest occurring in a public location. The individual received CPR from bystanders and had regained a pulse before our arrival. The patient soon lost their pulse, and crews began CPR and lifesaving efforts. Our crews provided two rounds of defibrillation and CPR until the patient was alert but required additional chest compressions to maintain his blood pressure. Crews were able to stop compressions before leaving the scene, and the patient arrived at the hospital with no deficit being noted. We did learn the individual was discharged a few days later in similar pre-incident health.
- We estimate that 97% of our staff have received their first dose of vaccine, and about half have received their second dose.
- The usage of Personal Protective Equipment or precautions against COVID-19 will not be eliminated for some time. The CDC is not reducing their requirements due to not knowing if the vaccine will prevent individuals from being carriers. We hope for guidance to revise exposure and quarantine for vaccinated individuals to be provided by the CDC, but no changes have been made to date. We have been consulting with the Medical Director to confirm we have the latest information.
- We are completing CPR recertification for the Department in small groups with precautions in place to protect staff.

- We are beginning our annual ice rescue recertification for members. It will also occur in small groups with precautions in place.
- We are continually reviewing our operations and staffing to ensure we are utilizing minimal staffing as needed. We are finding that we have to continue to send a Duty Officer to assist ambulance crews. In January, the Duty Officer assisted on 39 incidents.
- We have been working with Bray Architects on the new Public Safety Center. We presented the current floor plans to the Committee of the Whole. The design is progressing and does require significant work.

- **COVID-19 Precautions**

- The following initiatives were implemented and continue:
 - We have closed the Fire & Rescue area to non-essential people, including village and department staff.
 - Daily cleaning within the Fire & Rescue area for high contact and high traffic areas.
 - Shift changes are performed with social distancing and are required to be completed in ten minutes or less.
 - The Engines, Squad, and Ladder are only staffed with four firefighters.
 - Increased the cleaning and disinfecting of the vehicles in the fleet and then leaving the vehicles open to allow air circulation.
 - Department training and meetings are being conducted online, unless not possible, and the training sessions are needed to maintain service delivery.
 - Social distancing is used among staff during the day.
 - N95 masks and safety glasses are utilized on every medical call. Surgical masks or face coverings are used during training, performing fire inspections, and interacting with the public.
 - Face coverings or masks are used in the building except when members are in a private bedroom for sleeping.
 - N95 masks, isolation gowns, and safety glasses are used on any patient contact tested positive, suspected of COVID-19, or a higher risk procedure is performed (nebulizer, high flow oxygen, CPAP, CPR, etc.).
 - Firefighters are released immediately upon determination that any additional staff isn't required. The firefighters are limited to the apparatus bay area. The sign-in process for firefighters is

completed in the laundry area, where firefighters must wash hands after signing in for a call.

- The career staff is conducting weekly equipment checks usually performed by the paid-on-call staff.
- Our PPE supplies remain sufficient with fit-tested N-95 masks becoming limited, but we should maintain with re-use.
- We have suspended birthday parades due to the rising cases in Dane County, the concerns of bringing staff together to complete the parades.

Staffing

- Current Staffing Levels
 - Full-time Fire Rescue Chief – 1
 - Full-time Administrative Captain – 1
 - Full-time Fire Inspector/Public Education Specialist – 1
 - Full-time EMTs – 5 (1 vacancy)
 - Full-time Confidential Administrative Assistant - 1
 - Paid-On-Call – 54 (11 EMTs (1 on medical leave), 24 Firefighters (1 Active Retired), 7 EMR/Firefighter, & 12 EMT/Firefighters
 - Total Staffing Level – 64
- 24 Hour EMT Renee Brandt retired last month to have time at home watching her grandchildren and looked forward to time at home. Her retirement does leave us down, one full-time member.
- We currently have a 24 Hour EMT on light duty due to an off duty injury. We are hoping they will return to full duty in February.
- EMR/Firefighter Colton Havey has resigned from the Department. Last year he purchased a home with his wife on the east of Stoughton. With the pandemic, his time away from home due to his career has become difficult. He wants to make the most of his time when off and felt attempting to maintain his commitment with the department wasn't possible.
- Firefighter Elliot Luckenbill is in the process of building a new home in Sun Prairie. During the construction of the house, he and his wife relocated to the Milwaukee area. Due to the relocation and new location he decided to resign from the Department.
- EMT Ryan Michaelis has been attempting to meet the requirements while being significantly challenged in his career while his employer is reducing the workforce due to the pandemic. Ryan needed to focus on

his career and put on hold obtaining his national registry and developing as a new EMT. He has resigned from the Department but is hoping to return when his career settles down.

<u>Inspection/Prevention Activity</u>	<u>Completed</u>	<u>Year to Date Total</u>
Building Inspections	0	0
Fire Code Violations Identified	0	0
Re-inspections Completed	1	1
Corrections Noted	2	2
Building Plan Reviews	1	1
Development Reviews	0	0
Acceptance Test/site visits	0	21
Fire Drills	0	0
AHA-CPR Classes	6	6
AHA Attendance Total	36	36
Public Education	1	1
Public Education Attendance	0	0
Home Prevention Installations	0	0

Many fire prevention activities are suspended due to COVID-19

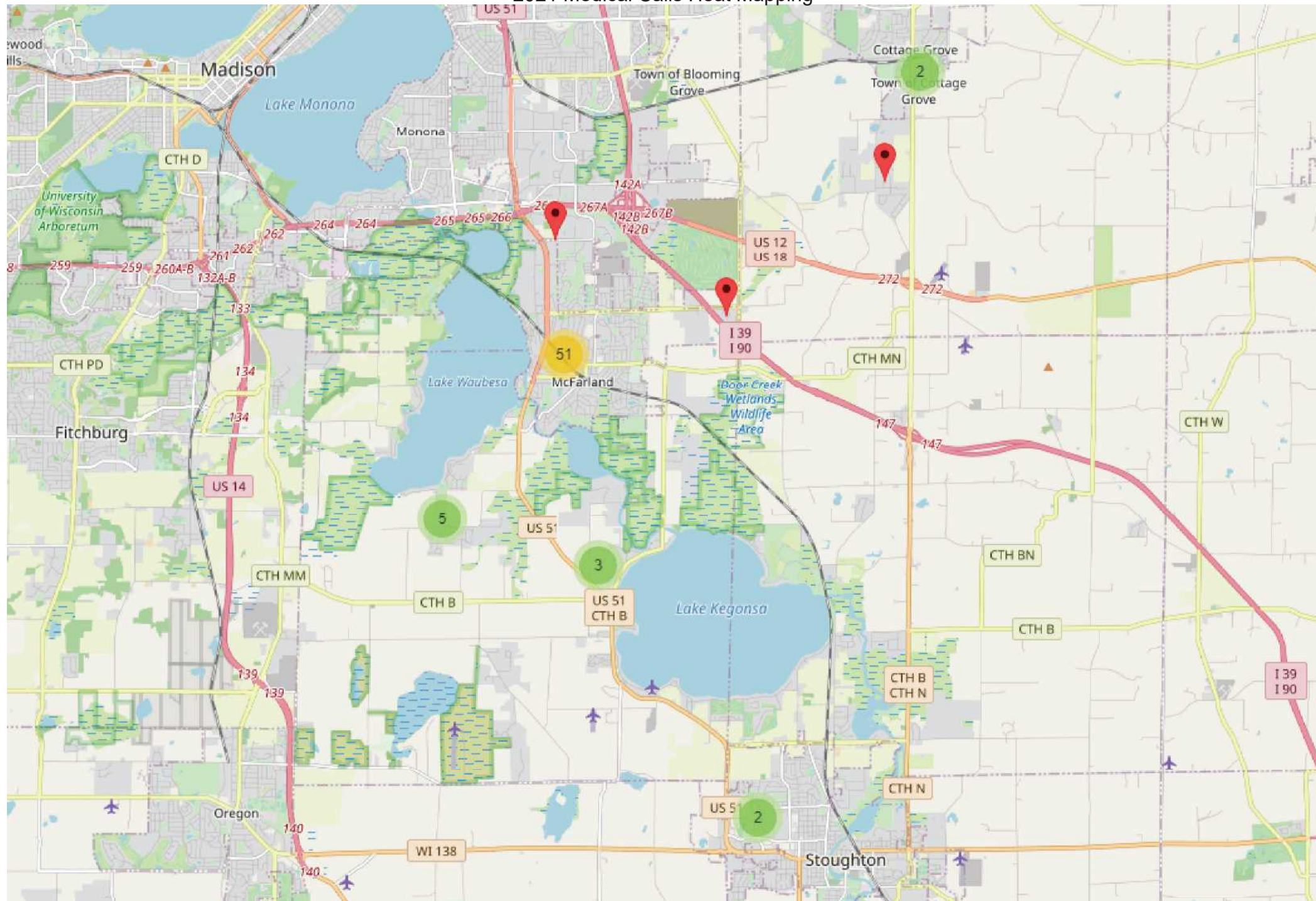
Apparatus & Equipment

- 2016 SUV (Car 3) required the shoreline inlet to be replaced and was completed in-house.
- 2002 Command Car (Car 1) had the siren controller fail. A used unit was provided at no cost for the controller and labor only from the original installer.
- 2015 Ambulance experienced an issue with a door position switch and was repaired by the Village Mechanic.
- 2005 Pumper (Engine 1) had the rear 2 " discharge valve rebuilt due to leaking.
- We are working on the final layout of graphics and paint for the utility. The truck should be in production in the coming months.
- The replacement aerial has been placed on order with the idle reduction option as recommended by the sustainability committee. We are waiting to have an updated build and delivery schedule.

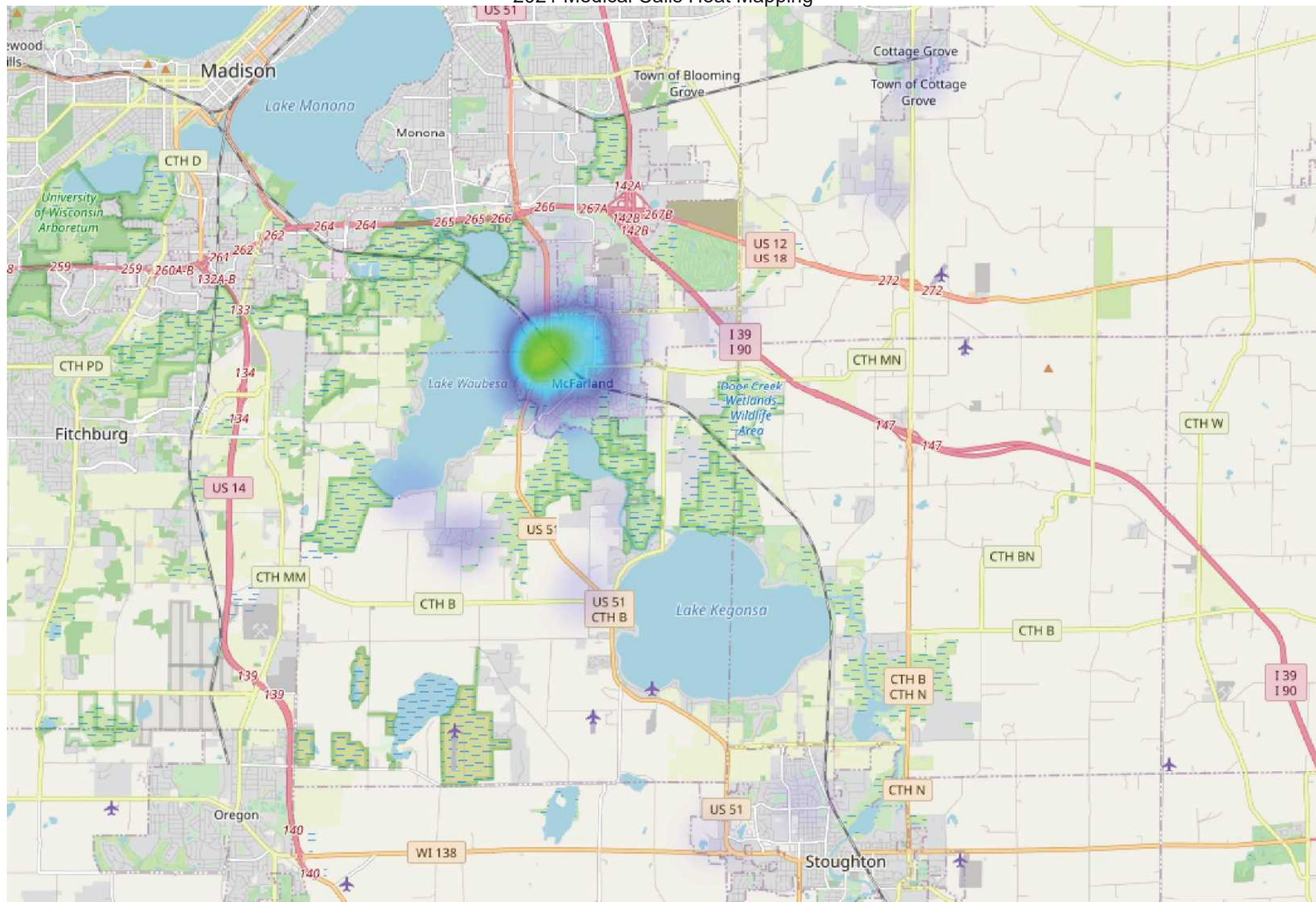
- **Budget**

- 2020 Budget should be closed out except for a few small invoices trickling in.
- 2021 Budget capital purchasing has not been started beyond the ladder truck.
- We have received notification that we were awarded an Assistance to Firefighters Grant to purchase additional PPE for COVID-19.
- We are working with the Terminal Coop on attempting to purchase PFAS free foam.

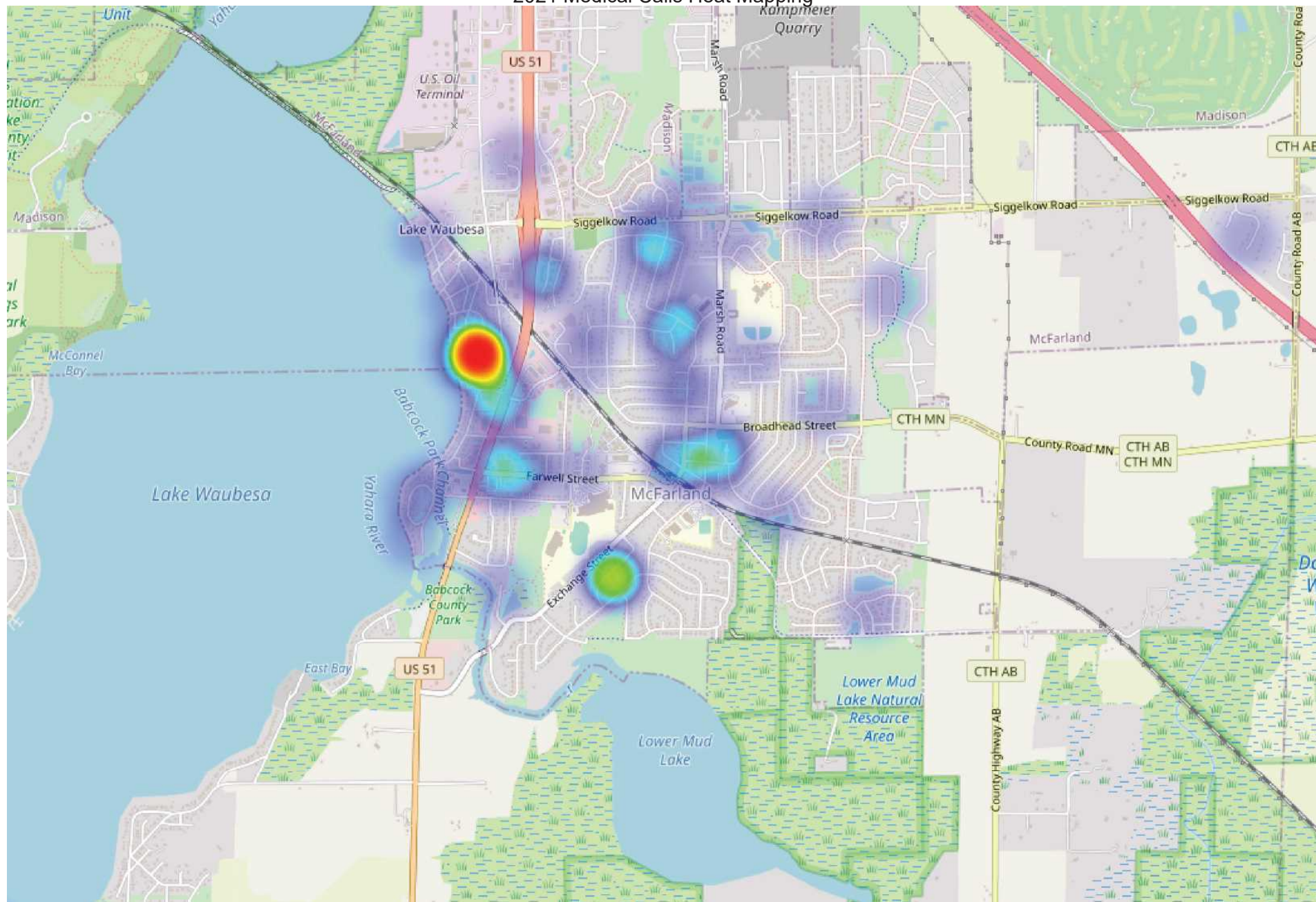
2021 Medical Calls Heat Mapping



2021 Medical Calls Heat Mapping



2021 Medical Calls Heat Mapping



Ambulance Runs By Dispatch Reason

Incident Complaint Reported By Dispatch	01/01 - 01/31/21		01/01 - 01/31/20		01/01 - 01/31/19		01/01 - 01/31/18	
Abdominal Pain/Problems	2	2.67%	8	8.42%	1	1.61%	1	1.11%
Allergic Reaction/Stings	0	0.00%	0	0.00%	0	0.00%	2	2.22%
Animal Bite	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Assault	1	1.33%	0	0.00%	0	0.00%	0	0.00%
Automated Crash Notification	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Back Pain (Non-Traumatic)	1	1.33%	0	0.00%	0	0.00%	1	1.11%
Breathing Problem	2	2.67%	9	9.47%	9	14.52%	6	6.67%
Burns/Explosion	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Carbon Monoxide/Hazmat/Inhalation/CBRN	2	2.67%	0	0.00%	0	0.00%	0	0.00%
Cardiac Arrest/Death	1	1.33%	1	1.05%	0	0.00%	0	0.00%
Chest Pain (Non-Traumatic)	6	8.00%	3	3.16%	6	9.68%	1	1.11%
Choking	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Convulsions/Seizure	2	2.67%	0	0.00%	0	0.00%	2	2.22%
Diabetic Problem	3	4.00%	0	0.00%	1	1.61%	2	2.22%
Drowning/Diving/SCUBA Accident	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Electrocution/Lightning	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Eye Problem/Injury	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Falls	16	21.33%	22	23.16%	12	19.35%	21	23.33%
Fire	7	9.33%	3	3.16%	4	6.45%	5	5.56%
Headache	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Heart Problems/AICD	2	2.67%	0	0.00%	0	0.00%	2	2.22%
Heat/Cold Exposure	0	0.00%	0	0.00%	1	1.61%	0	0.00%
Hemorrhage/Laceration	0	0.00%	2	2.11%	1	1.61%	1	1.11%
Industrial Accident/Inaccessible Incident/Other Entrapments (Non-Vehicle)	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Medical Alarm	0	0.00%	0	0.00%	0	0.00%	0	0.00%
No Other Appropriate Choice	0	0.00%	0	0.00%	1	1.61%	1	1.11%
Overdose/Poisoning/Ingestion	2	2.67%	3	3.16%	2	3.23%	1	1.11%
Pregnancy/Childbirth/Miscarriage	0	0.00%	1	1.05%	0	0.00%	0	0.00%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	0	0.00%	2	2.11%	0	0.00%	0	0.00%
Sick Person	12	16.00%	17	17.89%	9	14.52%	18	20.00%
Stab/Gunshot Wound/Penetrating Trauma	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Standby	1	1.33%	0	0.00%	0	0.00%	0	0.00%
Stroke/CVA	2	2.67%	2	2.11%	1	1.61%	2	2.22%
Traffic/Transportation Incident	4	5.33%	8	8.42%	4	6.45%	12	13.33%
Transfer/Interfacility/Palliative Care	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Traumatic Injury	3	4.00%	2	2.11%	4	6.45%	0	0.00%
Unconscious/Fainting/Near-Fainting	6	8.00%	11	11.58%	6	9.68%	12	13.33%
Unknown Problem/Person Down	0	0.00%	0	1.07%	0	0.35%	0	0.35%
Well Person Check	0	0.00%	1	1.05%	0	0.00%	0	0.00%
Total	75		95		62		90	

McFarland Fire & Rescue Dept.

Fire Incident Type Period Comparisons

Alarm Date Between {01/01/2021} and {01/31/2021}

Incident Type	01/01/2021 to 01/31/2021	01/01/2020 to 01/31/2020	01/01/2019 to 01/31/2019	01/01/2018 to 01/31/2018
111 Building fire	0	0	4	3
131 Passenger vehicle fire	0	1	0	0
151 Outside rubbish, trash or waste fire	0	0	1	0
311 Medical assist, assist EMS crew	7	17	8	8
322 Motor vehicle accident with injuries	1	2	2	3
324 Motor Vehicle Accident with no injuries	0	1	0	2
362 Ice rescue	1	0	0	0
411 Gasoline or other flammable liquid spill	1	2	1	0
412 Gas leak (natural gas or LPG)	0	0	2	0
424 Carbon monoxide incident	1	0	0	0
442 Overheated motor	0	1	0	0
463 Vehicle accident, general cleanup	2	0	1	0
522 Water or steam leak	0	0	1	0
531 Smoke or odor removal	0	1	0	0
553 Public service	0	1	0	0
555 Defective elevator, no occupants	0	1	0	0
571 Cover assignment, standby, moveup	1	0	1	0
611 Dispatched & cancelled en route	2	3	3	7
6112Dispatched & cancelled en route - EMS Assist	1	0	0	0
6113Dispatched & cancelled en route - Mutual Aid	1	0	0	0
631 Authorized controlled burning	0	0	0	2
651 Smoke scare, odor of smoke	0	0	2	0
652 Steam, vapor, fog or dust thought to be smoke	1	0	0	0
671 HazMat release investigation w/no HazMat	1	0	1	1
714 Central station, malicious false alarm	0	0	1	0
731 Sprinkler activation due to malfunction	0	0	1	1
733 Smoke detector activation due to malfunction	1	0	0	0
735 Alarm system sounded due to malfunction	0	0	2	1
736 CO detector activation due to malfunction	0	1	1	0
740 Unintentional transmission of alarm, Other	0	0	0	1
741 Sprinkler activation, no fire - unintentional	1	1	0	0
743 Smoke detector activation, no fire -	1	0	0	0
744 Detector activation, no fire - unintentional	0	0	0	1
745 Alarm system activation, no fire - unintentional	0	1	0	0
746 Carbon monoxide detector activation, no CO	1	1	1	2
Totals	24	34	33	32



McFarland Fire & Rescue Department

5915 Milwaukee Street • PO Box 110 • McFarland, WI 53558-0110

(608) 838-3278 • Fax: (608) 838-3619

Emergency: 911

January 27, 2021

President John Stransky
McFarland Police and Fire Commission
Village of McFarland

RE: Probationary appointment completion of Administrative Captain James Reiter

President Stransky,

I am writing in support of confirming the appointment and completion of probation for Administrative Captain James Reiter. James was promoted on September 23, 2019, and completed all his probationary appointment requirements on January 7, 2021. He has developed into an asset for the Department as a front-line supervisor for the career staff. Jim has developed the ability to address many needs of the Department and the Village that have been difficult to accomplish.

I recommend that the McFarland Police and Fire Commission approve the appointment and completion of probation for Administrative Captain James Reiter.

Sincerely,

Christopher C. Dennis, Chief
Fire & Rescue Department
Village of McFarland

McFarland Police Department



January 2021 Monthly Report

McFarland Police Department

Calls for Service

Due to the COVID pandemic the Police Department had experienced a drop in calls for service during 2020. Officers responded to a total of 6,293 calls for service in 2020 compared to 8,538 calls in 2019. Most of the decrease in calls was due to staff being instructed to limit their self-initiated activity to decrease contacts with the public and the risk of exposure to COVID. Traffic enforcement saw the largest decrease with a 62% drop in traffic related calls for service. This trend is continuing into this year as we had 465 calls for service in January 2021 compared to 655 calls in 2020.

Cases of Interest:

01/06/2021 Armed Robbery – Officers were dispatched to the 4800 block of Ivywood Trail for a reported armed robbery. Officers arrived on scene and contacted the victim who stated he was in a fight with two other individuals and that one of them had peppered sprayed. The victim stated one of the suspects then robbed him of money and they fled the area. The victim was familiar with one of the suspects but stated he did not know who the second suspect was. The victim was treated by McFarland EMS for his injuries and released. McFarland Detectives were able to identify both suspects in the case and one of them has been arrested for his involvement.

01/09/2021 Theft from Auto – Officers were dispatched to the 4600 block of Siggelkow Road for a report of several vehicles broken into overnight. In a change of tactics, all the vehicles involved were locked and had a window broken out to gain entry. In total, four vehicles were damaged and had items stolen from within. A suspect has not been identified at this time.

01/12/2021 Drug Incident – An officer on routine patrol identified a suspicious vehicle and two subjects in the 5500 block of Osborne Drive. The officer contacted the suspects and learned they had just purchased meth from an individual nearby. Officers detained the suspects and interviewed them. It was decided a search warrant would be executed on the residence where the meth was purchased from within. Early on the morning of 01/13/2021, two search warrants were executed at two separated residences that were involved in the drug dealing. The case is still currently under investigation.

Staffing Report

The Department is currently down two Police Officer positions. One officer was injured while off-duty and the second is on family leave. We should get one of the Officers back in mid-February with the injured officer being out for an undetermined amount of time.

Training Report

COVID has made it difficult to get officers to training due to facilities being closed for in-person training. Regular In-service sessions for the year have been cancelled because of this. The Department is looking at other avenues to accomplish the mandatory 24-hour yearly training that is required by the State. On-line training, whether live or pre-recorded, has become the popular choice for most departments in the area.

- Sergeant Nate Jacobsen and School Resource Officer John Miller completed their Taser Instructor recertification class.
- Officer Jason Onken completed a one-week class for Police Training Officer (PTO). PTO is a different field training program that the Department is exploring switching to because it emphasizes more problem solving, critical thinking, and emotional intelligence during the training process.
- Sergeant Nate Jacobsen and Officer Bryan Wallace participated in a one-day training seminar on Constitutional Use of Force.

Community Outreach

Shop with a Cop – One item missed in the December 2020 monthly report was recognition for the Shop with a Cop program. With the assistance of the McFarland School District, eight children were selected to participate in the program. Due to the pandemic, the program had to change how things were done in 2020. The Department decided to give each selected family a \$150.00 gift card to Walmart. The money could be used to purchase gifts, food, or other household items needed to help the families get through the difficult financial times we are in. This program is coordinated by Officer Jason Onken.

Officer Complaints/Compliments

The Department wishes to operate in a more transparent manner for the community. This section was added to allow for a brief overview of any officer complaints or compliments that were submitted to the Department.

Officer Complaints – Officer complaints can be submitted using the online procedure found on the Departments web page or also by calling the Police Department and asking to talk to a supervisor.

- No complaints were submitted last month.

Officer Compliments - Officer compliments can be submitted using the online form found on the Departments web page, by submitting an email to the Department, or by calling the Police Department and asking to talk to a supervisor. This is an officer compliment received last month:

- Tonight, I had the privilege of working with McFarland Police Officer Zietsma when he brought in a victim of sexual assault and domestic violence. I have worked with Officer Zietsma one other time and both times found him to be personable, professional, thorough, and knowledgeable on persons who are victims of assaults. Both patients I worked with have remarked on how comfortable and supported he made them feel. I am always so excited to work with officers who clearly have knowledge on trauma response, and I wanted to thank you for ensuring your staff is educated on this. Thank you!

Use of Force Incidents

Again, the Department wishes to operate in a more transparent way so a section on Use of Force Incidents will be added to the monthly report. The Department categorizes a reportable Use of Force Incident as anytime a firearm or ECD is used or displayed, or any other force is used that is at or above a compliance hold as outlined in the Intervention Options issued by the State standards.

All reportable Use of Force Incidents are reviewed by a supervisor which consists of reading reports and watching body camera or squad video of the incident. The supervisor is checking for compliance with policy, training, and acceptable standards issued by the State. If a problem is identified, the officer could be disciplined, counseled, and/or mandatory re-training will be ordered. Incidents last month were:

- 2021-14148 Drug related search warrant – Officers executed a drug related search warrant where guns were displayed but not used. The incident was reviewed by a supervisor and all actions were within policy and training based on the incident they were engaged in.



Incident Analysis Report Summary By Incident Type

McFarland Police Department
Official Case Report

Do Not Re-Release

Print Date/Time: 02/01/2021 10:28
Login ID: mcbgr
Incident Type: All
Call Source: All

From Date: 01/01/2021 00:00
To Date: 01/31/2021 23:59

McFarland Police Department
ORI Number: WI0137300

Officer ID: All
Location: All

Incident Type	Number of Incidents
911 Abandoned Call	7
911 Call Silent	3
911 Call Unintentional	21
911 Disconnect	2
Accident Hit and Run	7
Accident Private Property	2
Accident Property Damage	6
Accident Unknown Injuries	3
Accident w/Injuries	3
Adult Arrested Person	2
Alarm	12
Animal Bite	1
Animal Stray	3
Assist Citizen	14
Assist EMS/Fire	47
Assist K9	6
Assist Police	20
ATL Person	1
Check Person	20
Check Property	78
Damage to Property	4
Death Investigation	1
Disturbance	1
Domestic Disturbance	4
Drug Incident/Investigation	5
Extortion	1
Follow-Up	18
Foot Patrol	2
Fraud	10
Information	6
Juvenile Arrest	2
Juvenile Complaint	2
Noise Complaint	1
OMVWI Arrest/Intoxicated Driver	3
Parking Complaint On Street	13
Phone	16
PNB/AED Response	1
Preserve the Peace	2



Incident Analysis Report Summary By Incident Type

McFarland Police Department
Official Case Report

Do Not Re-Release

Print Date/Time: 02/01/2021 10:28
Login ID: mcbgr
Incident Type: All
Call Source: All

From Date: 01/01/2021 00:00
To Date: 01/31/2021 23:59

McFarland Police Department
ORI Number: WI0137300

Officer ID: All
Location: All

Incident Type	Number of Incidents
Property Found	3
Robbery Armed	1
Safety Hazard	11
Silent Case Number	1
Suspicious Person	4
Suspicious Vehicle	9
Theft	5
Theft from Auto	3
Theft Retail	2
Threats Complaint	2
Traffic Complaint/Investigation	9
Traffic Stop	61
Trespass	4
Total:	465

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Thursday, February 4, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Presentation by Recruiter for the Police Chief position regarding their findings during the evaluation process.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Over the course of the last month the Recruiter has been meeting with individuals and groups of people in different capacities throughout the Community. Together as a whole this information is to be used as input into the position and help assist the recruitment process. Included within your packet is a report from the Recruiter regarding their findings following the evaluation. The report details all of the listening sessions held and the consistent themes heard around the central questions asked. They will review this with the PFC as background on the work conducted to date. The Recruiter has also detailed next steps that are needed by the PFC to continue to conduct and complete the recruitment. These will be outlined at this meeting and then at our next meet we would like to work with the PFC to make decisions on these aspects as we prepare for the next phase in the process. Our objective for this current meeting is to complete what's necessary to begin to market the opening, and then at our next meeting we'll get ready for what comes next when that advertisement period closes.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented as an update. No action needed on this item.

ATTACHMENTS:

1. 2.4.21 Progress PFC

Progress Report on Police Chief Recruitment

The Riseling Group, February 4, 2021

Listening Sessions

- PFC
- Village Board
- Village Department Heads
- Village Administrator and Village Clerk
- Public Safety Committee
- Police Department – every member of the department, including civilian staff, interviewed in person and individually
- Diversity, Equity, and Inclusion Subcommittee (2 sessions)
- School District
- Village faith leaders
- Public

Law Enforcement Contacted

- Stoughton Police Chief
- Madison Police – East District Captain
- Dane County Sheriff Office Chief Deputy
- Monona Police Acting Chief – many attempts to contact received no response
- Former McFarland Chief Sherven

Main Themes Gathered

- Best things about McFarland PD and relationship with community
 - Approachable, professional, prompt, group works well together, SRO is great, involved in community, liked presence and demeanor at BLM rally
- What you would change
 - Be open to new strategies, work more closely with other Village departments, have cultural understanding
- Characteristics for next Police Chief
 - Public presence (more than just as Police Chief), good communications, integrity/honesty, innovative, able to recognize and embrace own faults, leadership ability, decision-making ability, calm, transparent
- Most pressing crime issues
 - Drugs, property crime, domestics, OWI, need more staff as Village is growing
- Most important issue for Chief to deal with regarding community
 - Ability to adapt to change, enforce laws with empathy and compassion, presence in community, embrace DEI, build and have trust, set the tone for PD

- Importance of concern with equity, diversity, systemic racism, implicit bias, BLM
 - Important, be aware of biases, continuous diversity training, walk the walk
- Importance of community and problem oriented policing
 - Very important, speaks to being open-minded, goes hand in hand with social services, it's crime prevention, excellent tools, all positive especially in schools

Completed

- Application Packet
 - Cover (Stephanie Miller)
 - Job Announcement
 - Job Description
 - DJ-LE-330
 - Pre-interview essay questions
- Other items
 - Establishing criteria for screening applications
 - Establishing criteria for written pre-interview questions
 - Drafting Law Enforcement Executive panel
 - Developing questions for LEE panel
 - In addition to oral questions, candidates will be required to answer a situation-based question in writing the same day
 - Have tentative schedule for:
 - LEE panel (3/5-3/12)
 - Packets for finalists to PFC (3/12)
 - PFC and Administrator/Clerk interviews (3/19, decision on final candidate hopefully made and conditional offer can be made) **(Does PFC want questions for members, or do you want to have a conversation/interview with the finalists?)**
 - Have tentative date scheduled for public "meet and greet" **(this is 3/18 if PFC wants all finalists to meet and greet, later if only the final candidate who receives offer)**
 - Stephanie Miller working on meet and greet format, as well as virtual community tour
 - Have information on the professionals the PD uses for medical and psychological testing – will set up appointments for final candidate soon - when dates are more firm

McFarland
SUMMARY SHEET

MEETING DATE: Thursday, February 4, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding revisions to the job description and request to fill the vacancy for the Police Chief position within the Police Department.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Enclosed are the proposed revisions for the Police Chief position. This position is presently vacant following a retirement in the Fall of 2020. There are a number of revisions and additions proposed to update this job description which was last reviewed in 2014. Nearly all of what is proposed for revisions is based on feedback received through listening sessions held by the Recruiter for the position throughout the month of January. This information was discussed through the previous agenda item. Most of the changes are centered around modernizing the job to better position it to address diversity, equity, and inclusion issues within the Community as it relates to the police services provided by the Department. Ultimately the Police and Fire Commission is responsible to complete the hiring for the position, but consideration for changes to the job description also need to be reviewed by the Village Board. The general schedule remaining is as follows:

- February 1st - Personnel Committee: This is complete and there changes are included within the enclosed draft dated February 2, 2021.
- February 4th - Police and Fire Commission
- February 8th - Village Board: The Village Board will take up the recommendation on the job description and request to fill the vacancy from the PFC.

This will conclude the evaluation process for the job and make ready the position to begin the recruitment. We will review the proposed changes in the meeting.

FINANCIAL/BUDGET IMPACT:

This position is not proposed to reevaluate the classification. The position grade is Level 23 with a minimum annual salary of \$90,750.40 and a maximum of \$117,873.60 with a midpoint of \$104,312.00. This is the range that will be advertised for the position with the final actual salary to be negotiated later in the process.



VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for consideration to make a recommendation to the Village Board in order to approve the revisions to the job description and authorization to fill the vacancy.

ATTACHMENTS:

1. 02.02.2021 - Police Chief

Police Chief

POSITION DESCRIPTION

Position Title: Police Chief

Department: Police

Reports to: Administrator/~~Treasurer~~

FLSA: Exempt

Represented: No

Employment Status: 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, community policing and outreach, school resource officer, 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~~, and mentoring departmental employees; achieving the Department's mission, vision, and strategic objectives in alignment with the vision, goals, and priorities of the Village Board and Community; 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

Provides direct supervision to Lieutenant, Sergeants, and Administrative Support Staff. Provides indirect supervision of sworn Police Officers, Investigative Staff, and School Crossing Guards.~~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, organizes, directs, and exercises general supervision over the work of the Police Department.
- Creates a robust culture of inclusivity and service to the Community in alignment with the vision, goals, and priorities of the Village Board and Community.
- 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 oversees the enforcement and training of Department Staff on internal rules, policies, work methods, procedures and performance standards.
- Recommends the selection of sworn employees to the PFC, directs the training, project staffing needs, and evaluates the performance of departmental employees. Works with the PFC on personnel disciplinary matters involving terminations, suspensions, and reductions in rank. Leads the hiring, development, and retention of a talented, diverse, and culturally aware workforce.
- 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.
- Leads exemplary community policing practices that grow and enhance the reputation of the community as a safe, respectful, and welcoming place for everyone to live, work, and learn~~Organizes and conducts crime prevention and community outreach programs.~~
- Actively promotes and supports opportunities for citizen community engagement with the Department that builds and maintains mutual trust and respect through transparency.
- Proactively engages, partners, and collaborates with community leaders, social service providers, neighborhoods, and citizen volunteers to identify systemic crime problems in the community and partners with appropriate agencies and volunteer groups to address such issues.
- 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 all aspects, including proactive programs or projects.
- Confers with the Village Attorney and the District Attorney on the disposition of cases and testifies in court, as needed.
- Oversees Department participation in the Dane County Community Restorative 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, and/or mutual aid coordination including but not limited to participation in the Capital Area Police Mutual Aid Response (CAPMAR).
- Represents the Department regarding police services in front of all applicable boards, commissions, and committees.
- Performs other ~~related~~ duties as required.

Equipment Used

Police vehicle, radio, radar ~~equipment~~~~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 best practices of police science and police administration including but not limited to de-escalation, conflict resolution, and implicit bias 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.
- The cultural context of interactions with individuals of diverse backgrounds that includes sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other legally protected status.
- 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 and programs that promote restorative justice.
- The use of police records and their applications to the solutions of police problems.
- Specialized data processing applications used in law enforcement operations.
- Supervisory principles and practices.

Ability to

- Plan, organize, direct, and evaluate the work of subordinate personnel.
- Provide strong leadership, to be a team builder, a team leader, a team player, coach, trainer, and mentor both within the Department and as a part of the Village's management team.
- 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 that reflect the needs of the Community.
- Assume command of an incident and manage emergency responses of multiple law enforcement 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 be capable 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, fairness, and diplomacy without discrimination.
- 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 all Village boards, commissions, and committees, 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 effectively in both written and oral form.
- ◆ PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ◆ ORGANIZATIONAL SKILLS: Establish systematic methods of accomplishing goals.
- ◆ READING ABILITY: Effectively read and understand information contained in memoranda, reports, ordinances, codes, regulations, 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.

REQUIRED MINIMUM QUALIFICATIONS

- U.S. citizenship;
- A minimum of a Bachelor's Degree from an accredited institution preferably in criminal justice, public administration, or related field.
- Wisconsin Law Enforcement Standards Board certification, or ability to obtain such certification within a one (1) year time period.

- Completion of police executive training programs such as the Northwestern University's School of Police Staff and Command, Southern Police Institute, FBI National Academy, or other similarly recognized program.
- 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~~
- Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may be considered. ; 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.

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. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities. The Village is an Equal Opportunity Employer.
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. The Village retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this position description.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description with the Village of McFarland.

Dated this ____ day of _____, 20__.

Employee Signature

Department Head Signature

Created: June 25, 2010

Amended: May 1, 2014
February 8, 2021

McFarland
SUMMARY SHEET

MEETING DATE: Thursday, February 4, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to approve the job announcement for the Police Chief position.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Our objective for this meeting is to make the position ready to begin the recruitment. The approval of the job description in the previous item addresses what will be required of the individual in the position. Additionally, approval to fill the vacancy clears the way for the PFC to conduct the recruitment to fill the position. The enclosed advertisement is then shared over multiple platforms announcing our intentions to consider candidates for the position. The handbook for Police and Fire Commissions suggests the PFC should review and approve the use of the job description as presented. This was prepared by the Riseling Group with assistance from Staff to complete details specific to the Village. We have also provided the draft application packet which will include the cover, final advertisement, final job description, application, and short questionnaire applications are required to complete. Candidates will be provided this packet in order to be considered following their submittal of the required information.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval following discussion.

ATTACHMENTS:

1. McFarland Police Chief Job Announcement DRAFT
2. McFarland Police Chief Application Packet

Village of McFarland

The Village of McFarland, Wisconsin is seeking a Police Chief with a unique combination of leadership and supervisory skills, professional knowledge, and a progressive management style to provide innovative leadership to the McFarland Police Department. The police department is a full-time, full-service agency consisting of 19 full-time employees, including chief, lieutenant, three sergeants, detective, investigator, school resource officer, community officer, eight patrol officers and two administrative assistants.

The Village abuts the southeast side of the City of Madison in Dane County and is located along the shore of Lake Waubesa. The most current population estimate for the Village is listed at 8,952 by the State of Wisconsin. McFarland supports a thriving business community and commerce park, a robust school system with four campuses, four churches, numerous service organizations, a public library, an indoor hockey facility, curling club, youth center and several day care facilities. The McFarland area boasts rich recreational opportunities for fishing, boating, picnicking, canoeing, hiking, swimming, and biking. Madison and the UW Campus are just minutes away and offer a variety of educational and cultural opportunities.

The Village is growing quickly due to the construction of single- and multi-family housing. It is a full-service municipality with Police, Fire and Rescue, Public Works, and Administration. McFarland prides itself on providing a high level of personalized, efficient service, and strives for a culture which embraces diversity, equity, and inclusion. It is a community where resident involvement in community affairs is very important.

The Police Chief must be capable of providing strong leadership and professionalism and of cultivating a culture of inclusion. He or she must be open to input and able to communicate well with elected officials, department and Village staff, and the public. The duties, responsibilities, and qualifications are listed in the job description.

The compensation package for the Police Chief includes a hiring annual salary ranging from \$90,750 to \$104,312, with potential for up to \$117,873 and above through the Village's Annual Merit Pay Program and annual cost of living adjustments. Final level of compensation will be dependent on education, experience, and qualifications. Included is a benefit package with participation in the Wisconsin Retirement System, health, life and income continuation insurance, paid vacation, sick time, personal days, and holidays.

To apply, you may download the application packet from the Village of McFarland website, and **submit it in hard copy to Cassandra Suettinger, Village Clerk, Village of McFarland, 5915 Milwaukee St., McFarland, WI 53558**. Your completed application packet must include a **Cover Letter, Resume, the three completed Pre-Interview Questions provided, three (3) additional references, Form DJ-LE-330 (do not**

answer the questions in Section 6). Applications which are incomplete will not be considered. **The deadline for receipt of applications is 5:00 p.m., March 3, 2021.**

The Village is an Equal Opportunity Employer. The Village does not does not discriminate in employment on the basis of sex, race, religion, creed, color, origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other legally protected status.

DRAFT

Brought to you by
The Village of McFarland

Due No Later Than
March 3, 2021 at 5 p.m.

POLICE CHIEF APPLICATION PACKET

Consulting & research by
The Riseling Group

Application Materials
Full announcement, Job Description, DJ-LE-330 Application, and Pre-Interview
Questions



Village of McFarland

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DRAFT

Police Chief

POSITION DESCRIPTION

Position Title: Police Chief
Department: Police
Reports to: Administrator

FLSA: Exempt
Represented: No
Employment Status: 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, community policing and outreach, school resource officer, investigations, court officer, and school crossing guard functions. The work involves: planning and coordinating the programs and services of the Department; selecting, training, supervising, and mentoring departmental employees; achieving the Department's mission, vision, and strategic objectives in alignment with the vision, goals, and priorities of the Village Board and Community; 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, but exercises considerable independent judgement in determining program and work priorities and the technical/operational objectives and practices of the department.

Supervision Exercised

Provides direct supervision to Lieutenant, Sergeants, and Administrative Support Staff. Provides indirect supervision of sworn Police Officers, Investigative Staff, and School Crossing Guards.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Plans, organizes, directs, and exercises general supervision over the work of the Police Department.
- Creates a robust culture of inclusivity and service to the Community in alignment with the vision, goals, and priorities of the Village Board and Community.
- 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 oversees the enforcement and training of Department Staff on internal rules, policies, work methods, procedures and performance standards.
- Recommends the selection of sworn employees to the PFC, directs the training, project staffing needs, and evaluates the performance of departmental employees. Works with the PFC on personnel disciplinary matters involving terminations, suspensions, and reductions in rank. Leads the hiring, development, and retention of a talented, diverse, and culturally aware workforce.
- 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.
- Leads exemplary community policing practices that grow and enhance the reputation of the community as a safe, respectful, and welcoming place for everyone to live, work, and learn.
- Actively promotes and supports opportunities for citizen community engagement with the Department that builds and maintains mutual trust and respect through transparency.
- Proactively engages, partners, and collaborates with community leaders, social service providers, neighborhoods, and citizen volunteers to identify systemic crime problems in the community and partners with appropriate agencies and volunteer groups to address such issues.
- 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 all aspects, including proactive programs or projects.
- Confers with the Village Attorney and the District Attorney on the disposition of cases and testifies in court, as needed.
- Oversees Department participation in the Dane County Community Restorative 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, inter-agency, and/or mutual aid coordination including but not limited to participation in the Capital Area Police Mutual Aid Response (CAPMAR).
- Represents the Department regarding police services in front of all applicable boards, commissions, and committees.
- Performs other duties as required.

Equipment Used

Police vehicle, radio, radar equipment, 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 best practices of police science and police administration including but not limited to de-escalation, conflict resolution, and implicit bias and the ability to keep abreast of developments in the field.
- Modern crime prevention and criminal investigation techniques.
- Community policing philosophies, strategies, and techniques.
- The cultural context of interactions with individuals of diverse backgrounds that includes sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other legally protected status.
- 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 and programs that promote restorative justice.
- The use of police records and their applications to the solutions of police problems.
- Specialized data processing applications used in law enforcement operations.
- Supervisory principles and practices.

Ability to

- Plan, organize, direct, and evaluate the work of subordinate personnel.
- Provide strong leadership, to be a team builder, a team leader, a team player, coach, trainer, and mentor both within the Department and as a part of the Village's management team.
- 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 that reflect the needs of the Community.
- Assume command of an incident and manage emergency responses of multiple law enforcement 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 be capable 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, fairness, and diplomacy without discrimination.
- 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.
- Establish and maintain effective working relationships with all Village boards,

commissions, and committees, the Administrator, 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 effectively in both written and oral form.
- ◆ **PROBLEM-SOLVING SKILLS:** Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ◆ **ORGANIZATIONAL SKILLS:** Establish systematic methods of accomplishing goals.
- ◆ **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, ordinances, codes, regulations, 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.

REQUIRED MINIMUM QUALIFICATIONS

- U.S. citizenship;
- A minimum of a Bachelor's Degree from an accredited institution preferably in criminal justice, public administration, or related field.
- Wisconsin Law Enforcement Standards Board certification, or ability to obtain such certification within a one (1) year time period.

- Completion of police executive training programs such as the Northwestern University's School of Police Staff and Command, Southern Police Institute, FBI National Academy, or other similarly recognized program.
- 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.
- Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may be considered.
- Must possess or be able to obtain a valid Wisconsin driver's license.

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. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities. The Village is an Equal Opportunity Employer.
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. The Village retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this position description.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description with the Village of McFarland.

Dated this ____ day of _____, 20__.

Employee Signature

Department Head Signature

Created: June 25, 2010

Amended: May 1, 2014
February 8, 2021



APPLICATION FOR EMPLOYMENT
LAW ENFORCEMENT, JAIL OR SECURE JUVENILE DETENTION OFFICER

NOTICE: All questions must be answered. Incomplete or illegible applications will not be considered. If the space provided is insufficient for complete answers or you wish to furnish additional information, please attach additional pages.

1. PERSONAL INFORMATION

Name (Last, First, Middle)

Address (Apartment, Street, P.O. Box)

Home Telephone Number

City

State

Zip Code

Work Telephone Number

Email Address

Cell Phone Number

Have you successfully completed the basic training required for certification (i.e. 720-hour law enforcement academy)? Yes ☐ No ☐

If yes, what type(s) of basic training have you successfully completed? Law Enforcement ☐ Jail ☐ Secure Juvenile Detention ☐

If applicable, include the name of the school where you completed basic training and the date that training was completed:

Are you at least 18 years old? Yes ☐ No ☐

Are you a United States citizen? Yes ☐ No ☐

Do you have a high school diploma, GED or HSED? Yes ☐ No ☐

Do you have an Associate Degree or 60 associate degree level credits or higher from an accredited college or university? Yes ☐ No ☐

If No, were you employed as a law enforcement officer prior to February 1, 1993? Yes ☐ No ☐

The college credit requirement as written in Wisconsin Administrative Code § LES 2.01(1)(e), pertains to law enforcement and tribal law enforcement officers first employed on or after February 1, 1993.

Have you ever been convicted of a felony? Yes ☐ No ☐

Have you ever been convicted of a misdemeanor crime of domestic violence? Yes ☐ No ☐

Are you prohibited by state or federal law from possessing a firearm? Yes ☐ No ☐

Do you possess a valid Wisconsin driver's license or a valid driver's license from another state? Yes ☐ No ☐

2. EDUCATION

Dates

Name of School(s)

From
(mm/yyyy)

To (mm/yyyy)

Degree, Diploma, or Credits Earned

High School(s)

College(s)

3. EMPLOYMENT

Begin with current or most recent employer. List chronologically all employment, including summer and part-time employment while attending school. To furnish additional employment information, attach sheets of the same size and format as this application.

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	Full-Time ☐ Part-Time ☐	Annual Salary/Wages:
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes ☐ No ☐	
Position and kind of work:	Reason for Leaving:	

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	Full-Time ☐ Part-Time ☐	Annual Salary/Wages:
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes ☐ No ☐	
Position and kind of work:	Reason for Leaving:	

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	Full-Time ☐ Part-Time ☐	Annual Salary/Wages:
City	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes ☐ No ☐	
Position and kind of work:	Reason for Leaving:	

4. MILITARY SERVICE

Branch of Service	From (mm/yyyy)	To (mm/yyyy)	Active Duty or Reserve	Highest Grade	Skill Specialty or Primary Duty

Honorably Discharged from Military Service? Yes ☐ No ☐ Not Applicable ☐

5. REFERENCES

Give three references (not relatives, or present employer; avoid listing members of the clergy).

Name:

Position/Title/Profession:

Number of Years Acquainted:

Address:

City/State/Zip:

Telephone Number:

Name:

Position/Title/Profession:

Number of Years Acquainted:

Address:

City/State/Zip:

Telephone Number:

Name:

Position/Title/Profession:

Number of Years Acquainted:

Address:

City/State/Zip:

Telephone Number:

6. GENERAL

COMPLETE IF INSTRUCTED TO DO SO BY EMPLOYING AGENCY.

Attach no more than one additional page for each answer.

- A. Why have you chosen to apply for this position?
- B. Discuss things you have done which have contributed to your life experience. Be sure to include information regarding volunteer work with civic, school, or professional organizations. Be specific about names and dates.
- C. Why do you believe you can relate to and/or work with people of different races, genders, cultures, ages, socio-economic groups, and educational levels?

APPLICANT PLEASE READ CAREFULLY AND SIGN BELOW

Information provided and statements made as part of this application may be grounds for not employing you or for dismissing you after you begin work. All information and statements made are subject to verification.

CERTIFICATION

ALL INFORMATION PROVIDED AND STATEMENTS MADE BY ME AS PART OF THIS APPLICATION, OR AS PART OF ANY ADDITIONAL INFORMATION PROVIDED IN SUPPORT OF THIS APPLICATION, ARE COMPLETE, CORRECT, AND TRUE TO THE BEST OF MY KNOWLEDGE.

I UNDERSTAND THAT IF I AM EMPLOYED, FALSE INFORMATION PROVIDED OR FALSE STATEMENTS MADE AS PART OF THIS APPLICATION MAY BE CONSIDERED AS CAUSE FOR DISMISSAL.

Applicants Signature

Date Signed

Under the provisions of § 19.36, Wis. Stats., I request that my identity as an applicant for this position not be revealed without my consent or until required under law.

Applicants Signature

Date Signed

Type <Ctrl – Enter> to add additional pages.

Village of McFarland

POLICE CHIEF PRE-INTERVIEW SCREENING QUESTIONNAIRE

The following questions are intended to assist the Village of McFarland in the evaluation of candidates for Chief of Police. Please provide complete answers to all questions. Return the completed questionnaire, in hard copy, along with your other application materials.

Name _____

1. Please describe your current agency. Include information on the number of full- and part-time employees, budget, services offered, geographic area served, and any major issue the agency currently faces.
2. Describe the community in which you are currently employed. Include information on the population, size, demographics, and the most pressing crime or quality of life issue your community currently faces.
3. Describe your philosophy, technique, and experience in handling citizen complaints.

___ I request confidentiality until I am selected as a finalist.

Date

Signature