

**POLICE & FIRE
COMMISSION**

Thursday, September 9, 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/82678517185>

Or by Telephone: +1 (312) 626-6799
Webinar ID: 826 7851 7185

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Police and Fire Commission. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the commission 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 commission for their consideration. Members of the public who are present in person and wish to address the commission 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 July, 13, 2021.
4. POLICE DEPARTMENT BUSINESS.
 - a. Police Department Update.
5. FIRE & EMS DEPARTMENT BUSINESS.
 - a. Fire & Rescue Update.
6. GENERAL BUSINESS.
7. OTHER NEW BUSINESS.

a. Discussion and possible approval of establishing Detective promotional process.

8. NEXT MEETING DATE.

9. 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.



www.mcfarland.wi.us | 5915 Milwaukee St, McFarland, WI 53558 |
608.838.3153

Village of McFarland
Police and Fire Commission Minutes
July 13, 2021

1. Call to Order, Roll Call

PFC President Stransky, called the regular meeting of the Police and Fire Commission to order at 4:00 p.m.

Members present: John Stransky, Vince Wagner, Jim McKay, and Kathy Krusiec. Jerry Mullen joined the meeting at 4:10 p.m.

Staff present: Communications Technology Support present during the Open Session portion of meeting. Also in attendance, was Fire & Rescue Chief Chris Dennis, Police Chief Aaron Chapin and Lieutenant Jeremy Job.

2. Public Appearances

This is an opportunity for members of the public to address the Police and Fire Commission. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the commission 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 commission for their consideration.

Members of the public who are present in person and wish to address the commission should fill out a public comment form and turn it 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. No comments were brought forth. The chair continued to address the items on the agenda.

3. Approval of Minutes

- a. Discussion and action regarding minutes of the meeting held on June 5, 2021.
Call for changes or corrections. Hearing none, the president called for a motion to accept the minutes as presented. Motion by Mullen, second by Wagner.
Motion carried.

4. Business

- a. Fire & Rescue Department Update – The Chief indicated that the department was in the process of maintenance checks on equipment, i.e. hydraulic tools, hose and pumps. All tested to be in good working order.
- b. Police Department Update – Chief Chapin announced that 2 candidates have moved forward in the hiring process. Steven Boyd will start on August 9, 2021. The second to be announced.

5. Closed Session

- a. Discussion and action to convene into Closed Session in accordance with Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, more specifically to conduct interviews and consider appointment for the position of Sergeant within the Police department.
- b. Motion to go into Closed Session by McKay, second by Wagner. Roll call vote. All members voted in the affirmative. Entered Closed Session at 5:38 p.m.

6. Reconvene into Open Session

- a. Motion to reconvene into Open Session by Krusiec, second by Wagner. Roll Call Vote. All members voted in the affirmative. The Commission went into Open Session at 8:19 p.m.
- b. Motion by Mullen, second by McKay to direct the PFC chair to prepare a letter to the Chief of Police with a list of promotional candidates. Six candidates were provided in ranked order by PFC interviews only. The Chief may appoint from this internal eligibility list to fill the promotional vacancy. In accordance with PFC “Rules and Regulations” 7.07 Promotional Eligibility List - Utilizing the results of the examination procedures set forth in Section 7.04, the Commission shall create a list of internal candidates who are eligible for promotion. The Chief may appoint from this internal eligibility list to fill the promotional vacancy. The internal eligibility list shall be valid for a period of two (2) YEARS. A copy of the letter to the Chief will be provided for the PFC Secretary. Motion carried.

7. Adjournment

- a. Motion by Wagner, second by McKay. Motion carried.

8. Next Meeting at the Call of the Chair.

Respectfully submitted,
Kathy M. Krusiec, PFC Secretary

DRAFT

McFarland Police Department



July 2021 Monthly Report

McFarland Police Department

Calls for Service

The Department had 587 calls for service in July 2021 compared to 540 in 2020.

Cases of Interest:

7/14/2021 – An Officer was driving on Farwell St and had to conduct an evasive maneuver to avoid a head on collision with a vehicle. A traffic stop was conducted on the vehicle, the driver was ultimately arrested for Operating a Motor Vehicle While Intoxicated 4th Offense. The driver submitted to a breath test with a result of 0.21.

7/18/2021 – Officers were dispatched to a weapons offense for a subject threatening people with a firearm. Officers were able to locate the subject outside and take him into custody without incident. A K9 was deployed to conduct an article search outside and the firearm was recovered. The subject was booked into the Dane County Jail.

7/28/2021 – Officers conducted a traffic stop for a vehicle speeding. The driver was investigated for being under the influence. Upon completion of the investigation, the driver was arrested for Operating a Motor Vehicle While Intoxicated 5th Offense with a Passenger Under 16. Blood test results are pending for alcohol concentration level.

Staffing Report

The Department is currently operating three positions (Two Officers and Sergeant) short. Two police officers have accepted final offers with a start date of August 9th. A third candidate has accepted a conditional offer, a final offer will be extended upon successful completion of the contingencies to fill the vacancy created by the Sergeant promotion. The Sergeant's process was completed in July with Officer Bryan Wallace selected as the new Sergeant. Sergeant Wallace will begin his new duties in August. K9 Boris officially retired from the McFarland Police Department on July 24th. A new handler process will be conducted this fall and selection of new K9 anticipated early 2022.

Training Report

Staffing levels have made additional training for officers to attend difficult. Staff are continuing with normal in-service trainings as scheduled and additional training opportunities will increase as staff levels return for patrol coverage.

- Officer Zietsma attended training for organizing a Bike Rodeo.
- Lt. Job continues Northwestern University Staff & Command College.

Officer Complaints/Compliments

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 received in July 2021.

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.

- No Compliments were received in July 2021.

Use of Force Incidents

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:

- 2021-250817 Disturbance – Officers were dispatched to a disturbance. The subject was not complying with orders to show their hands and attempting to close the door. Officers displayed a Taser but did not use it. The subject was taken into custody without incident.

-
- 2021-275210 Weapons Offense – Officers were dispatched to a subject threatening people with a firearm. The subject was located outside the residence. Officers displayed their firearms but did not use them. The subject was given commands and taken into custody without incident. A firearm was located, and the subject was transported to jail.



Incident Analysis Report Summary By Incident Type

McFarland Police Department
Official Case Report
Do Not Re-Release

Print Date/Time: 08/06/2021 08:24
Login ID: mcjdj
Incident Type: All
Call Source: All

From Date: 07/01/2021 00:00
To Date: 07/31/2021 23:59

McFarland Police Department
ORI Number: WI0137300
Officer ID: All
Location: All

Incident Type	Number of Incidents
911 Abandoned Call	7
911 Call Playing w/Telephone	1
911 Call Silent	15
911 Call Unintentional	23
911 Disconnect	6
Accident Hit and Run	3
Accident Property Damage	4
Adult Arrested Person	1
Alarm	6
Animal Complaint/Disturbance	4
Animal Found	1
Animal Stray	4
Assist Citizen	26
Assist EMS/Fire	48
Assist Police	28
Battery	1
Battery Agg/Substantial	1
Burglary Residential	4
Check Person	22
Check Property	100
Damage to Property	3
Disturbance	4
Domestic Disturbance	3
Drug Incident/Investigation	1
Follow-Up	8
Foot Patrol	11
Fraud	4
Information	19
Juvenile Complaint	2
Landlord Tenant Trouble	1
Liquor Law Violation	1
Neighbor Trouble	2
Noise Complaint	2
OMVWI Arrest/Intoxicated Driver	4
Parking Complaint On Street	6
Phone	7
PNB/AED Response	1
Preserve the Peace	1



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To Date: 07/31/2021 23:59

McFarland Police Department
ORI Number: WI0137300

Officer ID: All
Location: All

Incident Type	Number of Incidents
Property Found	1
Recovered/Stolen Outside Agency	1
Robbery Strong Armed	1
Safety Hazard	23
Sexual Assault of a Child	1
Solicitors Complaint	1
Special Event	1
Stolen Auto	1
Suspicious Person	3
Suspicious Vehicle	17
Theft	3
Theft from Auto	3
Threats Complaint	1
Traffic Complaint/Investigation	22
Traffic Stop	121
Violation of Court Order	1
Weapons Offense	1
Total:	587

McFarland Police Department



August 2021 Monthly Report

McFarland Police Department

Calls for Service

The Department had 596 calls for service in August 2021 compared to 623 in 2020.

Cases of Interest:

8/10/2021 – An officer conducted a traffic stop on a vehicle. Officers conducted an investigation into the vehicle. During this investigation, it was learned that the vehicle was stolen and had a fraudulent Vehicle Identification Number applied to the vehicle with fraudulent registration. As the investigations continued a second vehicle was identified and seized with fraudulent Vehicle Identification Number and registration. Both vehicles were determined to be stolen out of the Chicago area. This case remains under investigation and ongoing with other agencies.

8/12/2021 – Officers were dispatched to an accident with injuries on Hwy 51. Upon completion of the investigation the driver of a dump truck was cited for inattentive driving after striking a sign trailer attached to a truck in a construction zone on Hwy 51. This accident resulted in Hwy 51 southbound being closed for approximately 2 hours.

8/31/2021 – Officers assisted McFarland Fire Department with a structure fire. Officers used the department Unmanned Aerial System (UAS) equipped with camera and thermal imaging to assist with locating hot spots in the scene for McFarland Fire Department and photographs taken for the investigators of the fire scene.

8/31/2021 – Officers assisted Cottage Grove Police with the Unmanned Aerial System (UAS) to attempt to locate a missing individual in a wooded / marsh area. The officer utilized the UAS for approximately 1 ½ hours of flight search time.

Staffing Report

The Department is currently back to full staffing levels with the hiring of three police officers that started in August 2021. The department will continue to operate three officers short for the coming months while the three new officers are completing field training before working solo patrol to fill the current patrol vacancies. The Field Training Program is a 14-week training program. The Village Board approved the transfer of the Patrol Investigator Assignment to a permanent Detective position.

That promotional process will go before the Police & Fire Commission in September for approval with anticipated completion of the process in October 2021.

Training Report

Staffing levels have made additional training for officers to attend difficult. Staff are continuing with normal in-service trainings as scheduled and additional training opportunities will increase as staff levels return for patrol coverage.

- Chief Chapin attended the Wisconsin Chiefs of Police Summer Conference.
- Lt. Job continues Northwestern University Staff & Command College.

Officer Complaints/Compliments

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 received in August 2021.

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.

- Officer Zietsma received a compliment from a citizen for multiple interactions with the same family in the community, acknowledging his professionalism and compassion for the family.
- Officer Zietsma received a compliment from a local business for his assistance with one of their customers vehicles and going above and beyond his normal services to keep a vehicle from causing a disturbance in the community overnight due to mechanical issues.

Use of Force Incidents

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. August 2021 did not have any use of force incidents meeting these criteria.



Incident Analysis Report Summary By Incident Type

McFarland Police Department
Official Case Report
Do Not Re-Release

Print Date/Time: 08/01/2021 09:25
Login ID: mcjdlj
Incident Type: All
Call Source: All

From Date: 08/01/2021 00:00
To Date: 08/31/2021 23:59

McFarland Police Department
ORI Number: WI0137300
Officer ID: All
Location: All

Incident Type	Number of Incidents
911 Abandoned Call	3
911 Call Playing w/Telephone	2
911 Call Question	1
911 Call Silent	10
911 Call Unintentional	22
911 Disconnect	4
911 Misdial Call	1
Accident Hit and Run	2
Accident Property Damage	6
Accident w/Injuries	2
Alarm	12
Animal Bite	1
Animal Complaint/Disturbance	1
Animal Lost	1
Animal Stray	2
Annoying/Obscene Phone Call	1
Assist Citizen	36
Assist EMS/Fire	47
Assist Police	27
ATL Person	2
Battery	1
Burglary Non-Residential	1
Burglary Residential	3
Check Person	23
Check Property	119
Civil Dispute	1
Damage to Property	2
Disturbance	6
Domestic Disturbance	4
Drug Incident/Investigation	3
Follow-Up	5
Foot Patrol	5
Fraud	6
Information	15
Juvenile Complaint	1
Missing Adult	2
Missing Juvenile/Runaway	1
Neighbor Trouble	1

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Incident Analysis Report Summary By Incident Type

McFarland Police Department
Official Case Report
Do Not Re-Release

Print Date/Time: 08/01/2021 09:25
Login ID: mcjdg
Incident Type: All
Call Source: All

From Date: 08/01/2021 00:00
To Date: 08/31/2021 23:59

McFarland Police Department
ORI Number: WI0137300
Officer ID: All
Location: All

Incident Type	Number of Incidents
Noise Complaint	4
OMVWI Arrest/Intoxicated Driver	8
Panhandling Complaint	1
Parking Complaint On Street	8
Phone	22
Preserve the Peace	2
Problem Solving Person	1
Property Found	4
Repo	1
Road Rage	1
Safety Hazard	10
Sexual Assault	1
Stolen Auto	1
Suspicious Person	6
Suspicious Vehicle	8
Theft	5
Theft from Auto	3
Theft Retail	1
Threats Complaint	4
Traffic Complaint/Investigation	23
Traffic Stop	99
Unknown	1
Total:	596



McFarland Fire & Rescue Department

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

Emergency: 911

Department Report For August 2021 Activity

- The standard incident activity reports typically provided, are not available this month due to the timing of the report and the August 30th incident.
- **General**
 - Chief Dennis will be on vacation on September 4-12. He will be available by email and cell phone, but will be out of the area.
 - On Saturday, August 21, 2021, the Reiter Family hosted a celebration of life for past McFarland Fire Chief Richard Reiter. Chief Reiter passed away last year, but due to COVID-19 precautions the family was not able to honor his memory. The day began with a fire truck procession from the Municipal Center, past Chief Reiter's home on Creamery and ended at the American Legion. We had several area departments assist with the procession and the service. The family was very appreciative.
 - Chief Dennis is meeting with Cottage Grove, Edgerton, Oregon, and Stoughton Fire Chiefs for discussions on standardized operations of large incidents. The hope will be to develop procedures in which we work similar and with limited differences to provide operations as a regional group more than individual departments.
 - We are creating a workgroup to research and possibly identify new turnout gear specifications. Our current turnout gear specification is about 5 years old and additional new products are said to be entering the market that are PFAS free.
 - On August 30th, at 8:05 am, we received a call for a shed fire in the Town of Dunn. The call was originally coded to be a small, shed type fire and didn't indicate any automatic aid units. While responding, it was assumed to be a machine shed/semi storage building and the alarm was upgraded to a working still level (adding automatic and mutual aid). We were currently down an engine; due the 2005 engine was being repaired. The delay in taking the incident to the working still

alarm resulted in our crews being shorthanded on the fireground for about twenty minutes. The incident was upgraded to a MABAS Box Alarm at the 10-minute benchmark. The result was our first engine crew worked extremely hard during the first 30 – 40 minutes, until additional resources arrived from the box alarm. The incident was all-hands working with the working still units, meaning no firefighter was able to stop working until the box alarm units arrived. Ideally, we have firefighters work in twenty-minute rotations to avoid exhaustion. We did also have a shortage of water due to the delay of our automatic aid tenders. The building was a total loss and due to the volume of fire when the 911 calls were placed, even without the delays occurring, the result would have been the same.

- **Operations**

- We completed training on the foam trailer and identified a few items needed, before placing in service during the training.
- The fall classes are beginning and several of our members will be taking the classes. We have a considerable number of staff looking forward to what their future roles within the department will be.
- We have not seen any recent cases of COVID-19 during medical incidents. We are still taking precautions with using PPE during medical calls.
- Flint Hills Resources has invited us to send a third member to their Pine Bend facility for training and Assistant Chief Reiter will be attending.
- We are continuing with our switch to ESO for our records management system and asset management. We are also working on switching the scheduling over soon. We have experienced a delay, first on our side with completing background information and now with ESO available staff due to our delay.

- **Personnel**

- Current Staffing Levels
 - Full-time Fire & Rescue Chief – 1
 - Full-time Administrative Captain – 1 (on light duty)
 - Full-time Fire Inspector/Public Education Specialist – 1
 - Full-time EMTs – 6
 - Full-time Confidential Administrative Assistant – 1 (50%)

- Paid-On-Call – 49 (10 EMTs (1 on medical leave), 21 Firefighters (1 Active Retired), 8 EMR/Firefighter, & 10 EMT/Firefighters)
- Total Staffing Level – 57
- Administrative Captain Reiter will remain on light duty for some time. His injury was more severe than originally thought. The impact of not having Captain Reiter mostly effects the Chief's workload. Due to Captain Reiter is not able to assist the ambulance crew, or act as an incident commander during the day, often requires Chief Dennis to step in. The amount of time required performing those tasks has increased due to operational changes since COVID-19 and call volume increasing. Before COVID-19, the two-person ambulance crew was able to complete most calls with the assistance of law enforcement. During COVID-19, law enforcement refrained from medical calls, and we implemented the Duty Officer to assist on all calls. We found efficiencies in handling the calls with the Duty Officer being present and the level of law enforcement assistance didn't return to pre-COVID levels.
- We did have five applicants for paid-on-call and interviewed two individuals on August 10th. Two individuals withdrew their applications due to other offers that came up and one individual didn't respond when contacting to schedule an interview. The two individuals interviewed with the screening panel, were also interviewed with the Chief and are currently beginning the background process.
- We are conducting an Acting Officer promotional process to fill the vacancy we have from a recent promotion. We currently have two captain positions open and one lieutenant position open. We will plan to fill the lieutenant before the two captain to ensure our staff is provided with proper support.

- **Budget**

- We have purchased 275 gallons of PFAS free and green screen certified alcohol resistant class B foam, with funds from Flint Hills Resources. We still need to purchase 385 gallons of foam to complete filling the foam trailer/tender. We are hoping to make some of that purchase in 2021 and the remainder in 2022.
- The overtime account is trending high for this time of the year and will more than likely exceed the budget amount. The last two weeks of August seen a return to normal levels with the additional staff.

- The Paid-On-Call EMT account is trending high, but should normalize and may return to a projection below budget with the return to authorized full-time staff levels with being less than normal level of Paid-On-Call EMT staff.
- The State did release the Funding Assistance Program for EMS and we are completing our application. The program is planned to provide \$5,000 in funding.
- Overall, the Fire & Rescue budget is expected to have less expenditures than budgeted, due to the vacancies experienced with career EMT staff.

<u>Inspection/Prevention Activity</u>	<u>Completed</u>	<u>Year to Date Total</u>
Building Inspections	51	304
Fire Code Violations Identified	13	71
Re-inspections Completed	3	11
Corrections Noted	3	20
Building Plan Reviews	1	14
Development Reviews	1	12
Acceptance Test/site visits	5	28
Fire Drills	0	0
AHA-CPR Classes	0	18
AHA Attendance Total	0	69
Public Education	0	2
Public Education Attendance	0	3
Home Prevention Installations	0	1

Apparatus & Equipment

- We have placed 750' of 2 1/2" hose on order based on our evaluation of the test reports, age of the hose and stock levels needed for the department. We are hoping to keep the peaks and valleys of purchasing of hose minimized to avoid the current situation of several coming due for replacement. We are reviewing some 1 3/4" hose to be surplus, due to the age of the hose and the stock level is no longer needed with our current hose management processes.
- 2015 Tanker (Tender 6), the rear tank dump valve is still experiencing issues, and is scheduled to be repaired on 9/2.
- 2019 Pumper (Engine 2) has a valve needing to be replaced and is schedule to completed on 9/2. Additionally, the electronic valve

controller is having a failure on the screen. It is covered under warranty, but the manufacturer will not provide a replacement, but will repair. However, we need the controller, and it is not practical to wait on a controller for the valve, as the valve is critical to operation of the truck in many cases.

- 2005 Pumper (Engine 1)
 - The pump panel gauges have been replaced by Assistant Chief Reiter.
 - The truck had been experiencing intermittent parking brake issues. We repaired a solenoid that we found faulty, and it helped, but the issued continued. We had the Village Mechanic review the brakes and found additional repairs were needed. We have been waiting on parts for two weeks.
- The new Utility Truck construction is in final inspection. It is planned to be shipped from Florida to Wisconsin the middle of September. The Dealership work has been reduced some as the dealer removed some equipment for the Heavy Rescue to prep for the changeover already.
- The replacement aerial is progressing. We reviewed the engineering drawings and found minor errors and some needed modification. The current projected completion would be April of 2022.

McFarland Police Department
Promotional Opportunity Announcement

POLICE DETECTIVE

The McFarland Police Department is seeking qualified internal candidates to fill the position of Police Detective. This recruitment will serve to fill an opening due to the conversion of the Police Investigator position to a permanent Detective assignment. An eligibility list will also be established for possible Detective vacancy in 2022. Position details follow. Please see Lt. Job with questions or any necessary clarifications.

Position Title: Police Detective

FLSA Classification: Non-Exempt

Represented: Yes

Reports to: Police Lieutenant

Employment Status: Full Time, 1950 hours per year, Monday through Friday schedule (4-3,5-2,5-2 rotation)

Pay Range: \$59,720.39 - \$78,268.27 annually (based on union contract)

Probationary Period: 6 month trial period per Union Contract 26.02

Recruitment Strategy: Internal candidates only, not open to outside candidates.

Minimum Requirements:

- A sworn member in good standing with the department with satisfactory departmental evaluations at current rank.
- Minimum of two (2) years of current rank.

Description of duties performed:

See attached position description.

Promotional process information and anticipated timeline:

- Letter of Interest, resume, and DJ-LE-330 application will need to be submitted to Lieutenant Job by Friday September 24, 2021 at 4:00pm. Applicants will be screened to assure the minimum requirements for the position are met.

- Candidates will prepare a past case they investigated and present this case to representatives from outside agencies with the rank of Detective or Detective Sergeant. This case presentation will occur during the week of October 4th 2021.
- An interview with the Police and Fire Commission will take place the week of October 13, 2021. Following this round of interviews, the Police and Fire Commission will certify and provide department administration a list of final candidate(s) for final consideration.
- Lastly, the finalist(s) will participate in a conversational interview with Chief Chapin and/or Lt. Job during the week of October 20, 2021.
- Start date anticipated appointment to be in late October 2021.

How to apply:

Submit a letter of interest, resume, and DJ-LE-330 application to Lt. Job by Friday September 24, 2021, at 4:00pm.