CITY OF ONALASKA MEETING NOTICE

COMMITTEE/BOARD: Police & Fire Commission

DATE OF MEETING: March 15, 2018 (Thursday)

PLACE OF MEETING: City Hall – 415 Main Street – (Council Chambers)

TIME OF MEETING: **5:30 p.m.**

PURPOSE OF MEETING

1. Call to Order and Roll Call.
2. Approval of minutes from the previous meeting.
3. Public Input (limited to 3 minutes individual)

Consideration and possible action on the following items:

4. Report from Mayor - Discussion regarding upcoming recruitment efforts.
5. Review and consideration of Onalaska Police and Fire Commission Hiring Procedures.
6. Review and consideration of recruitment for:
   a. Police Chief
   b. Fire Chief
7. Review and consideration of appointing an Acting Police Chief.
8. Review and consideration of appointing an Acting Fire Chief after 6/22/18.
9. Review and consideration of job descriptions for:
   a. Police Chief
   b. Fire Chief
10. Review and consideration of Police Policy #1 Rules and Regulations.
11. Discussion of upcoming meeting date(s).

PLEASE TAKE FURTHER NOTICE that members of the Common Council of the City of Onalaska who do not serve on the commission may attend this meeting to gather information about a subject over which they have decision making responsibility.

Therefore, further notice is hereby given that the above meeting may constitute a meeting of the Common Council and is hereby noticed as such, even though it is not contemplated that the Common Council will take any formal action at this meeting.

NOTICES MAILED TO:

Mayor Joe Chilsen
Ald. Ron Gjertsen
Ald. Jerry Every
Ald. Bob Muth
Ald. Jim Olson
Ald. Jim Binash
Ald. Harvey Bertrand
City Attorney Dept Heads
La Crosse Tribune Charter Com.
Onalaska Community Life
WIZM WKTY WLXR WKBH
WLSU WKBT WXOW

*Lori Olson
*Tom Brewer – Vice President
*John Every
*Mark Dahlke –President
*Tom Kennedy - Secretary

City Administrator Eric Rindfleisch
Fire Chief Don Dominick
Assistant Police Chief Troy Miller

Onalaska Public Library

*Committee Members

Date Notices Mailed & Posted: 3-8-18

In compliance with the Americans with Disabilities Act of 1990, the City of Onalaska will provide reasonable accommodations to qualified individuals with a disability to ensure equal access to public meetings provided notification is given to the City Clerk within seventy-two (72) hours prior to the public meeting and that the requested accommodation does not create an undue hardship for the City.

12. **Closed Session:**
To consider a motion to convene in Closed Session under Section 19.85(1)(c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility:

- Review of Fire Chief Interview Questions
- Review of Police Chief Interview Questions

If any action is required in Open Session, the Commission will reconvene in Open Session to take the necessary action and/or continue with the printed agenda.

13. Adjournment

Onalaska Police & Fire Commission
Hiring Procedures

Chief's Responsibilities

1. Notify Police and Fire Commission (PFC) and Human Resources of a vacancy.
2. Request permission to hire from Finance & Personnel Committee (F&P).
3. Determine if job description needs to be reviewed with Human Resources.
4. Work with Assistant Chief and HR to set up a professional panel for professional panel interviews.

Finance & Personnel Committee Responsibilities

1. Approval of position description, salary, hiring timeline, and hiring process.
2. Recommend approval to fill vacancy to Council.

Common Council Responsibilities

1. Final approval of position description, salary, hiring timeline, and hiring process.
2. Final approval to fill vacancy.
3. Letter or minutes to President of Police & Fire Commission authorizing position.

Police & Fire Commission Responsibilities

1. Determine hiring process including timeline, job posting, application materials, and advertising with assistance from Human Resources.
2. Recommend salary to Finance & Personnel Committee (if requested)
3. Work with Human Resources to set up PFC Interview dates in coordination with Professional panel dates.
4. In coordination with professional panel scores, score interviews and select candidate for hire and/or create eligibility list from scores.
5. Work with Human Resources to ensure notices of contingent offers of employment are sent out according to City of Onalaska policies and procedures.

Human Resources Responsibilities

1. Receive request from Chief to fill vacancy.
2. Review possible job description changes to position description with department head.
3. Place vacancy and changes to job descriptions (other than Chief's) on F&P agenda for approval.
4. Work with PFC and Chief's to set up dates for a meeting to review timeline and possible changes to interview questions.
5. Place possible job description changes for Chief's on PFC agenda, once approved by PFC then can put on F&P for Chief job description changes.
6. Once job descriptions and postings information from F&P and PFC have all been approved then set up posting on online application software.

7. Through online application system Human Resources reviews applicants to determine if they meet minimum standards. Those applicants meeting minimum standards are forwarded to PFC members (for Chiefs) for review and to professional panel group (other than Chief's) for review.
    a. Notify applicants through online application system to set up an interview.
    b. Notify applicants not selected for an interview using appropriate legal templates.
    c. Input interview scores into the system from professional panel interviews. (Professional panel scores account for 40% of the total score.)
    d. Notify applicants interviewed through professional panel of their status of moving on to the PFC for a second interview or if they are not moving on to a second interview. (PFC Scores account for 60% of the total score.)
    e. Send notice to applicants to set up PFC interview time.
    f. Input interview scores into the system from the PFC interviews.
    g. Contact the candidate approved for hire regarding a contingent offer of employment according to legal requirements.
        i. Work with Chief and candidate to get information for the background investigation.
        ii. Notify candidate if they have passed or failed background and next steps.
        iii. If passed, contact candidate to schedule psychological.
        iv. Notify candidate if they have passed or failed the psychological and next steps.
        v. If passed, contact candidate to schedule physical and physical agility.
        vi. Notify candidate if they passed or failed the physical and physical agility and next steps.
        vii. If passed, notify candidate of offer of employment and start date.

CITY OF ONALASKA

Grade 30

Position: Chief of Police
Location: Police Department
Page: 1 of 4

Department: Police
Supervisor: Mayor
Classification: Salaried Exempt

Approved by Police & Fire Commission: 11/7/05
Approved by F & P Committee: 1/4/06, 8/5/15
Approved by Council: 1/10/06, 8/11/15

This position holds the highest-level management position within the Police Department and is ultimately responsible for the complete control, operation, and representation of the City's police department and its employees. Work involves supervising departmental activities; formulating and enforcing department rules of conduct and policies; coordinating departmental activities with outside agencies; preparing and justifying departmental budgets; making recommendations for hiring, promotions, commendations, and discipline; setting individual and departmental goals and objectives; and representing both the City and the department to the general public, governmental agencies, news media, etc. Work is performed under the general direction of the Mayor.
This position is appointed by the Police and Fire Commission and supervises all employees hired by the Police and Fire Commission to serve as employees of the Onalaska Police Department.

ESSENTIAL JOB FUNCTIONS:
Any one position may not include all the duties listed, nor do the examples listed include all the duties that may be found in this position.

A. Oversees all activities of the department for adherence to established policies and work methods.
B. Performs or directs the performance of tasks related to fiscal, personnel, property, and records management and other administrative tasks.
C. Counsels, guides, and leads departmental personnel in handling various police functions.
D. Develops and projects a good public image of the department and its employees with the general public, other law enforcement agencies, governmental officials, and the news media.
E. Coordinates departmental activities with other governmental agencies in the apprehension of felons, improvement of police services, and the solving of criminal cases.
F. Assigns subordinate staff members to various positions within the department to utilize their areas of expertise and promote career development.
G. Prepares, reviews, approves, and submits police department annual operating budget for consideration by the Mayor and Common Council and supervises expenditures of departmental appropriations.
H. Develops rules of conduct, policies, mission statements, goals and objectives and work procedures to be followed by members of the department based on trends in city government, law enforcement requirements and city growth patterns.
I. Attends meetings of the City Common Council, as well as meetings of the Police and Fire Commission and other committees of jurisdiction.
J. Represents the police department to residents, businessmen, social agencies, criminal justice agencies, and other groups.
K. Actively participates in Community Policing programs.
L. Develops and annually reviews the department's long-range plan for capital improvements, including the acquisition of capital equipment and fiscal requirements associated with such a plan.
M. Develops, implements, and periodically reviews programs of instruction designed to equip department personnel with the knowledge and skills needed to perform the tasks they are assigned.
N. Serves as Co-City Emergency Management Director.

RELATED JOB FUNCTIONS:

A. Attends professional conferences; participates in continuing education and training programs to maintain and develop the knowledge and skills needed to perform tasks associated with this position.
B. Responds to police calls for assistance as needed; directs use of departmental equipment and resources, including personnel.

C. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested.
D. Other duties as required or assigned.

REQUIREMENT OF WORK (KNOWLEDGE, SKILLS, AND ABILITIES):

A. Extensive knowledge of modern and progressive police methods, practices and technologies as related to the present established department and future growth trends.
B. Extensive knowledge of pertinent federal, state and local laws and ordinances, court decisions and police problems relating to the administration of criminal justice and law enforcement.
C. Extensive knowledge of the methods and practices of police administration.
D. Knowledge of municipal administration including the structure and functions of city government; principles of management; budget planning and control; purchasing; personnel management and labor relations; performance evaluation; public relations.
E. Knowledge of computer systems and other methods of collating and analyzing data.
F. Knowledge of police investigation procedures and techniques including, but not limited to, evidence collection and searches.
G. Ability to delegate authority to appropriate staff subordinates monitoring adherence to established police policies and departmental procedures.
H. Ability to evaluate staff subordinates in a fair and equitable manner, recommending commendations and administering discipline as necessary.
I. Ability to plan, recommend and support major and minor changes within the department, the city and police science fields to improve police protection and public safety.
J. Ability to analyze police problems and formulate policies and procedures as appropriate.
K. Knowledge of the role and responsibilities of a Police and Fire Commission in Wisconsin.
L. Ability to offer budgetary documentation to the City's governmental authorities within the guidelines of the city structure; ability to support and defend the recommended operating budget of the department.
M. Ability to perform all functions required for the classification of Assistant Chief.
N. Skill in dealing with the public and department personnel firmly and courteously and to establish effective working relationships with the public, news media, city officials, outside agencies and others.
O. Skills in the effective use of appropriate disciplinary methods and the fair, impartial enforcement of police department rules.
P. Skill in the preparation and interpretation of complex oral and written communications; policy development and skill in all aspects of public speaking.
Q. Skills in successfully recruiting, testing, selecting, training, and supervising all staff.
R. Ability to operate a variety of office machines and equipment, including phone/mobile phone, computer, calculator, fax machine, radio, mobile data terminal (MDT), electronic monitoring equipment, pager, and firearms, tactical equipment, etc..
S. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

A. Bachelor's degree in Criminal Justice or a closely related field; or equivalent combination of experience from an accredited college or university in addition to extensive law enforcement experience in police supervision, administration or a related field. Master's Degree in Public Administration, Business Administration, or related field is desired; related course work at the FBI National Academy, Senior Management Institute of Police (PERF), Southern Police Institute Administrative Officers Course, Northwestern Staff & Command, or Executive Development Institute Program (State of Wisconsin program) is preferred.
B. Ten (10) years of progressively responsible experience in the police service, including five (5) years of supervisory experience and five (5) years' experience in emergency management; or equivalent combination of work experience.
C. Certified or the ability to be certified as a law enforcement officer by the Wisconsin Law Enforcement Training Standards Board within one year of employment.
D. Valid State of Wisconsin Driver's License required.
E. Residence in City of Onalaska (as required by ordinance).

PHYSICAL REQUIREMENTS:

A. Frequently sits at keyboard.
B. Frequent twisting.
C. Reads and writes.
D. Large percentage of time is spent talking, hearing, speaking and using near and far vision.
E. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
F. Ability to exert variable physical effort from sedentary to heavy physical demands. May involve some lifting, carrying, pushing and pulling.
G. Reaches shoulder height frequently as well as reaches above and below shoulder height.
H. Occasional bending and climbing up and down stairs or on ladders.
I. Ability to sustain prolonged visual concentration
J. Seventy-five (75%) percent of workday spent sitting.
K. Fifteen (15%) percent of work day spent walking.
L. Ten (10%) percent of workday is spent standing.
M. Moderate, short, to intermittent use of force with subjects and ability to react with sudden movements, which may involve heavy to very heavy demands.
N. Walking, running, jumping, dodging obstacles, climbing, crawling, dragging, physically controlling another person, pushing/pulling objects or people.
O. All percentages above could vary, depending upon duties performed that day.

CITY OF ONALASKA

Position: Chief of Police
Location: Police Department
Page: 4 of 4

Department: Police
Supervisor: Mayor
Classification: Salaried Exempt

Approved by Police & Fire Commission: 11/7/05
Approved by F & P Committee: 1/4/06, 8/5/15
Approved by Council: 1/10/06, 8/11/15

Percent of 8 Hour Day

	67 – 100% Consistently	34 – 66% Frequently	6 – 33% Occasionally	0 – 5% Rarely
Sedentary 0 – 10# max	*			
Light Freq. to 10# -20#max		*		
Medium Freq. to 25#-50# max			*	
Heavy Freq. to 50#-100# max				*
Very Heavy Freq. over 50+# - 100+# max				*

Signature of Employee _____ Date _____

Signature of Employer _____ Date _____

CITY OF ONALASKA

Grade 30

Position: Fire Chief
Location: Fire Department
Page: 1 of 4

Department: Fire
Supervisor: Mayor
Classification: Salaried Exempt

Approved by Police & Fire Commission: 11/7/05, 8/29/06, 2/6/08
Approved by F & P Committee:1/4/06, 9/6/06, 2/6/08, 8/5/15
Approved by Council: 1/10/06, 9/12/06, 2/12/08, 8/11/15

Under the direction of the Mayor, this position directs and sets goals and objectives and oversees all department operations. The Chief is responsible for managing the physical facilities and equipment; promoting fire prevention; developing and improving the City firefighting and emergency medical response; improving the City firefighting forces with methods and techniques of firefighting and fire prevention; and making major changes in procedures and organization. The Chief also provides information to the Common Council, business groups, service organizations, special committees, including but not limited to state and national fire service direction and policy through input to the appropriate fire service organization.
This position is appointed by the Police and Fire Commission and supervises all employees hired by the Police and Fire Commission that serve as employees of the Onalaska Fire Department.

ESSENTIAL JOB FUNCTIONS:
Any one position may not include all the duties listed, nor are the examples listed include all the duties that may be found in this position.

A. Plans, reviews, and coordinates departmental activities with the Mayor, Department Heads, the Police and Fire Commission, and other appointed and elected officials.
B. Supervises the day-to-day activities of fire department officers and staff; evaluates and monitors fire department policies and procedures.
C. Monitors the planning, organization, and conduct of activities related to the provision of emergency medical services and disaster management, including readiness planning.
D. Monitors the planning, organization, and conduct of fire suppression activities, including readiness planning for man-made or natural disasters in the City of Onalaska and neighboring municipalities.
E. Monitors the planning, organization, and conduct of departmental activities related to the inspection of properties for fire hazards and code enforcement, arson prevention and investigation, fire prevention and community education.
F. Responsible for the recruitment and retention of firefighter personnel; evaluates personnel, administers discipline and grievance processes within the Fire Department.
G. Monitors the planning, organization, conduct, and evaluation of departmental training activities of personnel.
H. Represents the fire department at meetings and hearings conducted by other governmental bodies and agencies on matters directly related to the department's operations; provides liaison with other organizations and groups on matters related to the department's operations.
I. Attends professional conferences; participates in continuing education and training programs to maintain and develop the knowledge and skills needed to perform tasks associated with this position.
J. Maintains appropriate records and prepare reports. Supervises and assures maintenance of equipment.
K. Prepares, reviews, approves, and submits the fire department's annual operating budget for consideration by the Mayor and Common Council; and supervises expenditures of departmental appropriations.
L. Develops and annually reviews the department's long-range plan for capital improvements, including the acquisition of capital equipment and fiscal requirements associated with such a plan.
M. Develops, coordinates, and annually reviews assistance agreements entered into with other jurisdictions.
N. Serves as Co-City Emergency Management Director.

RELATED JOB FUNCTIONS:

A. Responds to fire alarms and other calls for assistance as needed; directs use of departmental equipment and resources, including personnel.
B. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested.
C. Other duties as requested or assigned.

REQUIREMENTS OF WORK (KNOWLEDGE, SKILLS, AND ABILITIES):

A. Knowledge of tactics, techniques, and equipment commonly used to contain and extinguish fires.
B. Knowledge of conditions and events that produce fire and characteristics associated with different kinds of fires.
C. Knowledge of water supply, gas, electrical, mechanical, hydraulic systems, and fire protection systems (hydrants, sprinklers, alarms).
D. Knowledge of national standards, state laws and administrative codes related to the prevention of fires and procedures for inspection and enforcement.
E. Knowledge of fire investigation procedures and techniques including, but not limited to, evidence collection and searches.
F. Knowledge of emergency medical services including their organization and management, accepted procedures and practice, and the training of emergency medical technicians.
G. Knowledge of methods used to deal with hazardous or life threatening situations, including those associated with the storage and transportation of flammable liquids, gases, chemicals, petroleum products, combustible and other hazardous materials; building construction materials; vehicle, railroad and pipeline accidents; medical emergencies; natural and man-made disasters.
H. Knowledge of municipal administration including the structure and functions of city government; principles of management; budget planning and control; purchasing; personnel management and labor relations; performance evaluation; public relations.
I. Ability to evaluate staff subordinates in a fair and equitable manner, recommending commendations and administering discipline as necessary.
J. Ability to offer budgetary documentation to the City's governmental authorities within the guidelines of the city structure; ability to support and defend the recommended operating budget of the department.
K. Ability to delegate authority to appropriate staff subordinates monitoring adherence to established fire policies and departmental procedures.
L. Skill in dealing with the public and department personnel firmly and courteously and to establish effective working relationships with the public, news media, city officials, outside agencies and others.
M. Knowledge of the role and responsibilities of a Police and Fire Commission in Wisconsin.
N. Knowledge of PCs including Microsoft Office, email, and internet, as well as other applications in fire service management.
O. Skills in the preparation and interpretation of complex oral and written communications, policy development and in all aspects of public speaking.
P. Ability to perform all functions required for the classification of Assistant Chief.
Q. Skills in successfully recruiting, testing, selecting, training, and supervising fire fighters and officers.

R. Skills in the effective use of appropriate disciplinary methods and the fair, impartial enforcement of fire department rules.
S. Ability to operate a variety of office machines and equipment, including phone/mobile phone, computer, calculator, fax machine, radio, mobile data terminal (MDT), electronic monitoring equipment, pager, medical and fire apparatus/equipment.
T. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

A. Bachelor's degree in Fire Service or a closely related field supplemented by the completion of other college level courses in public or business administration or a related field; or equivalent combination of experience. Master's Degree in Public Administration, Business Administration, or related field is desired, as is related course work at the National Fire Academy is required.
B. Ten (10) years of progressively responsible experience in the fire service, including five (5) years of supervisory experience and five (5) years' experience in emergency management; or equivalent combination of work experience.
C. State of Wisconsin (WI) or International Fire Service Accreditation Congress (IFSAC) Fire Officer II or III, and State of Wisconsin (WI) or International Fire Service Accreditation Congress (IFSAC) Fire Instructor II or III.
D. Graduate of or currently enrolled in the National Fire Academy's Executive Fire Officer (EFO) program is required.
E. A valid State of Wisconsin driver's license is required.
F. Residence in City of Onalaska (as required by ordinance).

PHYSICAL REQUIREMENTS

A. Frequently sits at keyboard.
B. Frequent twisting.
C. Reads and writes.
D. Large percentage of time is spent talking, hearing, speaking and using near and far vision.
E. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
F. Ability to exert variable physical effort from sedentary to very heavy physical demands. May involve some lifting, carrying, pushing and pulling.
G. Reaches shoulder height frequently as well as reaches above and below shoulder height.
H. Occasional bending and climbing up and down stairs or on ladders.
I. Ability to sustain prolonged visual concentration:
J. Moderate, short, to intermittent use of equipment and ability to react with sudden movements, which may involve heavy to very heavy demands:
K. Ability to sustain prolonged visual concentration
L. Seventy-five (75%) percent of workday spent sitting.
M. Fifteen (15%) percent of work day spent walking.
N. Ten (10%) percent of workday is spent standing.
O. Walking, running, jumping, dodging obstacles, climbing, crawling, dragging, pushing/pulling objects or people.
P. All percentages above could vary; depending upon duties performed that day.

CITY OF ONALASKA

Position: Fire Chief
Location: Fire Department
Page: 4 of 4

Department: Fire
Supervisor: Mayor
Classification: Salaried Exempt

Approved by Police & Fire Commission: 11/7/05, 8/29/06, 2/6/08
Approved by F & P Committee:1/4/06, 9/6/06, 2/6/08, 8/5/15
Approved by Council: 1/10/06, 9/12/06, 2/12/08, 8/11/15

Percent of 8 Hour Day

	67 – 100% Consistently	34 – 66% Frequently	6 – 33% Occasionally	0 – 5% Rarely
Sedentary 0 – 10# max	*			
Light Freq. to 10# -20#max		*		
Medium Freq. to 25#-50# max			*	
Heavy Freq. to 50#-100# max				*
Very Heavy Freq. over 50+# - 100+# max				*

Signature of Employee

Date

Signature of Employer

Date

CITY OF ONALASKA POLICE DEPARTMENT

Policy: Rules and Regulations | Policy Number: 1
Page: 1 of 10
Approved by Police and Fire Commission: 8/9/2006
Approved by F & P Committee: 9/6/2006
Approved by Common Council: 9/12/2006

I. APPROVAL AND APPLICATION

The following Rules and Regulations and attached Rules of Conduct have been approved by the Common Council of the City of Onalaska, Wisconsin, and shall apply to all employees of the Onalaska Police Department.

II. The Law Enforcement Code of Ethics is adopted as a general standard of conduct for officers of the Department.

LAW ENFORCEMENT CODE OF ETHICS

"As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder, and to respect the Constitutional rights of all persons to liberty, equality, and justice. I will keep my private life unsullied as an example to all, maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint, and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my Department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty. I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with
relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities. I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement."

III. GENERAL REGULATIONS

Police personnel comprise a special class of public employee. Because they are conspicuous and visible representatives of government, their conduct is closely scrutinized. When police behavior is found to be excessive, unwarranted, or unjustified, criticism is more severe than it would be for similar conduct by persons in other walks of life. The end result of criticism is lost community support and respect -- both necessary ingredients to the Department's capacity to perform the police function. Therefore, close adherence to Departmental regulations is absolutely essential to guarantee community support and to maintain effective police service.

The purpose of the following general regulations is to outline and prohibit conduct that tends to undermine the policy, goals, good order, and/or efficiency of the Department, while providing fair and efficient police service for the community. Further, these regulations are intended to be equitable to those who are expected to work by them. These regulations are not designed to make every irregular, mischievous or improper act a disciplinary offense, but to correct conduct which is prejudicial to good order, discipline, morale and efficiency and which tends to destroy public respect and confidence.

These Rules and Regulations require all Department members to comply with all City of Onalaska Personnel Policies as promulgated and also all provisions of their union contracts that are negotiated. If there are inconsistencies between these different provisions, then the most stringent provision, whether it be in a City of Onalaska Personnel Policy, union contract and/or Rule or Regulation contained herein will govern. Any member of the Onalaska Police Department may be lawfully disciplined in the event that they are found to have violated any of the following regulations, City of Onalaska Personnel Policy and/or Union contract provision, which constitute misconduct.

101 - PERFORMANCE OF DUTIES

Members of the Department shall be held responsible for the proper performance of any and all duties assigned to them, and for the strict adherence to all relevant Personnel Policies and Procedures, including all operational memos issued from time to time for the administration of the Department. Members are responsible for knowing the contents of all policies, procedures and instructions issued to them. Actions or omissions, contrary to regulations, will not be excused because a member followed the advice of another member or a person outside the Department, except when an employee of higher rank may take the responsibility of issuing orders.

Officers within this Department shall maintain sufficient competency to properly perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the objectives of this Department. By way of example only, unsatisfactory work performance may be demonstrated by a lack of knowledge of the application of laws to be enforced; an unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the officer's rank, grade or position; the failure to take appropriate action; absence without leave; exhibiting an unprofessional attitude that is divisive and not constructive; and exhibiting a propensity to only do the minimum required contrary to team development. This list is not meant to be exhaustive.

All members of the Department are expected to possess and retain a valid Wisconsin driver's license and meet the standards necessary for certification as a law enforcement officer by the Wisconsin Law Enforcement Standards Board.

102 - EQUAL PROTECTION

Members of the Department shall not act in such a manner as to deprive any member of the community or of this Department, of the equal protection of the laws, and shall not evidence bias in the performance of their duties.

This regulation is intended to prohibit omissions, as well as specific actions which are based on citizens' race, color, sex, age, handicap, national origin, sexual orientation, political or fraternal affiliation, or economic status. Equality of treatment requires uniform, and fair treatment of all individuals.

This regulation is also intended to prohibit officers from being involved in enforcement decisions, follow-up investigations, assisting in prosecutions or any other law enforcement functions that involve a family member, relative, friend, or important relationship. The purpose of this regulation is to prevent even the appearance of bias on the part of the officer.

103 - OVERBEARING, OPPRESSIVE, OR TYRANNICAL CONDUCT

Members of the Department shall not be overbearing, oppressive, or tyrannical in their relations with members of the community.
This regulation prohibits all clearly recognizable actions which serve to breed disrespect for the Department and its members. Actions are clearly recognizable if they constitute gross breaches of the public's support, including but not limited to:

1. Unreasonable orders given to citizens;
2. Unreasonable warnings to control conduct not within the scope of the member's lawful authority;
3. Abusive mistreatment; and
4. Threats to use authority not clearly available to the member at the moment.

These examples are only illustrative; they are not intended to be all-inclusive. Management reserves the right to analyze each situation presented on a case-by-case basis.

104 - INSULTING, DEFAMATORY, OR OBSCENE LANGUAGE

Members of the Department shall not use insulting, defamatory or obscene language in the performance of their duties. We are professionals who must rise above those who will be confrontational and inappropriate with us.

105 - DISRESPECT FOR SUBORDINATES

Supervisors shall not act so as to exhibit disrespect for subordinate members of the Department. While management has the task of enforcing all Department Rules and Regulations and all relevant laws and ordinances, communication within this Department must be professional and oriented toward team building.

106 - DISRESPECT FOR A SUPERVISOR

Members shall not act so as to exhibit disrespect for a supervisor. Communication within this Department must be professional and oriented toward team building.

107 - INSUBORDINATION

Members of the Department shall promptly and respectfully obey lawful orders from any supervisor. Should such orders conflict with a previous order, regulation, policy, or procedure of the Department, the ordered member shall respectfully call attention to the conflict. If, however, the last order is not changed, it shall stand and the person obeying the order will not be held responsible for any violation caused by obeying such order. If any unlawful order is given to any member of the Department, such member will promptly report such fact to the Chief of Police. If the Chief of Police is not reachable, then the Officer should report this situation to a Captain to seek further oversight into the issue. If an emergent situation requires that an Officer directly disobey the Order of a superior that is illegal and will foreseeably physically harm someone, then that Officer will not be disciplined for any violation of this policy.

108 - RESPONSE TO CALLS OR CIRCUMSTANCES

Members of the Department shall properly respond to radio/ Mobile Data Terminal (MDT) calls or suspicious circumstances, without unreasonable delay.Proper response to a radio/MDT call dictates that initial response be carried out with necessary and reasonable dispatch. Any member who fails to take appropriate action on matters brought to his/her attention is guilty of dereliction of duty, if the failure consists of willful neglect in the face of obvious conditions warranting investigation or other police action.

109 - ON-DUTY BUSINESS

While on-duty, members of the Department shall engage only in activity which pertains to Departmental business, unless prior permission has been given to do otherwise. If members of this Department have questions as to what falls under this Policy then they should seek clarification from their supervisor.

110 - SUBMISSION OF REPORTS

Members of the Department shall submit reports which are accurate and complete, and which distinguish between fact, hearsay, opinions and conclusions. Reports will be completed promptly, and as prescribed under Departmental reporting procedures.

111 - REPORTING FOR DUTY

Officers shall report for duty at the time and place required by assignment or orders and shall be physically and mentally fit to perform their duties. They shall be properly equipped and cognizant of information required for the proper performance of duty so that they may immediately assume their duties. Judicial subpoenas shall constitute an order to report for duty under this section.

112 - ABSENCE FROM DUTY

Employees shall not be absent from duty without proper notice or permission from a supervisor pursuant to the Union Contracts.

If extenuating circumstances make timely notification impossible, notification to Department management within a reasonable time and in a reasonable manner is necessary.

113 - NEGLECT OF DUTY/SLEEPING

1. Officers shall not play games, watch television or movies, or otherwise engage in entertainment while on duty, except as may be permitted in the performance of duty. They shall not engage in any activities or personal business which would cause them to neglect or be inattentive to duty. Officers may watch television at OPD while on official break, as long as it does not interfere with the work of other officers.

2. Officers shall remain awake while on duty. If unable to do so, they shall so report to their supervisor, who shall determine the proper course of action.

114 - SUPERVISORY RESPONSIBILITY

Supervisors shall insure subordinates perform assigned and required duties. Supervisors shall not knowingly permit members of their command to violate any law, Departmental policy or procedure.

115 - UNTRUTHFULNESS

Members of the Department are required to speak the truth at all times and under all circumstances, whether under oath or otherwise, with co-workers and management. This regulation prohibits perjury, withholding of evidence from a judicial proceeding, false public statements (verbal or written), untruthful statements made within the Department, and any other misrepresentation. This regulation does not require divulgence of police records where otherwise prohibited by policy and does not apply to untruthfulness as part of legitimate investigative activity or negotiation techniques undertaken in the course of duty (i.e., undercover work, crisis negotiations) with the approval of management. Such communications do nothing to insure public confidence in this Department and will be deemed to be a very serious violation amounting to gross misconduct, and most likely will result in the recommendation to terminate if an investigation proves such a violation.

116 - FALSE REPORTING

Members of the Department shall not knowingly make any false official and/or unofficial report, or knowingly enter or cause to be entered in any Departmental book, record of any kind, or electronic recording, any inaccurate, false or improper information. No member of this Department shall issue any document, correspondence, and/or electronic communication of any kind that refers to the Department and/or the City of Onalaska in an untruthful manner. Such communications do nothing to insure public confidence in this Department and will be deemed to be a very serious violation amounting to gross misconduct, and most likely will result in the recommendation to terminate if an investigation proves such a violation.

117 - EXCESSIVE USE OF FORCE

Members of the Department shall act at all times within the standards for use of force established in the *Use of Force Policy.*

118 - UNLAWFUL CONDUCT

1. Members of the Department shall not engage in conduct which would constitute a violation of criminal law and/or municipal ordinance. Specifically, members of the Department who are found to have committed a crime or

ordinance violation will be deemed to have violated this provision. There is a public expectation that public safety employees should not violate laws or ordinances.

2. Members of the Department who are contacted by any Law Enforcement Agency regarding their involvement as a suspect,
victim, or witness in:

   a. A violation of criminal law;
   b. A violation of an ordinance (including Traffic Citations)

shall immediately report the incident to a supervisor within 24 hours of their return to duty following the contact as described above. The supervisor receiving the report shall forward this information in writing to the Chief or designee to determine whether any further investigation or action by the Onalaska Police Department is necessary.

3. The fact that an employee has not been charged or convicted of an incident does not bar Departmental investigation and/or discipline under this policy.

119 - WAGERS

No game of chance for stakes or wagers shall be played within the Police Department.

120 - ACCEPTANCE OF GIFTS AND FAVORS

No public officer or Department employee shall accept anything of value, whether in the form of a gift, service loan, or promise from any person at any time. The only exception to this rule will be unsolicited gifts intended to be distributed to the entire Department with the approval of the Chief.

It is the appearance that a member's authority is being misused for personal gain that can undermine the public's trust in the
Department and thus individual gifts are prohibited.

121 - SOLICITATIONS

No member of the Department shall solicit money or contributions for any organization or business while on-duty, while dressed in the Department's uniform, or while representing him/herself as a member of the Department without the prior authorization of the Chief.

This policy is not meant to discourage union activity which should be conducted pursuant to relevant Union contracts.

122 - TRANSPORTATION AND TREATMENT OF PRISONERS

Officers shall take all reasonable precautions necessary to secure and safely transport prisoners, to prevent their escape and to insure prompt medical attention if circumstances require it. Officers shall not leave a prisoner unattended, and shall not use force against a prisoner, other than that necessary to restrain said prisoner from doing harm to him/herself, to others, or to property.

123 - FIREARMS SAFETY

Members of the Department shall strictly adhere to use of firearms guidelines and at no time shall act negligently or in disregard of the utmost safety in handling a firearm. Any unjustified use of a firearm, whether it be excessive use in the line of duty, simple horseplay which may constitute danger to others, or any disregard for safety required in handling firearms, whether the conduct occurs on or off-duty, is covered by this regulation.

124 - PUBLIC CRITICISM

Members of the Department shall not publicly criticize the operations or personnel of the Department if such criticism clearly undermines the discipline, harmony, or general efficiency of the Department. The Department recognizes that its members retain rights to expression and freedom of speech granted by the Constitution, whether on or off-duty; however, these rights
do not allow for conduct which is disruptive to the function of the public's business.

Generally, conduct prohibited by this regulation includes critical public statements or overt actions regarding specific employees, orders, or operations, and includes abusive, frivolous, or deliberately constructed false criticism. This policy is not meant to discourage union activity which should be conducted pursuant to relevant Union contracts.

125 - INTRA-DEPARTMENTAL CRITICISM

Members of the Department shall not speak derogatorily to other members of the Department regarding the orders or instructions issued by supervisors; however, if such orders or instructions are inconsistent or unfair members have the right and duty to professionally appeal to a higher management authority after attempting to address the issue with the supervisor at issue. This regulation prohibits internal criticism which creates disruption and dissension. This policy is not meant to discourage union activity which should be conducted pursuant to relevant Union contracts.

126 - ABUSE OF POSITION

1. Use of Official Position or Identification: Officers shall not use their official position, official identification cards or badges: (1) For personal or financial gain, (2) For obtaining privileges not otherwise available to them except in the performance of duty, or (3) For avoiding the consequences of illegal acts. Officers shall not lend to another person their identification cards or badges, or permit them to be photographed or reproduced without the written approval of the Chief.

2. Use of Name, Photograph or Title: Officers shall not authorize the use of their names, photographs or official titles which identify them as officers in connection with testimonials or advertisements of any commodity or commercial enterprise, without the written approval of the Chief.

127 - IDENTIFICATION

Officers shall have their identification cards available upon request, except when impractical or dangerous to their safety or to an investigation. They shall furnish their name to any person requesting that information, when they are on duty or while holding themselves out as having an official capacity, except when withholding of such information is necessary for the performance of police duties or is authorized by proper authority.

128 - ASSOCIATIONS

Officers shall not have regular or continuous associations with persons whom they know, or should know, are the subject of an ongoing criminal investigation or pending criminal charges, except as necessary in the performance of official duties or where unavoidable because of other familial relationships of the officers.

129 - RECOMMENDING SERVICES

Officers are prohibited from recommending commercial or professional services, towing or repair services to citizens, in his/her official capacity, or recommending employment of a specific attorney or law firm to a party charged or under investigation by this Police Department.

130 - REVEALING POLICE RECORDS

Members of the Department shall not divulge the contents of police records to anyone outside of the Department without permission from a supervisor or the Chief of Police. No member shall divulge any matters relating to official police business without first receiving proper authorization.

131 - ACCESS TO POLICE RECORDS

Members of the Department, only when authorized to do so for a specific purpose, shall have access to the official records obtained through the Onalaska Police Department. This regulation prohibits all unofficial use of police records and tampering with
records by members of the Department.

132 - OPERATING CITY-OWNED VEHICLES

Members of the Department shall drive City-owned vehicles with due safety at all times and shall obey all laws, ordinances, and all Departmental orders pertaining to such operation. Suspension or revocation of any member's driving privileges shall be reported immediately to the Chief or designee.

133 - USE AND CARE OF CITY-OWNED PROPERTY

Members of the Department shall adhere to the prescribed procedures for check out and use of any Department owned or issued equipment.

Members of the Department are responsible for the good care of Departmental property assigned to their use or keeping, and shall promptly report to their supervisor in writing, the loss of, damage to, or unserviceable condition of such property.

Any member found responsible for the destruction or loss of city property, through willfulness or gross negligence, may be subject to disciplinary action.

Members of the Department shall not use any Departmental property for private purposes, unless permission is first obtained from the Chief of Police consistent with Department policy. Property provided by the City, including (but not limited to) desks, offices, vehicles, lockers, cabinets, drawers and closets, are subject to entry, search and inspection by the Department without notice.

134 - COMMUNICATIONS SYSTEMS

Members of the Department shall use City of Onalaska communications systems only for official police business in accordance with all relevant policy, regulation and procedure, and shall exhibit courtesy during the transmission of all messages. This regulation includes but is not limited to, all uses of any part of the police communications system.

135 - PROPERTY HANDLING

Members of the Department shall take all precautions necessary to guarantee the proper handling of evidence, and any property seized, received or found, and shall conform to Departmental procedures for their handling. A written record of the property's disposition after its initial receipt shall be included in the employee's written report.

136 - FINANCIAL DISCLOSURE

Upon the order of the Chief or the Chief's designee, officers will submit financial disclosure statements in accordance with state and federal laws only in connection with a complaint in which this information is material to the investigation.

137 - USE OF INTOXICANTS/CONTROLLED SUBSTANCE

Refer to *City Of Onalaska Personnel Policy #6.05 Drug & Alcohol Free Workplace Policy.*

138 - USE OF TOBACCO

Refer to *City Of Onalaska Personnel Policy # 4.03Smoking Ordinance / Policy..*

139 - IMMORAL OR OFFENSIVE CONDUCT

Officers shall maintain a level of moral conduct in their personal and business affairs which is in keeping with the highest standards of the law enforcement profession. Officers shall not participate in any incident which impairs their ability to perform as law enforcement officers or causes them or the Department to be brought into disrepute.

140 - REPORTING SIGNIFICANT VIOLATIONS

Members of the Department shall report significant violations of the Department's regulations, policies, orders or procedures to the appropriate supervisor.

141 - REPORTING ACCIDENTS ON-DUTY

Members of the Department shall promptly report to an on-duty supervisor any accident with, or damage to any city-owned motor vehicle operated by them or in their charge. On-duty accidents will be reported at the time of their occurrence and the employee
involved in the incident shall request a field supervisor be dispatched to supervise the accident investigation and to assign a primary officer to investigate. Also refer to City Of Onalaska Policies.

142 - ACCIDENTS OFF-DUTY

If an off-duty Department employee operating a privately owned motor vehicle is involved in an accident within the City of Onalaska, a field supervisor shall be dispatched to supervise.
If no field supervisor is initially dispatched the responding officer shall request a field supervisor.

143 - STATUS CHANGES

1. Members of the Department shall report changes in address or
   telephone number within twenty-four (24) hours after making any such changes, by submitting such information in writing, directed to the Chief's office. All members of the Department shall at all times maintain a working telephone service by which they may be contacted by the Department.

2. Officers shall promptly notify the Police Chief or designee if their drivers license status changes to other than valid.

144 - ENFORCEMENT DISRUPTIONS

Members of the Department are prohibited from interfering in the normal processing of traffic/parking citations or otherwise unnecessarily disrupting enforcement of the law by other members of the Department. If a supervisor orders a change in an enforcement decision and a subordinate feels this constitutes a disruption of enforcement decision, the subordinate should professionally follow the proper chain of command.

145 - SEARCH AND SEIZURE

Members of the Department shall only conduct searches and seizures in accordance with Departmental policy, procedure and training, and in accordance with current legal standards.

146 - PERSONAL GAIN VIA MEDIA

Members of the Department shall not communicate with the news media for the purpose of personal gain or advancement.

147 - KEY DUPLICATION

Members of the Department are prohibited from making or causing to be made any duplicates of any City/Departmental keys without the approval of a commanding officer.

148 - AUTHORIZED EXPENSES

Bills for authorized expenses incurred by members of the Department in connection with their official duties shall be promptly submitted to the Administrative Captain and shall include a brief written explanation for the expenses incurred.

149 - DISREGARD FOR SAFETY

Members of the Department shall not, by specific action or omission, create a situation of unnecessary risk of injury to themselves, other members of the Department, or to any other person.

150 – HARASSMENT AND SEXUAL HARASSMENT

See *City Of Onalaska Personnel Policy # 6.01 Harassment and Discrimination in the Workplace*.

151 - CONCEALED RECORDING DEVICES

Members of the Department shall not use recording equipment to record conversations of an administrative nature, e.g. disciplinary actions, supervisor's directives, or discussions between employees and/or supervisors, without the knowledge of ALL parties involved that the events are being recorded.

152 - USE OF SAFETY BELT HARNESSES

Occupants of Department vehicles shall use vehicle safety belts/restraint devices consistent with current State Motor Vehicle laws. (Exceptions: Combative/Oversize citizens.) The above does not prevent officers from removing restraint devices when approaching an imminent tactical situation.

153 - UNIFORM WEARING

Members of the Department shall wear their appropriate uniform when on-duty, and may wear it when commuting to and from work, when participating in an authorized Departmental function, or when working authorized special duty employment in a police capacity. The intent of this regulation is to prohibit employees or others from wearing Departmental uniforms in other than an approved capacity.

154 - USE OF POLYGRAPH, MEDICAL EXAMINATIONS, PHOTOGRAPHS AND LINEUPS

1. Polygraph examinations. Polygraph examinations will be administered only as authorized in *sec. 111.37, Wis. State.*

2. Medical examinations, photographs and lineups. Upon the order of the Chief or the Chief's designee, members shall submit to any medical, ballistics, chemical or other tests, photographs or lineups. All procedures carried out under this subsection shall be specifically directed and narrowly related to a particular internal investigation being conducted by the Department consistent with applicable law.

155 - OFFICER INVOLVED IN ANY POLICE CONTACT

Department personnel shall immediately notify a supervisor any time they are investigating an incident and become aware of any law enforcement officer who is a suspect of any criminal activity, traffic stop, or ordinance violation. The officer shall immediately request that a supervisor respond to the scene of the investigation.