

# CITY OF ONALASKA MEETING NOTICE

**COMMITTEE/BOARD:** Police & Fire Commission

**DATE OF MEETING:** May 14, 2018 (Monday)

**PLACE OF MEETING:** City Hall – 415 Main Street – (Room 112)

**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. Review and consideration of Assistant Police Chief job description.
5. Review and consideration of time line for Assistant Police Chief Position.
6. Review and consideration of posting and advertising for Assistant Police Chief Position.
7. Review and consideration of supplemental application materials and application requirements for Assistant Police Chief Position.
8. Discussion of upcoming meeting date(s).

9. **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 Assistant 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.

### Adjournment

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. Diane Wulf  
Ald. Jim Olson  
Ald. Jim Binash  
Ald. Kim Smith  
City Attorney Dept Heads  
La Crosse Tribune  
Coulee Courier  
WIZM WKTY WLXR WKBH  
WLSU WKBT WXOW

\*Committee Members

\*Lori Olson  
\*Tom Brewer – Vice President  
\*John Every  
\*Mark Dahlke –President  
\*Tom Kennedy - Secretary  
City Administrator Eric Rindfleisch  
Fire Chief Don Dominick  
Police Chief Troy Miller  
Onalaska Omni Center  
Onalaska Public Library

Date Notices Mailed & Posted: 5-4-18

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.

## City of Onalaska Assistant Police Chief Timeline

| Task  | Time Frame       |
|---|------------------|
| Completion of Job Description Review for PFC  | May 14, 2018     |
| Post Police Chief Position after approval of job description by Council   | June 12 - June ? |
| Conduct advertising online through professional state and national associations/organization or internal search | June             |
| Review applications as they come in   | June             |
| Determine if enough qualified applicants to set up interviews   | June             |
| Applications Close  | June             |
| Professional Panel Interviews   | July             |
| Police and Fire Commission Interviews   | July 2018        |
| Applicant notified – background checks, pre-employment physical, and psychological exam conducted               | July/August 2018 |
|   |                  |
|   |                  |
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# CITY OF ONALASKA

Grade 24

**Position:** Assistant Police Chief  
**Location:** City Hall  
**Page:** 1 of 4

**Department:** Police  
**Supervisor:** Chief of Police  
**Classification:** Salaried Exempt

Approved by P & F Commission: 1/15/2007, 3/20/2007, 1/7/09  
Approved by F & P Committee: 1/3/2007, 1/7/09, 4/6/16, 3/7/18  
Approved by Council: 1/9/2007, 3/21/2007, 1/13/09, 4/12/16, 3/13/18

The Assistant Chief performs at a highly skilled professional level and is considered an upper level/command position. In this role the Assistant Chief performs such tasks of an administrative or investigative nature as directed by the Chief of Police. The Assistant Chief will be held accountable for the accomplishments of the Onalaska Police Department Mission. This position has significant managerial authority and responsibility to assist in the determination of the organizational response to a variety of law enforcement needs and make modifications as conditions dictate.

## **ESSENTIAL JOB FUNCTIONS:**

The Assistant Chief shall have command and management responsibility, under the general direction and supervision of the Police Chief. Any one position may not include all the duties listed, nor do the examples listed in their relative order of importance include all the duties that may be found in positions of the like. Other duties may be required and assigned.

- A. Functions as second in command of the police department and is the commanding officer in the absence of the Chief.
- B. Is responsible for all line functions of the police department; including patrol division and criminal investigations.
- C. Assists in the development, administration and monitoring of annual and long-range departmental goals. Develops and supports programs that are consistent with the goals and objectives of the Onalaska Police Department and its strategic plan.
- D. Provides control and standardization of all the operational procedures, including but not limited to: man power allocation, scheduling, staffing, and organization, methods of patrol, patrol coverage, and special patrol coverage.
- E. Prepares, collects, and reviews timesheets bi-weekly to ensure payroll is accurate for the department and proper hours are recorded, including sick, vacation, and medical leave, etc. appropriately.
- F. Processes and maintains training records, including but not limited to: scheduling, lodging, transportation, contracting with training sites, and ensuring proper completion of City forms. All costs associated herewith must be in compliance with all City of Onalaska and department policies.
- G. Assists in the planning, development, and implementation of policies and procedures that ensure efficient delivery of police services to the community.
- H. Prepares, coordinates, and activates operational plans and orders, reviews plan orders from subordinates and recommends priorities for allocation critical resources of the department.
- I. Provides input to the Chief in evaluating the performance of tasks related to fiscal management, property, personnel, and records management.
- J. Plans, coordinates, and provides budget preparation information for all operations of the department.
- K. Responsible for processing of internal/citizen complaints of officers under his/her direction and makes recommendations for appropriate action and disposition.
- L. Provides personnel recommendations relative to hiring, promotion, transfer, discipline, commendations, and discharge, to the Chief of Police, Human Resources, and the Police and Fire Commission as appropriate.
- M. Supervises and evaluates first-line supervisors, and conveys instructions and information from the Chief.
- N. In the absence of the Chief, supervises and evaluates investigative staff, reviews reports and assigns cases to investigators for follow up as needed.
- O. Oversees and manages the evidence process to ensure chain of custody.

## CITY OF ONALASKA

**Position:** Assistant Police Chief  
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- P. Oversees the patrol schedule to ensure sufficient staffing levels to meet the daily and special needs of the City. This includes granting and/or denying vacation and holiday requests, which requires knowledge of relevant employment and /or labor laws, including knowledge of all relevant collective bargaining agreements. Reviews and approves assignments of personnel by sergeants and order changes in assignments as necessary. He/She is authorized to transfer officers temporarily from one shift to another to assure a distribution of the workforce in proportion to the work load on each shift and in compliance with the collective bargaining agreement(s).
- Q. Observes procedures affecting the operation of the department and recommends changes designed to increase its effectiveness.
- R. Assures that all members of the department comply with all standard operation procedures giving special attention to those failures that may jeopardize the safety of officers, citizens, and the reputation of the department.
- S. Makes frequent inspections of the City of Onalaska at irregular times, noting all violations of laws and ordinances requiring police attention and takes the steps necessary to correct the irregularities. Makes tours of inspection of on-duty officers at unusual hours to assure duties are properly being performed.
- T. Participates as needed or requested at civic-related meetings, citizen inquiries, speeches and interviews; coordinates ride-a-longs and other public relations duties as assigned by the Chief.
- U. Represents the department at Common Council and/or committee meetings as needed to explain/justify requests and provide information on other topics or situations related to the police department.
- V. Identifies and addresses critical situations/circumstances that may require law enforcement intervention. Responds as needed to critical incidents/accidents so as to assume operational command and/or control. This includes responsibilities as required within the City Of Onalaska Emergency Operations Plan.
- W. Assists in the administration of discipline and grievance processes within the Police Department.

### **RELATED JOB FUNCTIONS:**

- A. Acts as a member of the City's Emergency Operations Team and is responsible for emergency management tasks as assigned.
- B. Orders supplies, uniforms, and other equipment as needed for the entire Department. Researches cost issues associated therewith, ensures the maintenance of Department equipment, and manages inventory control.
- 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. Knowledge of the techniques, objectives, and technology of modern police procedures and practices.
- B. Knowledge of ordinances, statutes, and laws and their interpretation.
- C. Knowledge of police powers.
- D. Ability to effectively plan and supervise officers and police department administration.
- E. Ability to direct the work of various operation units to provide effective leadership including; teamwork directing, planning, and assigning.

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**Position:** Assistant Police Chief  
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- F. Ability to prepare requested reports and records necessary for the effective and efficient operation of the Onalaska Police Department.
- G. Ability to express ideas clearly and concisely both orally and in writing; ability to pay attention to detail.
- H. Excellent computer skills; advanced knowledge of Microsoft Office products; ability to quickly learn new software and other technology.
- I. Ability to exercise sound judgment and discretion in developing and interpreting department policies and procedures.
- J. Ability to work effectively with other city departments and with private groups.
- K. Knowledge of police department budgets and the budgeting process.
- L. Ability to operate a variety of office machines, including: computer, phone/mobile phone, adding machine, fax machine, and copier.
- M. 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. Must have patience in dealing with people.

### **TRAINING, EXPERIENCE & OTHER REQUIREMENTS:**

- A. Four (4) year Bachelor's Degree preferred from an accredited College or University; six (6) years' experience as a police officer with a minimum of three (3) years road experience and five (5) years in a supervisory role in a law enforcement agency.
- B. Certified by the State of Wisconsin Law Enforcement Standards Board.
- C. Valid driver's license required.

### **PHYSICAL REQUIREMENTS:**

- A. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
- B. Ability to exert variable physical effort from sedentary to very heavy physical demands. May involve some lifting, carrying, pushing and pulling.
- C. Reaches shoulder height and above and below shoulder height frequently .
- D. Occasional bending, stooping, climbing up and down stairs.
- E. Ability to sustain prolonged visual concentration
- F. Seventy-five (75%) percent of workday spent sitting.
- G. Fifteen (15%) percent of work day spent walking.
- H. Ten (10%) percent of workday is spent standing.
- I. Moderate, short, to intermittent use of force with subjects and ability to react with sudden movements which may involve heavy to very heavy demands.
- J. Walking, running, jumping, dodging obstacles, climbing, crawling, dragging, pushing/pulling objects or people.
- K. All percentages above could vary, depending upon duties performed that day.

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### Percent of 8 Hour Day

|   | 67 – 100<br>Consistent | 34 – 66<br>Frequent | 6 – 33<br>Occasionally | 0 – 5<br>Rarely |
|---|------------------------|---------------------|------------------------|-----------------|
| <b>Sedentary</b> 0 – 10# max              | x                      |                     |                        |                 |
| <b>Light Freq.</b> to 10# -20#max         |                        | x                   |                        |                 |
| <b>Medium Freq.</b> to 25\$-50# max       |                        |                     | x                      |                 |
| <b>Heavy Freq.</b> to 50#-100# max        |                        |                     |                        | x               |
| <b>Very Heavy Freq.</b> over 50+# - 100+# |                        |                     |                        | x               |

\_\_\_\_\_  
 Signature of Employee

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Employer

\_\_\_\_\_  
 Date



**CITY OF ONALASKA**  
invites applications for the position of:

## **Assistant Police Chief**

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|                      |  |
|----------------------|--|
| <b>SALARY:</b>       | \$31.33 - \$42.39 Hourly<br>\$2,506.40 - \$3,391.01 Biweekly<br>\$65,166.46 - \$88,166.38 Annually |
| <b>OPENING DATE:</b> | 05/04/18   |
| <b>CLOSING DATE:</b> | 06/29/18 12:00 PM  |

### **ESSENTIAL & RELATED JOB FUNCTIONS:**

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***The City of Onalaska is an Equal Opportunity Employer***

If you need accommodations for a disability during any part of the selection and interview process, contact the Human Resources Office.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.cityofonalaska.com>

Position #2018-00021  
 ASSISTANT POLICE CHIEF  
 HB

415 Main St.  
 Onalaska, WI 54650  
 608-781-9530

[hburchell@cityofonalaska.com](mailto:hburchell@cityofonalaska.com)

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### **Assistant Police Chief Supplemental Questionnaire**

- \* 1. Do you have a Bachelor's Degree in Criminal Justice or closely related field?  
 Yes    No
- \* 2. If you don't have a Bachelor's Degree, do you have an Associates Degree in Criminal Justice or closely related field or equivalent combination of experience and education in Law Enforcement? If yes, please explain and provide certifications.
- \* 3. Do you have five (5) years of supervisory experience?  
 Yes    No
- \* 4. Are you certified or able to be certified as a law enforcement officer by the Wisconsin Law Enforcement Training Standards Board within one year of employment?  
 Yes    No

\* 5. Do you have six (6) years experience as a police officer?

Yes  No

\* 6. Do you have three (3) years of road experience?

Yes  No

\* Required Question