



## Human Resources Committee Meeting Notice July 11, 2023

### **Human Resources Committee**

Jay Bemke, Chairperson

Jake Cattanach, Vice Chairperson

Patrick Delaney

Notice is hereby given of a meeting of the Human Resources Committee to be held in the First Floor Conference Room at City Hall, 444 West Grand Avenue, Wisconsin Rapids, on Tuesday, July 11, 2023, at 2:15 p.m. The meeting will be streamed live on the City of Wisconsin Rapids Facebook page and will also be broadcast live on Charter Cable Channel 985 and Solarus HD Cable Channel 3. If a member of the public wishes to access this meeting live via Zoom audio conferencing, you must contact the City Clerk at least 24 hours prior to the start of the meeting to coordinate your access. This meeting is also available after its conclusion on the City's Facebook page and Community Media's YouTube page, which can be accessed at [www.wr-cm.org](http://www.wr-cm.org). It is possible that members of the Committee may appear remotely via video or audioconferencing for this meeting.

### Agenda

1. Call to order
2. Discuss and consider for approval the creation of an Administrative Lieutenant position within the WRPD. See attachments.
3. Discuss and consider for approval the hiring of temporary Firefighter positions within the WRPD due to longer-term leaves.
4. Adjournment

The City of Wisconsin Rapids encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the city clerk's office at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. Call the clerk at (715) 421-8200 to request accommodations.

# The City of Wisconsin Rapids Position Description

<b>Name:</b>		<b>Position Title:</b>	Administrative Police Lieutenant
<b>Department:</b>	Police	<b>Pay Grade:</b>	<b>FLSA:</b> Exempt
<b>Date:</b>	May 24, 2023	<b>Reports To:</b>	Police Chief and Deputy Chief

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## Purpose of Position

The purpose of this position is to supervise and coordinate administrative law enforcement patrol and support activities, provide law enforcement service, and protect life and property. The work is performed according to applicable rules, regulations, and laws under the direction of the Police Chief and Deputy Chief.

## Essential Duties and Responsibilities

**The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises the code enforcement officer and civilian personnel.

Coordinates crossing guard services.

Ensures NIBRS reporting requirements to gain and maintain NIBRS reporting compliance.

Oversees the development and implementation of the accreditation process.

Evaluates subordinates' work performance for effectiveness and compliance with policies and procedures. Recommends commendations and discipline. Reviews training requests, establishes training needs and approves and assigns training.

Receives and evaluates citizen complaints against department personnel. Investigates and reports police officer misconduct, incompetence, neglect of duty, and rule infractions to the deputy chief.

Reviews and approves Freedom of Information Act (FOIA) requests.

Informs subordinates of changes in law, policies, and procedures to ensure compliance.

Acts as the community liaison and creates partnerships with the community to improve crime reporting and the social environment. Prepares and gives public speeches/demonstrations.

Coordinates community events.

Research and implement police-community partnerships (community-oriented policing).

Applies for and administers grant opportunities.

Completes work schedules and adjusts schedules to accommodate vacation, leave, training, and other factors. Approves overtime.

Administer the Lexipol policy portal, regularly review department policies, and suggest new policies and procedures or changes.

Orders uniforms and equipment and oversees the maintenance and replacement of the department's vehicle fleet.

Police Lieutenant

When applicable, assume command of the Department in the absence of the chief and deputy chief.

Maintains knowledge of community standards, regional geography, theory, principles, and practices regarding community law enforcement, crime trends, criminal investigation, personnel supervision, and budget development.

Performs police officer duties to enforce laws and ordinances, provide law enforcement service, and ensure public safety and peace. Responds to emergencies, complaints, and calls for police assistance such as domestic disputes, civil disturbances, fights, missing children, rescues, disorderly behavior, public safety hazards, etc. Performs traffic stops, issues warnings and citations, arrests criminal suspects, directs traffic, investigates suspicious activities, assists motorists, investigates traffic accidents, aids victims, interviews witnesses, and performs other sworn duties.

Participates in ongoing training and professional development.

## **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the unit's work, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

Schedules equipment repairs and replacement.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in Police Science, Criminal Justice, or related field; five years of law enforcement experience with one year of supervisory experience at the sergeant level. Wisconsin Law Enforcement Certification and a valid driver's license are required. Must have and be able to maintain the legal right to possess firearms.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

Ability to analyze data and information using established criteria to determine consequences and identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record, and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.

Ability to counsel, treat, mediate, and provide first-line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding applying policies, procedures, and standards to specific situations.

Ability to utilize a variety of advisory data and information such as police reports, accident reports, complaints, criminal histories, investigation reports, crime statistics, criminal court documents, personnel policies, labor agreements, grievances, work schedules, leave requests, performance evaluations, requisitions, budgets, ordinances, law enforcement manuals, professional publications, maps, computer software operating manuals, ordinances, statutes, procedures, guidelines, and non-routine correspondence.

Ability to communicate orally and in writing with city officials, other law enforcement agencies, witnesses, suspects, victims, dispatch personnel, emergency response personnel, business representatives, community groups, educators, students, news media representatives, attorneys, judges, social workers, and the general public.

### **Mathematical Ability**

Ability to calculate percentages, fractions, decimals, volumes, ratios, and spatial relationships. Ability to interpret basic descriptive statistical reports.

### **Judgment and Situational Reasoning Ability**

Police Lieutenant

Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing, and controlling.

Ability to exercise the judgment, decisiveness, and creativity required in critical and unexpected organizational risk situations.

**Physical Requirements**

Ability to operate equipment and machinery requiring complex and rapid adjustments, such as motor vehicles, firearms, restraint devices, batons, radar guns, breathalyzers, emergency communications equipment, calculators, computer terminal, and telephone.

Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring skill and training, such as firearms use.

Ability to exert required physical effort to perform moderate to heavy work, typically involving climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling. Ability to exert sufficient physical force to restrain or subdue individuals.

Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors, and textures associated with job-related objects, materials, and tasks.

**Environmental Adaptability**

Some tasks may risk exposure to irate individuals, intimidation, violence, and traffic hazards.

The City of Wisconsin Rapids is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date