



Human Resources Committee
Meeting Notice- REVISED- Time and Item 4
June 13, 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 Council Chambers at City Hall, 444 West Grand Avenue, Wisconsin Rapids, on Tuesday, June 13, 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. 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 a pay increase for the Head Lifeguard Position at the Aquatics Facility ranging from \$13.00 to \$16.00 per hour.
3. Discuss and consider for approval the proposed changes to the Deputy Chief of Police, Police Lieutenant and Police Sergeant job descriptions within the Police Department. See attached.
4. Discuss and consider for approval the proposed job description for the Code Enforcement Officer position as a sworn officer within the Police Department. See attached.
5. Consider for approval a Memorandum of Understanding with the Wisconsin Rapids Professional Police Association regarding Recruit Officers. See attached.
6. 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

Name:		Department:	Police
Position Title:	Deputy Chief of Police	Pay Grade:	FLSA: Exempt
Date:	May 24, 2023	Reports To:	Police Chief

Purpose of Position

The purpose of this position is to command patrol, traffic, and detective bureaus, department SWAT team, and support services civilian employees; direct and supervise department functions as assigned by the Police Chief; and command the department in the absence of the Police Chief for the protection of life and property. The work is performed according to applicable rules, regulations, and laws under the direction of the Police Chief.

Essential Duties and Responsibilities

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

Commands, coordinates, and schedules patrol, traffic, and investigation activities. Supervises sworn and non-sworn workers, including records management, clerical support, and crossing guard personnel. Assigns and reviews work for compliance with policies and procedures. Evaluates employees' work performance.

Interprets and enforces union contracts. Receives, resolves, or refers labor grievances. Participates in union contract negotiations. Develops work schedules. Approves leave requests. Approves overtime and training requests. Assists Police Chief in researching department employee training needs and trains or arranges training opportunities. Maintains training records. Participates in candidate selection. Reviews job applications and conducts testing and background investigations. Provides administrative orientation. Administers department personnel actions. Resolves conflicts between personnel and counsel subordinates.

Supervises department through Lieutenants and Sergeants. Briefs and instructs officers on assignments.

Receives complaints, questions, and concerns from the public regarding police. Assists Police Chief in reviewing all complaints. Conducts internal investigations.

Approves purchases for supplies and materials, including all equipment, uniforms, replacement parts, weapons, and ammunition. Research and tests new equipment.

Commands SWAT activities.

Assists the Police Chief in developing, preparing, presenting, and administering the department's annual budget. Prepares or supervises the preparation of budget support information and schedules. Monitors expenses and revenues. Prepares budget activity reports for Police Chief and Common Council consideration. Prepares grant applications.

Deputy Chief of Police

Assists the Police Chief with administrative duties and department planning. Assists Police Chief in developing policies and procedures. Interprets and studies new laws and ordinances. Assists Police Chief in organizing and managing department recordkeeping, evidence custody and control, and property inventory functions.

Assists Police Chief in researching and identifying crime trends and recommending corrective actions.

Assists in preparing and giving presentations to department personnel regarding administrative matters.

Assists Police Chief in preparing and distributing news releases.

Assists Police Chief in the coordination of department activities with other agencies.

Performs police officer duties as needed 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.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Police Science, Criminal Justice, or related field, six to eight years of progressively responsible law enforcement experience with five years in a command position and at least one year at the rank of lieutenant. 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 manage and direct a group of workers, including providing counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of 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, performance evaluations, invoices, requisitions, budgets, ordinances, law enforcement manuals, professional publications, maps, computer software operating manuals, 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.

Deputy Chief of Police
Mathematical Ability

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

Judgment and Situational Reasoning Ability

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/or unexpected situations involving moderate risk to the organization.

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, calculator, computer terminal, and telephone.

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

The ability to exert light physical effort in sedentary light work may involve lifting, carrying, pushing, and pulling.

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 encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

The City of Wisconsin Rapids Position Description

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

Purpose of Position

The purpose of this position is to supervise and coordinate law enforcement patrol and support activities during an assigned shift and command the department in the absence of superior personnel to 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 shift personnel during an assigned shift. Reviews and prioritizes cases and situations. Schedules and assigns cases to patrol officers.

Reviews police reports for completeness, accuracy, and investigation follow-up. Review investigation reports for accuracy and completeness. Discusses investigations and advises and counsels shift personnel.

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.

Evaluates arrests to determine whether subjects will be detained.

Prepares cases for charging. Testifies in court as summoned.

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.

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

Respond to major crime scenes and direct police and investigation activities. Participates in investigations. Gathers and secures evidence and interviews victims, witnesses, and suspects.

Coordinates investigations and crime information with Department personnel, other agencies, and community members.

Creates partnerships with the community to improve crime reporting and the social environment. Prepares and gives public speeches/demonstrations.

Compiles statistics/data reflecting crime trends and enhances police operations. Completes weekly reports for investigation and other assigned responsibilities.

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

Police Lieutenant

Suggests new policies and procedures or changes.

Inspects equipment and vehicles for maintenance needs. Identifies equipment replacement needs.

Reviews all computer entries during shift. Responds to subpoenas and other requests for records and court appearances. Provides information to persons seeking information as appropriate.

Assumes 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.

Follows up on false alarm complaints.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Police Science, Criminal Justice, or a related field and 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.

Candidates who have not yet completed the requirements for a bachelor's degree who are otherwise qualified will be considered for promotion to lieutenant if the following requirements are agreed upon prior to acceptance of the promotion:

The individual shall enroll in a program of higher education that, upon completion, would result in them receiving a bachelor's degree. The city will give tuition reimbursement priority to lieutenants enrolled in a bachelor's degree program at an accredited university.

The individual shall continue studying by enrolling in at least one course per term until a bachelor's degree has been attained.

The individual can take a course during the summer term at their discretion.

The individual shall seek the approval of the chief of police for taking a semester off from coursework for personal or professional reasons and can otherwise use their discretion in taking courses when tuition reimbursement is unavailable due to the lack of funding but shall enroll for the next available term when available funding is restored.

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

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

Police Lieutenant

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

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Employee's Signature

Supervisor's Signature

Date

Date

**The City of Wisconsin Rapids
Position Description**

Name:		Department:	Police
Position Title:	Sergeant	Pay Grade:	FLSA: Represented
Date:	May 24, 2023	Reports To:	Police Chief

Purpose of Position

The purpose of this position is to supervise and coordinate law enforcement patrol and support activities during an assigned shift and command the department in the absence of superior personnel to provide law enforcement service and protect life and property. The work is performed according to applicable rules, regulations, and laws under the general supervision of a Police Lieutenant. At times the sergeant may be the ranking officer on duty.

Essential Duties and Responsibilities

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

Performs a variety of supervisory, administrative, investigative, and patrol duties related to law enforcement activities.

Supervises the activities of subordinate officers, makes assignments, reviews actions of patrol officers, counsels officers on job performance, and prepares a variety of reports and records. Keeps superiors informed of activities and briefs oncoming shifts.

Reviews a variety of reports prepared by subordinate officers, evaluates circumstances of actions and evidence, and determines the disposition of the matter. Advises superiors of developments and actions taken.

Evaluates subordinate's performance and make recommendations for performance improvement.

Responds to calls for police assistance and takes command of the scene until relieved by a superior officer.

Conducts and/or supervises the initial investigation. Questions suspects, victims, witnesses, and drivers; preserves evidence; issues citations or makes arrests. Conducts follow-up investigation of crimes committed during assigned shift, develops leads and tips, searches scenes for clues, analyzes and evaluates evidence, and prepares reports.

Coordinates and supervises the training and development of new patrol officers.

Coordinates police activity with other law enforcement agencies.

Inspects subordinate officers for proper attire, equipment, vehicle, knowledge of assigned beat, etc.

Work is performed in accordance with modern law enforcement principles, procedures, techniques, and equipment and considerable knowledge of federal, state, and municipal laws, ordinances, and department rules and regulations. Independent judgment is exercised in both routine and emergency situations.

Performs police officer duties as needed to enforce laws and ordinances, provide law enforcement service, and ensure public safety and peace. Responds to emergencies, complaints, and calls for police

Police Sergeant

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.

Minimum Training and Experience Required to Perform Essential Job Functions

Possess a bachelor's or associate's degree in Police Science, Criminal Justice, or a related field; have five years of law enforcement experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities. 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

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; run; use hands to finger, handle, or operate objects or tools; operate a motor vehicle; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Exert significant energy for short to medium periods of time.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of 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, performance evaluations, invoices, requisitions, budgets, ordinances, law enforcement manuals, professional publications, maps, computer software operating manuals, 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, present values and spatial relationships. Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

Police Sergeant

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/or unexpected situations involving moderate risk to the organization.

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.

The ability to exert light physical effort in sedentary light work may involve lifting, carrying, pushing, and pulling.

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.

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Employee's Signature

Supervisor's Signature

Date

Date

Statement of Duties:

A Code Enforcement Officer is responsible for performing a variety of duties that assist other departments. A Code Enforcement Officer provides customer service to citizens, enforces certain city codes, patrols the City to observe and inspect properties with violations, provides community outreach, and more.

Positions Functions:

The essential functions or duties listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

Essential Functions

1. Serve as a “goodwill ambassador” for Public Safety by providing friendly, helpful customer service to the general public.
2. Enforce certain city codes/ordinances. Convey information and explain violations and the appropriate actions that must be taken to become compliant with City codes and ordinances while being understanding and courteous by listening to other parties and using tact to defuse situations.
3. Observe and inspect properties with City code/ordinance violations.
4. Take digital photographs and prepare detailed and specific reports on observations.
5. Research resources available for property owners needing to fix/improve properties, who are experiencing difficulties, and connect property owners with the appropriate resources.
6. Develop and forward appropriate correspondence to property owners.
7. Conduct follow-up inspections to ensure appropriate action has been taken by property owners to correct violations.
8. Respond to and/or assist public safety officers on calls for service when necessary.
9. The Code Enforcement Officer responds to calls for service, including parking enforcement, lockouts, animal complaints, and motorist assistance.
10. As needed, Patrolling parks, other public places, and other administrative tasks.
11. Maintain cordial public relations with the residential and business communities and other governmental entities to share valuable information, better resolve problems and provide enhanced customer service to the general public.
12. Conduct regular patrols of the community looking for safety hazards and persons in need of assistance and identify and resolve violations of City codes and regulations.
13. Issue citations to property owners and others who fail to comply with directives, codes, and ordinances.
14. Attend court hearings and may be called to testify.
15. Submit inspection warrants and other courses of action under municipal law to enforce applicable ordinances and protect public health and well-being.
16. Maintain appropriate records with information pertaining to the original complaint, actions, and results.
17. Coordinate abatement activities with multiple departments and/or contractors, such as grass cutting, snow shoveling, and property cleanup.

18. At a minimum, provide a monthly report to the Mayor's Office and City Council regarding the status of complaints and resolutions.
19. Provide office hours to meet with Alderpersons and/or citizens regarding complaints and feedback.
20. Research code enforcement techniques and neighborhood improvement programs.
21. Implement, manage, and coordinate neighborhood improvement programs and events to encourage residents to clean up neighborhoods, eliminate blight, improve safety, and further the sense of community.
22. Assist building inspectors with exterior building code violations and inspections as needed.
23. Performs other duties as assigned.

Knowledge, Skills, and Abilities

A candidate for this position should know or be able to learn the following:

- City codes and ordinances
- Safe driving skills and general State of Wisconsin traffic laws
- Knowledge of first aid and customer service

Skills in:

- Applying knowledge of local government codes and ordinances
- Operating necessary tools for responding to vehicle lock-out and other similar calls
- Use of computers and proficiency in Microsoft Word and Excel
- Radio communication protocols

And the ability to:

- Read and understand codes and ordinances related to streets, parking and non-criminal law enforcement, and other public safety laws.
- Enforce codes firmly and impartially.
- Establish and maintain courteous interpersonal relations with other employees and the general public.
- Work well under pressure and calmly in emergencies.
- Communicate effectively in person, over the phone, and in writing. English and grammar for report writing and departmental correspondence are required. Spanish is beneficial.
- Hook up, drive, and back up with small trailers.
- Conduct research and assemble data independently and maintain its confidentiality.

Accountability

Errors could result in missed deadlines, adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, jeopardized programs, and public health/safety danger.

Judgment

Work requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions and determining actions to be taken within the limits of standard

or accepted practices. Guidelines include a large body of policies, practices, and precedents that may sometimes be complex or conflicting. Judgment is used in analyzing specific situations to determine appropriate actions.

Complexity

Work consists of a variety of duties that generally follow standardized practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved or sought in a particular situation.

Other

The position interacts with co-workers, and the general public, including residents, businesses, and other community representatives, to explain or interpret procedures or guidelines and resolve problems. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or uncooperative persons.

While performing the duties of this job, the employee is frequently exposed to a general office environment, outdoor weather conditions, vehicular traffic, loud noise levels, and occasional exposure to toxins or fumes, explosive materials, biohazards, mental stress, and risk of personal injury.

Work requires agility and physical strength, such as occasionally conducting traffic control for long periods or standing or walking most of the work period. Occasionally, work may require lifting heavy objects weighing up to 60 lbs. and carrying them. There may be a need to stretch and reach to retrieve materials and to perform the job generally.

While performing the duties of this job, the employee is regularly required to talk or listen to the radio and/or phone or in person. The job may occasionally require minimal motor skills for activities such as moving objects, operating a computer and/or most other office equipment, working with hand tools on lockouts, and operating a motor vehicle. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

MEMORANDUM OF UNDERSTANDING
RECRUIT PATROL OFFICER

between the
City of Wisconsin Rapids
and
The Wisconsin Rapids Professional Police Association
Wisconsin Professional Police Association
Law Enforcement Employees Relations

This is to confirm the understanding by the parties for hiring, wages and benefits for a Patrol Officer who has not attended Basic Law Enforcement Training (Academy). The parties agree to the following:

1. Newly hired Officers who are required to attend the Academy to become certified shall receive the recruit rate of pay, equal to eighty-five (85%) percent of the Patrol Officer starting rate of pay upon hire and while in attendance at the Academy. Upon the first day following graduation, the "Recruit Patrol Officer" will move to the status of "Patrol Officer" and the applicable rate of the pay (Article 39).
2. There will be no formalized training, i.e., FTO (Field Training Officers), until the Recruit Patrol Officer has completed the Academy. Academy Training must be completed within 18 months of the Recruit Officer's employment start date.
3. The City will pay for academy costs (tuition and books) and either provide lodging, daily transportation or mileage pursuant to the DOJ's reimbursement training policy. Mileage will be on a case by case basis dependent on the Recruit Patrol Officer's residency at the time and the Academy training location. There will be no lodging, mileage, or transportation reimbursement for attendance at the academy at MidState Technical College.

The Recruit Patrol Officer shall co-operate in completing and submitting any forms necessary for the proper documentation of Academy attendance and any Academy expenses.

The Recruit Patrol Officer shall be paid for forty (40) hours per week while in the academy. Any overtime hours worked while attending the Academy are subject to Article 6 of the Agreement and based on the Recruit Patrol Officer rate of pay.

The Recruit Patrol Officer must receive permission from a supervisor prior to working overtime. Study time to successfully complete the Academy is not subject to overtime. Additionally, for WRS (Wisconsin Retirement System) purposes/benefits the Recruit Patrol Officer shall be considered a "protective status" employee.

4. The Recruit Patrol Officer shall be sworn in according to normal procedures prior to the start of the Academy in accordance with the Wisconsin Training and Standards Rule and Regulations. The Recruit Patrol Officer is considered a probationary employee throughout the recruit academy and the one-year probationary period under Article 4 lasts for one year thereafter, unless the Recruit Patrol Officer is assigned to training or other duties prior to attendance in the Academy. Such training or on duty time shall count as part of the probationary period.

If the Recruit Patrol Officer fails to complete the Academy they may be terminated.

5. The Chief of Police or designee shall receive reports from the Academy Director regarding attendance and performance. The Recruit Patrol Officer shall adhere to the Police Department's attendance policy as well as any attendance policy of the Academy. The Recruit Officer's work schedule shall be determined at the discretion of the Chief of Police or designee.
6. The date of hire for employment and benefits shall be the Recruit Patrol Officer's start date. For collective bargaining unit seniority purposes, seniority will begin upon Academy completion.
7. This agreement is non-precedential for any and all purposes.
8. This agreement shall be binding and effective as of _____, 2023.
9. This agreement may be changed, modified, or corrected during the term by written agreement.
10. This agreement shall terminate December 31, 2024, unless the parties agree to an extension.

Signed and dated this ____ day of June, 2023.

CITY OF WISCONSIN RAPIDS

WRPPA

Shane E. Blaser, Mayor

Association President

Jennifer M. Gossick, City Clerk

Chair,
Wage and Grievance Committee