

NOTICE

The City of Stoughton will hold a Meeting of the **Personnel Committee** on **Tuesday, February 9, 2010 at 6:45 p.m.** in the **Council Chambers, Public Safety Building, 321 S. Fourth Street, Stoughton, Wisconsin.**

AGENDA:

1. Call to order.
2. Discussion/recommendation regarding modifications to the Police Chief position description.

Adjournment

Ron Christianson, Chair
2/03/2010

Sent To:

Steve Tone
Ron Christianson
Greg Jenson
Rollie Odland

Cc: Mayor Jim Griffin
City Attorney Matthew Dregne
Council Members
Department Heads
Stoughton Newspapers/Wisconsin State Journal
Pili Hougan, Deputy Clerk/Confidential Secretary (e-mail)
Tamarah Bader-Fleres/Debbie Blaney (e-mail)
Debbie Myren (e-mail)

Note: For security reasons, the front doors of the City Hall Building (including the elevator door) will be locked after 4:30 p.m. If you need to enter City Hall after that time, please use the Fifth Street entrance or if you are physically challenged and are in need of assistance, please call 873-6677 prior to 4:30 p.m.

NOTE: AN EXPANDED MEETING MAY CONSTITUTE A QUORUM OF THE COUNCIL

City of Stoughton Police and Fire Commission

Regular Quarterly Meeting Minutes

Monday, January 25, 2010 – 6:00 p.m.

Conference Room of the Fire Department, 401 E. Main Street, Stoughton WI 53589

Members Present: Eric Hohol, Karen Benson, Dan Kittleson, Bob Barnett, Peter Sveum

Absent and Excused: None

Absent: None

Staff: Fire Chief Marty Lamers, Police Chief Pat O'Connor

Guests: None

1. **Call to order.** The meeting was called to order at 6:00 p.m. by Hohol.
2. **Approve minutes from October 26, 2009**
Motion by Kittleson, seconded by Sveum to approve the minutes of the October 26, 2009 Police and Fire Commission meeting. Motion carried unanimously.
3. **Presentation of the Quarterly Fire Department Report from Chief Lamers**
Chief Lamers presented his quarterly fire department report. (See attached). Motion by Barnett, seconded by Sveum to accept the report. Motion carried unanimously.
4. **Presentation of the Quarterly Police Department Report from Chief O'Connor**
Chief O'Connor presented his quarterly police department report. (See attached). Motion by Barnett, seconded by Sveum to accept the report. Motion carried unanimously.

Chief O'Connor submitted his written and signed notice of his plan to retire which was dated 1/25/2010 and which indicated a retirement date of on or about April 2, 2010 (see attached). A motion was made by Sveum, seconded by Kittleson to regretfully accept Chief O'Connor's resignation. This motion was carried unanimously.

5. Review of Procedures for Filling the Police Chief Position

Motion was made by Barnett, seconded by Kittleson that PFC President Hohol shall meet with City Personnel Director Luann Alme, and Police chief O'Connor to review and update the job description and qualifications for the City of Stoughton Police Chief position and then post and advertise the position opening both internally and externally to get a list of qualified candidates with all the above being done in accordance with the appropriate state statutes. Motion carried unanimously.

Discussion ensued regarding the process which will be followed to fill the City of Stoughton police chief position.

A motion was made by Kittleson, seconded by Sveum that if a replacement for the police chief is not in office on or before April 2 that Lt. Pat Conlin is appointed into the position of Interim Police Chief effective on April 2nd, 2010 and until the permanent hiring of a new police chief is made or until further notice by the PFC. Further to that, the PFC recommends a review by the City of Stoughton personnel committee to consider renumeration for the additional

responsibilities of Lt. Conlin during the time in which he may serve as interim Chief. Motion carried unanimously.

A motion was made by Barnett, seconded by Sveum to accept the following process for replacement of the chief position. Motion carried unanimously.

1. Post the position internally and advertise externally.
2. Screen applications to determine which candidates meet the basic qualification eligibility requirements as determined in the qualifications / job description referenced in the postings.
3. Require all interested and qualified applicants to sit for the State Police Chief Exam (including both internal and external candidates).
4. Identify the top 10 external candidates based upon exam scores.
5. Invite the top 10 external candidates as well as all qualified internal candidates for a first round of interviews.
6. First round of interviews will be with the PFC and the PFC's 3 invited panelists who are Fire Chief Marty Lamers, EMS Coordinator Kathy Rigdon, and Police Chief Pat O'Connor. Interviews should be scheduled for 30 minutes per candidate.
7. The First Interview panel will identify three finalists.
8. The three finalists will be invited to a second interview session which will be composed of a panel of Police Administrators who have been selected by Chief O'Connor. The panel will be composed of the police administrators + Chief O'Connor only, while the PFC will simply observe and listen to the questions asked of and the answers given by each of the 3 candidates. The PFC has invited Fire Chief Lamers and EMS Coordinator Rigdon to also observe and listen if they so choose. Each interview session for the finalists will be scheduled for 1 hour. The Panel will be asked to present their recommendations to the PFC.
9. PFC will make a final decision and offer the position to the chosen candidate contingent upon the candidate successfully passing the physical and psychological exam and background investigation.

6. Future Meetings:

The future meetings are scheduled for:

Quarterly Meeting and First Round of Interviews for Police Chief

Monday, April 19 at 5:30 p.m. in the Fire Department Conference Room

First Round of Interviews for Police Chief

Tuesday, April 20 at 5:30 p.m. in the Fire Department Conference Room

Second Round of Interviews for Police Chief

Monday, May 3 at 5:30 p.m. – place to be determined

7. Adjournment

Motion by Kittleson, seconded by Sveum to adjourn at 7:40 p.m. Motion carried unanimously.

Respectfully submitted,
Karen L. Benson
Secretary, City of Stoughton PFC

**City of Stoughton
Position Description**

Name:		Department:	Police
Position Title:	Chief of Police	Pay Grade:	FLSA: Exempt
Date:	December, 1998 <u>February 2010</u>	Reports To:	Mayor

Purpose of Position

The purpose of this position is to administer and supervise the activities and personnel of the Police Department.

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 administrative functions: develops, implements, evaluates, and/or oversees programs, policies, procedures, guidelines, and goals; prepares and reviews the Department budget; assists with labor negotiations; assists in the determination of staffing requirements and equipment needs; engages in community and media relations; plans or attends meetings with staff, the Mayor, City Council, Police and Fire Commission, etc.; maintains contact with other law enforcement agencies, and fire and ambulance providers; completes reports as required.
- Provides supervisory responsibility: assigns and supervises Departmental employees; establishes departmental organization and determines lines of authority; assists with the selection, promotion, and discharge of personnel; delegates authority and responsibility to subordinates; prepares and reviews performance evaluations; ensures training, career development, and education requirements are met; handles employee problems and disciplinary actions.
- Interprets public safety laws, regulations, and policies as they relate to department activities, orders, and programs for the development of department services.
- Monitors daily activities and coordinates emergency responses: oversees operation of the communications center; responds to citizen complaints; monitors police reports; inspects establishments licensed to serve alcohol; directs serious incident and emergency activities.
- Administer Safety Camp including oversight of volunteer activities and recruitment, adherence to purchase order policy, competitive bidding procedures, and City purchasing policy, and contract/grant compliance.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Criminal Justice or a related field with five years law enforcement ~~supervisory~~ experience, ~~including supervisory experience,~~ or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate police equipment including motor vehicle, firearms, restraining devices, radio and other communication equipment, etc.
- Ability to attend, and react appropriately, in emergency situations.
- Ability to affect a full custodial arrest.

Supervisory Skills

- Ability to assign, supervise, and review the work of others.
- Ability to make decisions regarding the selection, training, discipline, and discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principles of descriptive statistics.

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents such as the Department budget, reports such as Committee, expenditure, and daily police reports, dispatch logs, inventory records, payroll records, State and City statutes, ordinances, and laws, policy and procedure manuals, etc.
- Ability to prepare a variety of documents including the Department budget, statistical analyses, training records, performance evaluations, various reports, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret legal, law enforcement, and public safety terminology.
- Ability to communicate effectively with City personnel, elected officials, Police and Fire Commission, City Council, medical personnel, business and community leaders, media representative, and the general public verbally and in writing.

Environmental Adaptability

- Ability to work effectively in an office environment.
- Ability to work effectively under emergency conditions.
- Ability to perform on-call duties as required.

City of Stoughton
Position Description

Chief of Police

The City of Stoughton is an Equal Opportunity Employer. In compliance with the American 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

1-26-99