

POLICE & FIRE COMMISSION Agenda
WEDNESDAY, October 11, 2023—4:45 PM
Government Center Room 204

Video Call Link: [Click here to join the meeting](#)

Meeting ID: 286 747 602 158

Passcode: 9c4aLn

Dial In Option: +1 872-242-8028; Phone Conference ID: 969 122 538#



MEMBERS: Arthur Gil de Lamadrid, Maria Cuzzo, Tom Johnson, Akela Lloyd, Brett Foote

COUNCIL REP: Brent Fennessey

1 CALL TO ORDER

2 ROLL CALL

3 RECOGNITION OF NOTICE TO PUBLIC

4 APPROVAL OF MINUTES (Police and Fire Commission Meeting held 09/13/2023)

5 POLICE AND FIRE DEPARTMENT UPDATES

6 NEW BUSINESS

6.1 Letter from Chief Vollbrecht – Grigsby Resignation

6.2 Outline and Approve Police Chief Hiring Process

7 ADJOURNMENT

Notice is hereby given that a majority of the members of the Common Council may be present at the meeting, and although this may constitute a quorum of the Common Council, the Council will not take any action at this meeting.

Pursuant to the Americans with Disabilities Act of 1990, if you are in need of an accommodation to participate in the public meeting process, please call (715) 395-7200 by 4:30 p.m. on the day prior to the scheduled meeting date (OR dial 711 for Telecommunications Relay Service). The City will attempt to accommodate any request depending on the amount of notice received.

In compliance with Wisconsin Open Meetings Law, this agenda was posted on 10/09/2023 at the following locations: Superior Government Center, Douglas County Courthouse, and online at <https://www.ci.superior.wi.us/agendacenter>. It was also emailed to the Superior Telegram and the Superior Public Library.

This meeting may be called into closed session under WI State Statute Sections 19.85 (1) (c) which cite as follows: ‘Considering employment, promotion, compensation or performance evaluation data for any public employee over which the governmental body has jurisdiction or exercises responsibility’.



Superior Fire Department

*Camron Vollbrecht, Fire Chief
Superior Fire Department
3326 Tower Avenue
Superior, WI 54880*

*Phone: (715) 395-1680
FireDept4@ci.superior.wi.us
www.ci.superior.wi.us*

September 12, 2023

TO: Police & Fire Commission Members
FROM: Camron Vollbrecht, Fire Chief
REF: Resignation

For your information and records, Firefighter/Inspector Connor Grigsby resigned effective September 23, 2023.

Thank you,

Camron Vollbrecht
Fire Chief

CV/ah

c: Human Resources
FF Connor Grigsby

City of Superior

POLICE CHIEF

Class Code: 0300
Grade: Q
Reports To: Mayor

Date Originated: 1/30/89
Date Revised: 11/7/95; 3/20/00; 8/15/05;
8/21; 3/23

DEFINITION:

Under the direction of the mayor, the Police Chief is a single position class which performs administrative work directing all activities of the Police Department. Performs other related work as required.

DISTINGUISHING CHARACTERISTICS:

The police chief is responsible for administrative management and supervision of all police functions of the City including planning, directing and controlling patrol, traffic, criminal investigations, and related activities and services. The work also includes ensuring the proper training, assignment and discipline of all department members. The Police Chief has technical independence in administering the activities of the department and is responsible for internal policy and control. Major overall policy is discussed with and must be approved by the Mayor who exercises general administrative supervision and direction over the police chief.

TYPICAL TASKS:

1. Promotes the mission of the Police Department.
2. Directs and coordinates activities of the municipal police department.
3. Formulates departmental policies, rules and regulations and general orders.
4. Proposes major policy and regulation changes and modifications with the Mayor.
5. Develops, prepares, and manages the police department budget, including grant management.
6. Delegates duties to subordinate supervisors to accomplish the primary and auxiliary functions of the Police Department.
7. Appraises conditions of work and takes necessary steps in improving police operations.
8. Plans and supervises the enforcement of traffic and safety regulations and programs of crime prevention and detection.
9. Advises and assists police officers on non-routine criminal and other investigations.
10. Attends civic club meetings, churches, schools, and other places of public gathering to explain the activities and functions of the Police Department and to establish favorable

public relations.

11. Supervises and participates in the training of Police Department members.
12. Receives and addresses complaints.
13. Attends or assigns command staff to all Common Council meetings. Attends other committee meetings as necessary.
14. Conducts regular staff meetings.
15. Researches and makes recommendations on tavern licenses and operators.
16. Cooperates with other governmental agencies to solve cases.
17. Supervises preparation of operating reports.
18. Keeps abreast of developments in the field of police science and police administration.
19. Supervises the monitoring of various licensed businesses.
20. Reviews and recommends legislative law enforcement improvements.
21. Commands the respect of officers and assigns, directs and supervises their work.
22. Establishes and maintains effective working relationships with other City employees and with the public.
23. Assumes appropriate authority when National Incident Management System (NIMS)/ Incident Command System (ICS) is activated.
24. Performs related duties as may be required by the Mayor and the Common Council.

EMPLOYMENT STANDARDS:

Knowledges:

Thorough knowledge of:

- Principles and practices of modern police administration;
- Required rules and regulations of a law enforcement agency;
- Police science, organization and operation of safety, criminal investigation and the various functional services utilized in police operations;
- The use of police records and their application to the solution of police problems;
- The standards by which the quality of police service is evaluated.

Ability to:

- Express ideas clearly and concisely, orally and in writing;
- Prepare and supervise the preparation of clear, accurate and comprehensive recommendations and reports;
- Maintain the unencumbered ability to credibly testify in court, attest to documents, and request and obtain warrants.

REQUIREMENTS:

Training and Experience: Any combination of education and training which provides for the required knowledges, skills and abilities is qualifying. A typical way to obtain the knowledges, skills and abilities would be education equivalent to a bachelor's degree in criminal justice or police administration or closely related field supplemented by specialty training in law enforcement administration and at least 15 years of progressively responsible experience in police work which has included at least three (3) years of supervisory experience with responsibility for the field work of police officers. An additional four years of law enforcement experience may be substituted for up to two years of the education requirement.

SPECIAL REQUIREMENTS:

Oath of Office Requirement: Will be required to take an oath of office.

Residency Requirement: Must reside and maintain residency as outlined in the police union contract within 18 months of hire.

License Requirement: Must become licensed as a State of Wisconsin Law Enforcement Officer within one year of hire, and maintain that license.

Driver's License: Must possess and maintain valid driver's license.

Background Investigation: Must pass a detailed background investigation prior to hire.

Psychological Examination: Must pass a psychological exam for the position prior to hire.

Post Job Offer Medical Examination Requirement: Must pass medical exam for specified occupational grouping and drug test prior to hire.

Bargaining Unit: Non-Union/FLSA Exempt
Occupational Grouping: Protective Service

EEOC Job Category: Protective Service
Worker's Comp Code: Police Officer

POLICE AND FIRE COMMISSION

SUPERIOR, WISCONSIN

Charlie Glazman, President
Dean Hecht, Vice President
Toby Marcovich, Public Information Officer

Suzanne Prochazka, Secretary
Stephan Witherspoon, Commissioner

September 30, 2014

NOTICE OF VACANCY CITY OF SUPERIOR POLICE DEPARTMENT

Open to current members of the Superior Police Department Only
Deadline: Monday, October 20th, 2014, before 4:30 p.m.

POLICE CHIEF

2014 SALARY

\$98,995 annual – Step 1
\$101,533 annual – Step 2

The Police Chief is an “Exempt” employee, receiving no overtime or compensatory time for hours worked beyond the regular 40 hours/week.

BENEFITS

Health/Dental Insurance – 2015 monthly premiums (employee portion=12.6%):

Single: \$84.80; Employee+1: \$177.02; Family: \$271.78

Wisconsin Retirement System – 2015 rate: Employee contribution will be 6.8% of gross wages. The City contributes an additional 9.5% of gross wages to the employee’s WRS account.

Life Insurance – Available for employee purchase for coverage up to five times annual salary.

Paid Leave – To be used for all paid time off, accrual will be based on total employment time with City, would be prorated with union vacation in second calendar year for employee promoting from the union.

Disability Leave - If injured off duty or disabled with a non-work related illness that exceeds five work days, the employee will be paid disability leave for the sixth up to the ninetieth working day (12 days for each year of service) or until the employee is released to return to work, whichever comes first.

Holidays – 10 holidays off with pay each calendar year.

City Vehicle – Will be assigned a specially equipped vehicle for emergency response. Vehicle is not authorized for personal use other than incidental use to and from work.

JOB DEFINITION

The work of this class involves responsibility for administrative management and supervision of all police functions of the City including planning, directing and controlling patrol, traffic, criminal investigations, and related activities and services. The work also includes assuring the proper training, assignment and discipline of all department members. The Police Chief has technical independence in administering the activities of the department and is responsible for internal policy and control. Major overall policy is discussed with and must be approved by the Mayor who exercises general administrative supervision and direction over the employee. (See attached position description for further information on job duties.)

EMPLOYMENT STANDARDS

Thorough knowledge of: Principles and practices of modern police administration; Required rules and regulations of a law enforcement agency; Police science, organization and operation of safety, criminal investigation and the various functional Services utilized in police operations; The use of police records and their application to the solution of police problems; and The standards by which the quality of police service is evaluated.

Ability to: Command the respect of officers and to assign, direct and supervise their work; Establish and maintain effective working relationships with other City employees and with the public; Express ideas clearly and concisely, orally and in writing; Prepare and supervise the preparation of clear, accurate and comprehensive recommendations and reports.

REQUIREMENTS

Any combination of training and experience that would provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be through education equivalent to a bachelor's degree in criminal justice or police administration or closely related field supplemented by specialty training in law enforcement administration and at least 15 years of progressively responsible experience in police work which has included at least three (3) years of supervisory experience with responsibility for the field work of police officers. An additional four years of law enforcement experience may be substituted for up to two years of the education requirement.

Oath of Office Requirement: Will be required to have taken an oath of office.

Residency Requirement: Must reside and maintain residence within a twenty-five (25) minute response time to department headquarters within 18 months of hire.

License Requirement: Must possess and maintain State of Wisconsin Law Enforcement Officer License.

Driver's License: Must possess and maintain a valid driver's license.

Background Investigation: Must pass an abbreviated background investigation, which may include reference checks and a personnel file review, prior to hire.

Psychological Examination: Must pass a psychological exam for the position prior to hire.

Random Drug Testing: Will be required to undergo random drug testing.

Probationary Period: The Chief is appointed by the Police and Fire Commission and does not serve a probationary period. He/she shall hold office during good behavior, subject to suspension or removal by the Commission for cause.

APPLICATION & SELECTION PROCESS

To apply for the Superior Police Chief position, submit a resume indicating education, experience and training that qualifies you for the position, AND complete the Supplemental Application (**see below**) by 4:30 p.m. on Monday, October 20th, 2014 to the City of Superior Human Resources Department. Call or e-mail with any questions, 715-395-7210; humanresources@ci.superior.wi.us

The Police and Fire Commission will review all resumes and application materials, considering experience and strength of resume and application materials, to determine which candidates meet the qualifications of Police Chief. Candidates determined by the Police and Fire Commission to meet the qualifications will be scheduled for an oral interview with the Superior Police and Fire Commission Interview Panel, with a date to be determined.

SUPPLEMENTAL APPLICATION

Please answer the following five questions and submit, along with a resume indicating education, experience and training that qualifies you for the Police Chief position, to the City of Superior Human Resources Department:

1. Describe your experience in supervisory, administrative and managerial assignments of sworn personnel. Describe your management style. Have you been involved in team managing?
2. Provide your 6-month / 1 year / 3 year plans to: (1) Address diversity in the work force; (2) Impact community safety; (3) Increase effective policing. Be specific about what outcomes you would plan to achieve at each point.
3. Describe how you have demonstrated a commitment to training (for yourself and others), professional development (for yourself and others), and community engagement throughout your police career.
4. Describe your police experience in the field. What are your expectations of officers? What changes or enhancements do you feel would allow more effectiveness in the field?
5. National attention was focused on Ferguson, Missouri this year. How would you be proactive in trying to prevent such an experience in Superior?

Equal Employment Opportunity Employer

Police Chief Recruitment 2023 – PFC decisions to be made and voted on:

1. Scope of recruitment (internal, local, regional, national)?
2. Length of recruitment (amount of time to accept applications)?
3. Do you want to revise the job description?
4. When will the interviews be held?
5. Where will the interviews be held?
6. Who will participate in the interviews (PFC, Mayor, another chief, HR, other)?
7. Will there be a requirement to have? Or will application materials be restricted?
 - Resume
 - City Application
 - Background investigation
 - Psychological exam
 - Medical Exam & Drug Screen