

POLICE & FIRE COMMISSION Agenda
WEDNESDAY, November 15, 2023—4:45 PM

Government Center Room 300

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

Meeting ID: 214 351 376 608

Passcode: J7yL8P

Dial In Option: +1 872-242-8028; Phone Conference ID: 713 914 456#



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 10/11/23)

5 POLICE AND FIRE DEPARTMENT UPDATES

6 NEW BUSINESS

6.1 Letter from Chief Vollbrecht – Orlandi Promotion

6.2 Approve new Police Officer testing process

6.3 Discuss and finalize Police Chief process

6.4 Review Police Chief applications – select those to interview (closed session)

6.5 Review Police Chief interview questions (closed session)

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’.

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 11/09/2023 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.

POLICE AND FIRE COMMISSION Minutes October 11, 2023 Regular Meeting

The meeting was called to order by Maria Cuzzo at 4:47 pm on October 11th, 2023 in Government Center Room 204.

1 CALL TO ORDER

2 ROLL CALL

PRESENT: Akela Lloyd, Tom Johnson, Maria Cuzzo, Brett Foote*(left meeting at 5:52pm), Arthur Gil de Lamadrid*(joined meeting at 4:56pm)

CITY STAFF PRESENT: HR Director Janigo, Police Chief Alexander, Fire Chief Vollbrecht, Nikki Kalan

**Attended Virtually*

3 RECOGNITION OF NOTICE TO PUBLIC

4 APPROVAL OF MINUTES

4.1 Police and Fire Commission (Meeting held 09/13/23)

Motion by Maria Cuzzo, second by Akela Lloyd and carried to approve the minutes from 09/13/23.

5 POLICE AND FIRE UPDATES

Chief Alexander states the Police Department is going through the process of adding a therapy dog; more details to come at a future date. Chief Alexander recently attended an impactful holocaust training. The trainer will be coming back to the area in December 2023. It will be mandatory training for the Police Department and other local agencies will be invited to attend as well.

Chief Vollbrecht gave an update on trainings the Superior Fire Department has done over the last month. The Fire Department will be visiting local schools this month as it is Fire Safety month. will be finishing up their work soon on the solar project at HQ. One department member has resigned.

6 NEW BUSINESS

6.1 Letter from Chief Vollbrecht – Grigsby Resignation

Received and filed.

6.2 Outline and Approve Police Chief Hiring Process

The following is a summary of the decisions that were made 10/11/23 for the recruitment process:

Position will be posted from 10/17/23 (or 10/18/23) until Noon on 11/08/23, approximately 3 weeks. Recruitment will be focused regionally.

Application requirements: City application, resume, and supplemental questions. Letters of recommendation and additional supplemental information will not be allowed or considered.

After 11/08/23, HR Director Janigo will determine if all applicants meet the minimum qualifications. All applications will be forwarded to PFC members to review, including those deemed to be unqualified (as will be noted) for your concurrence.

Interviews will be held sometime the week of November 27th at 4:45 P.M. (excluding 11/29/23). Location to be determined. The PFC, Mayor Paine, Councilor Fennessey, HR Director Janigo, and a WI Police Chief will be invited to participate in interviews.

Candidate will be required to undergo a background investigation, psychological examination, and medical exam and drug screen.

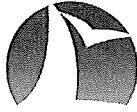
6.3 Approve Police Officer hire list

Motion by Akela Lloyd, second by Brett Foote. Motion carried.

7 ADJOURNMENT

Motion by Maria Cuzzo, second by Akela Lloyd, and carried to adjourn at 6:02 PM.

Submitted by Nikki Kalan



SUPERIOR

WISCONSIN

Living up to our name.

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*

October 27, 2023

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

For your information and records, Firefighter Anthony Orlandi has been promoted to Motor Pump Operator effective October 27, 2023.

This promotion is subject to the one year probationary period.

Thank you,

A handwritten signature in black ink, appearing to read 'C. Vollbrecht', written over the printed name.

Camron Vollbrecht
Fire Chief

CV/ah

c: Human Resources
MPO Anthony Orlandi

***POLICE OFFICER EXAM PLAN
2023C***

Timeline:

- | | |
|------------------------|---|
| 11/16/23 | Begin advertising for Police Officer testing |
| 12/15/23 | Deadline for accepting application materials |
| 01/08/24 &
01/09/24 | Written exam to be given at Government Center by City HR personnel |
| 01/20/24 | Date for interviews at SHS and physical readiness test at Marcovich Wellness Center (same date as Firefighter interview)(PRT contingent on availability of MWS) |
| 02/14/24 | PFC to certify Police Officer hire list |
-

Recruitment:

Posting: Posting clearly defining requirements, deadlines, test elements and written and tentative oral dates
Scope of Recruitment: Regional – State-wide

Outreach Efforts:

Schools: UW System; UM System; WITC System; CVTC System; Fond Du Lac, Rice Lake, Hibbing, St. Scholastica, Lake Superior College, + many more colleges; WILENET (Asst Chief posts), City Commissions email, Facebook, All City email

Process:

1. Application Process:
Standard application - submit “photocopies” of transcripts at time of application
2. Screening:
Minimum Qualifications – see job description
3. Written Test:
Pass/Fail - Top 50 passing (70%+ on entire test, not by section) continue to the oral exam and physical readiness test.
Allow candidates to use written score from August 2023 testing process if desired.
Test: National Police Officer Selection Test (POST)
4. Oral Examination:
Up to five panels of three, made up of 1-PFC member and 2-SPD management and personnel
Define the rating criteria and oral questions
Preference given to WI certified candidates
5. Physical Readiness Testing:
Pass/Fail – Entry Physical Readiness Test (PRT)
6. Establish Eligible List:
“Certified” college transcripts required of all candidates on list at this point
7. PFC to certify top 5 candidates on eligible list
8. SPD conducts department interviews, performs Background Investigations of top candidates

Upon Vacancy:

9. Conditional Job Offer is Made
10. Post job offer Medical Exam, MMPI and Psychological Exam are completed

City of Superior

POLICE OFFICER
MASTER POLICE OFFICER

Class Code: 30390, 30360
Reports To: Police Chief, Asst Police Chief, Police Captain,
Police Lieutenant, Police Sergeant

Date Originated: 1/1/93
Date Revised: 2/19/96, 10/96;10/99;
12/01; 5/03; 8/04; 12/05; 12/06; 9/15
8/18; 6/22; 11/22; 3/23

DEFINITION:

Performs a wide variety of duties connected with general police work including investigation, general enforcement of laws and ordinances in the City of Superior and providing other various types of assistance to include advancing the mission of the Superior Police Department.

DISTINGUISHING CHARACTERISTICS:

The Police Officer series includes the Master Police Officer. The Master Police Officer level is attained with 15 years of service as a Police Officer for the City of Superior Police Department. With each year of service the Officer is expected to take on more responsibility and work more independently.

Police Officers must successfully complete a recruit academy if not Wisconsin certified, and a 14-week on-the-job field training program in addition to passing a probationary period. The probationary period will begin with the 1st day after completion of recruit school, or 1st day of employment if already Wisconsin certified and not attending school, and continue for a twelve (12) month period.

TYPICAL TASKS:

Typical tasks apply to all officers, however, it is expected that with each year of service tasks are performed with a progressively greater level of expertise and progressively more independence.

1. Patrols and responds to calls in an assigned area in the City of Superior in a departmental vehicle, on bicycle or on foot becoming acquainted with businesses and citizens in that area. Officers may at times be required to police in other jurisdictions under Mutual Aid regulations.
2. Engages in Community Oriented Policing activities with an emphasis on pro-active policing and problem solving.
3. Establishes positive relationships and partnerships with citizens, businesses, and other community groups and helps foster positive police/public interactions.
4. Enforces speed limits and other motor vehicle and parking regulations on streets and roads.
5. Makes arrests when necessary which may involve a chase, physical confrontations, and the use of physical force, including deadly force.
6. Investigates automobile accidents, suspicious incidences, break-ins, vandalism, trespass and prowler complaints, tavern disturbances and other crimes during tour of duty, taking corrective action, preparing reports on computer and doing other necessary paperwork. Submits reports to Supervisor.
7. Properly preserves and protects crime scenes.

8. Investigates, reports and defuses obstructions and other hazards in streets or sidewalks or other unusual conditions that might constitute a danger to the public.
9. Conducts searches of persons, autos and buildings and logs and properly stores evidence.
10. Responds to citizen complaints including those concerning suspected criminal activity, stray animals and animal bites, domestic disturbances and noise.
11. Operates radar equipment and issues traffic and parking citations and warnings to offenders.
12. Operates Intoximeter when necessary, if certified by the State of Wisconsin Department of Training Transportation.
13. Furnishes assistance and information to private citizens and motorists.
14. Renders aid to injured persons, which may require lifting.
15. Works varying shifts as required including night-time hours, holidays, and overtime.
16. Meets with the City Attorney and District Attorneys for pre-trial preparations when directed and testifies in court cases when required.
17. Attends regular training classes in police methods, first aid, use of firearms and related subjects when directed.
18. Conducts interviews with concerned persons regarding alcoholic or drug violations.
19. Gathers information, interviews witnesses, analyzing all statements given and documents this information through written and electronic media.
20. Reports need for maintenance and repair of assigned vehicle and equipment to ensure proper and efficient functioning at all times.
21. Does related work as required.

EMPLOYMENT STANDARDS:

Knowledges:

Working knowledge of:

- Principles and practices of law enforcement;
- Laws and ordinances governing local law enforcement;
- First aid;
- Geography of the City of Superior and surrounding area;

Working knowledge of computers desirable;

Some knowledge of:

- Court proceedings;
- Proper investigative practices.

Ability to:

In the first year of employment:

- Successfully complete a recruit academy (if not already Wisconsin certified), and successfully complete a 14 week on-the job field training program.

In the first year and all subsequent years of employment:

- Prepare clear and concise reports;
- Operate a computer;
- Speak clearly and effectively;
- Establish and maintain effective working relationships with other department personnel and the general public and treat all persons with dignity and respect;
- Demonstrate knowledge and abilities with Diversity, Equity and Inclusion (DEI) skills;
- Use a firearm and other equipment;
- Drive a police vehicle;
- Maintain the unencumbered ability to credibly testify in court, attest to documents, and request and obtain warrants;
- Provide credible testimony in a court of law;
- Work under adverse weather conditions;
- Work varied shifts, including nights, holidays and weekends;
- Use good judgment, integrity and tact.

WORKING CONDITIONS:

1. Officers may work in a marked patrol car, on foot or on bicycle, finding potential problems and seeking solutions to those problems. The risk of injury or death is ever present.
2. Officers may confront or be subject to contact with hostile, combative, mentally impaired, seriously injured, or dead persons and will contact many people who have a positive attitude toward the police, respect the police and are willing to help. Work hours may be on any of the work shifts, days off may be scheduled at any time and employees are always subject to call back. The potential for intrinsic reward is great.
3. Officers are expected to keep current with laws, decisions and department policy.

REQUIREMENTS:

Training and Experience: Must be a U.S. citizen. Must have no serious criminal convictions. Must be at least 18 years of age at time of hire. Must have earned a high school diploma or GED and completed 60 semester units of college at time specified by Police & Fire Commission for each testing process. Must have accurate color vision. Must have uncorrected vision of no worse than 20/200 in each eye corrected to 20/20 vision in one eye and not worse than 20/40 vision in the other eye. A satisfactory history of soft contact lens wear for more than one year with vision corrected to 20/20 in one eye and no worse than 20/40 in the other eye, is also accepted.

SPECIAL REQUIREMENTS:

License Requirement: Must become certified as a State of Wisconsin Law Enforcement Officer within one year of hire date and maintain such certification.

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

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

Residency Requirement: Must reside anywhere within a forty-five minute response time to the corporate limits of the City of Superior within 18 months of hire.

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

Post Job Offer Psychological Examination Requirement: 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 screen prior to hire.

Bargaining Unit: WPPA Superior Local 27/FLSA Non-Exempt
Occupational Grouping: Protective Service

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

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