



**PERSONNEL COMMITTEE AGENDA  
NOVEMBER 1, 2023  
5:00 PM  
MUNICIPAL BUILDING  
800 BORNER ST  
PRESCOTT, WI 54021**

1. Call to Order
2. Roll Call
3. Approve Minutes for August 8, 2023
4. Employee Handbook Proposed Revision – Overtime
5. Approval of Lieutenant Position within the Prescott Police Department
6. Consideration of Ordinance 08-23 Amending Chapter 146 Police Department
7. Review of 2023 Performance Evaluation Process
8. Other Business
9. Adjourn

Next Meeting: February 7, 2024, at 5:00 PM

**NOTICE**

**ACCESS TO THE MUNICIPAL BUILDING FOR THE DISABLED IS AVAILABLE THROUGH THE MUNICIPAL BUILDING PARKING LOT ENTRANCE. ALL THOSE WITH SPECIAL NEEDS SHOULD CALL CITY HALL OFFICES (715-262-5544) IF ASSISTANCE IS REQUIRED.**

**IT IS POSSIBLE THAT A QUORUM OF THE COMMON COUNCIL OR OTHER CITY COMMITTEES MAY BE PRESENT AT THIS MEETING. THIS IS INCIDENTAL AND NO ACTION WILL BE TAKEN BY THE COUNCIL OR ANY OTHER COMMITTEES**



**CITY OF PRESCOTT, WISCONSIN  
AUGUST 2, 2023, PERSONNEL COMMITTEE MEETING MINUTES**

Pursuant to due call and notice thereof, a Personnel Committee Meeting was held, Wednesday August 2, 2023, Municipal Building, 800 Borner Street, Prescott, WI 54021.

**Call to Order:** Committee Chair Otwell called the meeting to order at 5:06 p.m. Members present were Maureen Otwell and Dar Hintz. Member Bailey Ruona was an excused absence. Representing Staff was City Administrator Matt Wolf.

**1. Approve Minutes for May 3, 2023 Personnel Committee**

**Committee Member Hintz motioned to approve the May 3, 2023 minutes. Committee Chair Otwell seconded the motion. Motion passed unanimously. (2-to-0)**

**2. Employee Handbook Proposed Revision - Overtime**

City Administrator Wolf explained that staff had not yet finalized the proposed changes so asked that this item be pushed to next meeting. All Committee members agreed, and it will be placed on the next agenda.

**3. City of Prescott Organizational Chart**

City Administrator Wolf gave an overview of the Organizational Chart. The Committee discussed formally altering City Code 146-4. City Administrator Wolf will discuss with the Mayor and Police Chief to come up with the correct language.

**4. Closed session per Wisconsin State Statute 19.85 (1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – City Administrator Job Evaluation**

**Motion made by Otwell to enter closed session. Seconded by Hintz. Motion passed unanimously and Committee entered closed session to discuss the Performance Evaluation of City Administrator.**

**Motion made by Otwell and seconded by Hintz to exit closed session. No formal actions were taken on closed session discussion.**

**5. Other Business**

None

**6. Adjournment**

**Motion made by Hintz to adjourn the meeting at 5:49; Otwell seconded; motion passed unanimously.  
(2-to-0)**

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Matt Wolf", is written over a light blue rectangular background.

Matt Wolf  
City Administrator



**To:** Personnel Committee  
**From:** Matt Wolf, City Administrator  
**Date:** October 27, 2023  
**Subject:** Employee Handbook Revision

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### **Employee Handbook Revision**

1. The City of Prescott current employee handbook has on page 19:

*Overtime is paid to non-exempt employees for all hours worked more than 40 hours per day. Public Works Employees – The regular workday shall be eight (8) hours and the regular work week will be forty (40) hours. All authorized time worked prior to the normal starting time, or after the normal work shift ends, will be paid at time and one-half (1 ½). All time worked on Sunday and holidays shall be paid double (2X) the rate of regular pay. The forty (40) hour regular work week shall also apply in weeks in which holiday(s) occur.*

Currently in the summer Public Works employees work a flex schedule where they work four 9-hour days and then a 4-hour Friday. This results in a situation where Public Works employees are in excess of their 8-hour workday during this period. Staff would like to discuss possible changes to the handbook that would fix this issue but still allow Public Works to have a flex schedule in the summer.

The current proposed changes would read as follows:

*Overtime is paid to non-exempt employees for all hours worked more than 40 hours per day. Public Works Employees – The regular workday shall be eight (8) hours after Labor Day through Memorial Day and the regular work week will be forty (40) hours the day after Memorial Day through Labor Day. All authorized time worked prior to the normal starting time, or after the normal work shift ends, will be paid at time and one-half (1 ½). All time worked on Sunday and holidays shall be paid double (2X) the rate of regular pay. The forty (40) hour regular work week shall also apply in weeks in which holiday(s) occur.*



**To:** Personnel Committee  
**From:** Matt Wolf, City Administrator  
**Date:** October 27, 2023  
**Subject:** Approval of Lieutenant Position

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### **Background**

The Finance Committee at their September 20, 2023 meeting reviewed taking a current Police Sergeant Position and converting it to a Police Lieutenant Position in order to allow for more administrative support to the Department. The Finance Committee supported the change at the meeting.

### **Discussion**

A position description for the Lieutenant Position is attached. Staff is looking for the Committee to review the description and approve its recommendation to Council for approval at the meeting on November 13, 2023 as part of the 2024 Budget. The Lieutenant pay scale for 2024 is \$38.05 - \$46.24 per hour.

### **Attachment**

Lieutenant Position Description

## LIEUTENANT

### **GENERAL STATEMENT OF DUTIES:**

The Police Lieutenant shall report directly to the Chief of Police (as defined in Wisconsin statute 62.13) and will substantially assist in effectively and efficiently maintain law and order. In instances where the Lieutenant is the highest-ranking officer present, he/she shall assume operational command of the Police Department. This is an exempt position, with the primary duties being administrative 20% nonexempt vs. 80% exempt duties).

### **DISTINGUISHING FEATURES OF THE POSITION:**

The Police Lieutenant is an exempt position, which is appointed by the Board of the Police and Fire Commission and works under the command of the Chief of Police. The Lieutenant shall hold office subject to suspension by the Chief of Police or the Police and Fire Commissions for just cause, and reduction in rank, or removal by the Police and Fire Commission for just cause. The Police Lieutenant shall obey and give legal orders and directives. The Lieutenant shall be responsible, as directed by the Chief of Police, for carrying out supervisory duties in accordance with directives, policies, procedures, and existing municipal, State and Federal laws.

Ability to:

- Evaluate police officer performance impartially.
- Effectively recommend hiring and training of employees.
- Address citizen complaints.
- Represent the best interests of the city.
- Work with the Chief of Police.
- Solve problems.
- Command the Police Department on behalf of the Chief during his/her absence.
- Carry out legal directives of the Common Council, Mayor, and Chief of Police.

### **ESSENTIAL JOB FUNCTIONS:**

- Coordinates supervisory and special-duty officers to ensure consistency in police services in the community.
- Responsible for monitoring and generally directing patrol, investigative, and clerical functions of the department.
- Assist the Chief of Police in the development of department policies, procedures.
- Receives and processes citizen complaints according to department and city policy.
- Oversee the development of work schedules, in-service and specialized training.
- Supervise the parking department.
- Assist in the development and maintenance of the annual budget.
- Supervise department data processing.
- Regularly confers with the Chief of Police on department operations.
- Maintain administrative files relative to assigned areas of responsibilities.

- Document and present reports to the Chief of Police or others as directed.
- Perform other duties as assigned by the Chief of Police.
- Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers, weapons, and resort to the use of the hands and feet and other approved weapons in self-defense.
- Prepare investigative and other reports, including sketches, using appropriate grammar, symbols, and mathematical computations.
- Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
- Operate a law enforcement vehicle during daytime or nighttime; in emergency situations involving speeds more than posted limits: in congested traffic and on unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
- Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- Gather information on criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects, and confidential informers.
- Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement vehicles; lifting, carrying, and dragging heavy objects; jumping down from elevated surfaces; climbing through openings; jumping over obstacles or narrow surfaces and using body force to gain entrance through barriers.
- Load, unload, aim and fire handguns, shotguns, and other agency firearms from a variety of body positions under conditions of stress that justify the use of deadly force at levels of proficiency prescribed in certification standards.
- Conduct searches of people, vehicles, buildings, and larger outdoor areas, which may involve feeling and detecting objects, walking for long periods of time, detaining people, and stopping suspicious vehicles.
- Conduct visual and audio surveillance for extended periods of time.
- Engage in law enforcement patrol functions as needed in emergency staffing situations that include such things as working rotating shifts, walking on foot patrol, and physically checking the doors and windows of buildings to ensure they are secure.
- Effectively communicate with people, of a variety of ages, by giving information and directions, mediating disputes.
- Demonstrate communication skills in court and other formal settings.
- Detect and collect evidence and substances that provide the basis of criminal offenses and infractions, which indicate the presence of dangerous conditions.
- Demonstrate familiarity with court procedures and other formal settings.
- Endure verbal and mental abuse when confronted with hostile views, opinions of suspects and other people encountered in an antagonistic environment.
- Perform rescue functions at accidents; emergencies and disasters to include directing traffic for long periods of time; administering emergency medical aid;

lifting, dragging, and carrying people away from dangerous situations and securing and evacuating people away from particular areas.

- Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.
- Extinguish small fires by using a fire extinguisher and other appropriate means.
- Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits, and warrants.
- Maintain and effectively operate department issued equipment in clean and functional fashion, i.e., weapon, vehicle, and uniform.
- Ability to perform all aspects of police duties as needed and assigned by the Police Chief.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Comprehensive knowledge of the principles and practices of police administration.
- Thorough knowledge of the rules and regulations of the police department.
- Thorough knowledge of police science, organization and operation as applied to field patrol activity, crime prevention, traffic patrol and safety, criminal investigation and various functional services utilized in operations.
- Thorough knowledge of criminal and municipal court prosecution procedures.
- Good knowledge of first aid techniques.
- Ability to command the respect of officers and to assign, direct and supervise their work.
- Ability to establish and maintain effective working relationships with other city employees and the public.
- Ability to prepare and supervise the preparation of clear, accurate and comprehensive recommendations and reports.
- Good professional judgment, integrity, tact, and computer knowledge.

### **MINIMUM QUALIFICATIONS:**

- An associate degree (two years of college), with a preference of a four-year college degree.
- Must have a minimum of five years full-time law enforcement experience, with one year experience in an active supervisory capacity.
- Must be a United States citizen as required under Wisconsin Statute 66.0501.
- Possess a valid driver's license.
- Certified as a police officer in the State of Wisconsin, or another state that is certifiable in the State of Wisconsin.





**To:** Personnel Committee  
**From:** Matt Wolf, City Administrator  
**Date:** October 27, 2023  
**Subject:** Chapter 146 Police Department

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## **Background**

State of Wisconsin Statutes (Wis. Stat. §§ 62.13) requires that any City over 4,000 create a police commission, however, the City of Prescott proactively established a Police Commission well before they reached a population of 4,000. The Prescott Police Commission holds the following responsibilities:

- Appoints, suspends or removes the police chief and police officers.
- Approves all appointments made by the police chief including promotions of police officers.
- Approves competitive examinations used to judge suitability for appointment as police officers.
- Approves each list of individuals eligible for appointment as police officers.
- Suspends the police chief and/or police officers pending the filing and hearing of charges against them.
- Initiates charges against the police chief or any police officer
- Hears appeals of disciplinary actions initiated by the police chief against a police officer

The Police Commission can be granted other responsibilities based on a referendum by electors. Currently the following communities have approved additional powers by their Police Commission:

Beaver Dam, Berlin, Chetek, Hales Corners, Ladysmith, Lake Geneva, Marshfield, Mauston, New Lisbon, New London, Oconto, Port Washington, Stevens Point, Waupaca, and West Allis.

## **Discussion**

Based on the information above there are multiple instances in Chapter 146 that should be adjusted from Board of Police Commissioners to Council based on Wisconsin State Statute 62.10(13), which states "(1) (The Chief of Police) shall have command of the combined protective services force, under the direction of the mayor. The chief shall obey all lawful written orders of the mayor or common council."

These include the following:

**146-2 Records and Reports**

- A. Monthly reports. The Chief of Police shall submit a monthly general report to the ~~Board of Police Commissioners~~ *Mayor and Council* of all activities of the Department during the preceding month.

**146-4 Responsibilities of Chief of Police**

- A. Duties. In addition to the duties imposed upon him/her elsewhere in this Code of Ordinances, the Chief of Police shall:
  - 1. Have command of the Police Department on administrative matters, subject to the general direction of the Mayor and ~~Board of Police Commissioners~~ *Common Council*, pursuant to the Wisconsin Statutes.
  - 3. Submit such reports and/or information and comply with such policies as may be prescribed by the *Mayor, Common Council*, and Board of Police Commissioners.

Staff would also like to add under 146-4 the following:

- 10. In the case of absence or disability of the Chief of Police, the Lieutenant shall be the acting Chief of Police and such acting Chief of Police shall perform the duties and exercise the power and authority of the Chief of Police but shall be entitled to no additional pay.*



**To:** Personnel Committee  
**From:** Matt Wolf, City Administrator  
**Date:** October 27, 2023  
**Subject:** Review of 2023 Performance Evaluation Process

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### **Discussion**

The City for the first time has required that all departments complete a performance evaluation for all regular full-time and part-time employees. Although previously the Library and Police Departments completed these evaluations, they were not centralized with Human Resources in personnel files. Staff will give a review of the process for 2023 to date.