

City of Portage
Human Resources Committee Meeting
Tuesday, March 3, 2015, 6:30 p.m.
Municipal Building, Conference Room One
Agenda

Members: Bill Tierney, Chairperson, Rick Dodd, Martin Havlovic, Doug Klapper, William Kutzke, Rita Maass

1. Roll call
2. Approval of minutes from the February 3, 2015 meeting.
3. Discussion and possible recommendation on Proposed Revisions to Detective Lieutenant Position Description and Hiring Wage Rate.
4. Adjournment

**City of Portage
Human Resources Committee Meeting
Tuesday, February 3, 2015, 6:30 p.m.
Municipal Building, Conference Room One
Minutes**

Members Present: Bill Tierney, Chairperson, Rick Dodd, Doug Klapper, William Kutzke, Rita Maass

Members Excused: Martin Havlovic

Also Present: City Administrator Shawn Murphy, Craig Sauer from Portage Daily Register, Jennifer Loveland

1. Roll call

The meeting was called to order at 6:30pm by Mayor Tierney.

2. Approval of minutes from the January 6, 2015 meeting.

Motion by Maass, second by Dodd to approve minutes from the January 6, 2015 meeting, with the following amendments:

- a. Minutes should reflect that compensation for mayor should be reviewed, as well as alderpersons.
- b. Motion counts were off, based on a committee of six not seven members, and should be corrected.

Motion carried unanimously on call of roll.

3. Discussion and possible recommendation on Alderperson salaries.

The committee reviewed comparable salaries for alderpersons from other communities, which showed that current salaries are comparable. The mayor asked that alderpersons be added to the review of compensation for all employees that is done on a regular basis.

4. Discussion and possible recommendation on City Administrator contract.

The committee reviewed the City Administrator contract as presented. It was discussed that while this is an indefinite contract, it should be reviewed annually for terms and salary.

Administrator Murphy proposed that he be allowed to carry over 24 hours of his remaining vacation, in addition to the 24 hours that are allowed for each employee according to the personnel manual.

Motion by Tierney, second by Dodd to approve the City Administrator contract as presented with the additional carryover of 24 vacation hours to be used within 3 months of the anniversary date of 2/12/15. Motion carried, 3-1, with Maass voting no and Kutzke abstaining.

5. Discussion and possible recommendation on City Administrator 2015 Goals.

The committee presented a list of goals for the City Administrator for the year. After some clarification of some of the items and a discussion about priorities, the committee asked the administrator to focus primarily on:

- a. Review and revised Employee Policy and Procedures Handbook
- b. Create a succession plan for all departments.
- c. Working relationship with the four surrounding towns: establish inter-governmental agreements with the towns involving appropriate staff and elected officials; review fire agreement; vehicle replacement agreement.
- d. Improve both internal and external communication, utilizing various forms of media to improve Portage's image, including the city's website.

6. Review of Upcoming Labor Projects

Administrator Murphy presented a summary of the upcoming labor projects:

- a. Staffing Evaluation
The RFP for the staffing evaluation has already generated some interest for several firms. The primary goal of this evaluation is to work on existing workload and existing staffing levels. When the field has been narrowed to a group of four or five potential firms, they will be interviewed by a panel consisting of Administrator Murphy, a department head and Mayor Tierney.
- b. Police Labor Contract
- c. Fire Labor Contract
Both the Police Labor and the Fire Labor contracts will be expiring this year. In preparation for these negotiations, there will be closed sessions at upcoming Human Resources Committee meetings to discuss the terms.
- d. Personnel Handbook Update
The personnel handbook needs to be updated to current standards. This will be a lengthy process, but it may be aided by the staffing analysis and may all require outside consultant assistance.

7. Adjournment

Motion by Dodd, second by Maass to adjourn the meeting at 7:30pm. Motion carried unanimously on call of roll.

Submitted by Jennifer Loveland

**City of Portage
Position Description**

Name: _____ **Department:** Police
Position Title: Detective Lieutenant **Pay Grade:** 5 **FLSA:** Non-Exempt
Date: March 2015 **Reports To:** Chief of Police

Purpose of Position

This position exists to perform specialized law enforcement duties such as criminal investigations, Court and liaison duties with probation and parole, human services and the schools in addition to general law enforcement and community service duties.

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.

- Conducts criminal investigations: reviews, assigns and investigates criminal matters such as forgeries, thefts, burglaries, sexual assaults, batteries, trespass, obstructing, disorderly conducts and shoplifting cases; interviews witnesses, victims and suspects; conducts interrogations; tags and labels physical evidence; performs investigation duties for other law enforcement agencies **at their request.**
- Performs supervisory duties: instructs and supervises the detectives and patrolmen assisting in investigations; annual performance reviews of detectives/assignment of cases.
- Performs Court Officer duties: acts as the court officer; provides the District Attorney's office with the necessary reports and information; reviews and signs criminal complaints; testifies in court for trials, preliminary, motion, evidentiary and juvenile hearings.
- Performs community service duties: gives speeches and presentations to area schools and various organizations; engages in community and media relations; provides medical assistance to ill and injured persons; ~~does press releases on criminal matters.~~ (see next bullet point)
- **Acts as the PIO (Public Information Officer) for the department including press releases and is also the point of contact for all open records requests.**
- **Acts as the department's liaison with the regional Sex Offender Notification Team and the Child Death Review Team.**
- Performs general law enforcement duties: photographs traffic accidents; assists in the apprehension and arrest of violators; assists with complaints, criminal and traffic violations and accidents; responds to emergency situations; performs traffic control duties.
- Performs administrative duties: completes reports; plans and prepares training sessions; orders supplies and equipment; payroll for detective **& secretarial** division.
- Maintain active case reports ~~and keep bond conditions current.~~
- Maintain quarterly reports for detectives' caseloads.

- Quarterly inspection of evidence room and annual inventory of evidence room; maintain evidence room log book; supervision of all evidence taken in; supervision of proper return/destruction of evidence.
- Administrator for ITI record system.
- ~~Performs phone system maintenance.~~
- ~~Performs computer and service maintenance.~~
- ~~Administers TraCS system.~~
- Maintain building security **including Access Control.**
- Liaison with county.
- Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- Six years of full-time professional law enforcement experience and documented supervisory experience.
- **Minimum of five years of documented investigative experience**
- 72 college credits, with at least six of these being in supervisory/management courses; or any combination of education and experience which provides the required knowledge, skill and abilities.
- One year of civic, community or professional activity.
- Must possess a valid Wisconsin Drivers License.
- Must possess Wisconsin Law Enforcement Certification.

Mathematical Ability & Preferred Skills

- Ability to add, subtract, multiply and divide; perform calculations using decimals, percentages and algebraic equations; interpret descriptive statistics.
- **Strong computer skills including proficiency with PowerPoint presentations, records management systems, LEADS online, and digital evidence including audio and video recordings**

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents such as witness, victim and suspect statements, reports, forms such as commitment, detoxification, Miranda and search forms, property receipts, citations, warrants, National Crime Information Center and Department of Transportation information.
- Ability to prepare a variety of documents such as complaint reports, **subpoenas, search warrants**, witness, victim and suspect statements, diagrams, graphs, letters and time sheets using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to use and interpret legal terminology, statutes, criminal code, ordinances, rules, regulations, Federal Bureau of Investigation and drug manuals and other police and procedure manuals.
- Ability to communicate effectively with City personnel, the District Attorney, business and community officials, State Fire marshals, social services agencies, other law enforcement agencies and the general public to convey or exchange information including receiving instructions from supervisors.

Environmental Adaptability

- Work is performed in an office environment and outdoors while conducting investigations; requires the ability to perform in dangerous situations under high levels of stress.

The City of Portage 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 employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Date

Supervisor's Signature

Date