

MEETING OF PERSONNEL AND POLICY COMMITTEE
VILLAGE OF NORTH PRAIRIE
January 29, 2025 @ 8:30 a.m.
North Prairie Village Hall - 130 N. Harrison Street
North Prairie WI 53153

Call to Order.
Roll Call.

1. Discussion and/or action as necessary: Approval of October 7, 2024 meeting minutes.
2. Discussion and/or action as necessary: Deputy Clerk/Deputy Treasurer employment process.
3. Discussion and/or action as necessary: Engagement of planning firm.
4. Discussion and/or action as necessary: Vacant Trustee position.
5. Discussion and/or action as necessary: Engagement of firm for review and rewrite of Village Zoning Code and comprehensive plan.
6. Discussion and/or action as necessary: Mission Statement, Village Statement and Core Values for the Village of North Prairie with recommendation to the Village Board.
7. Discussion and/or action as necessary: Job Descriptions for Village employees with recommendation to the Village Board.
8. Discussion and/or action as necessary: North Prairie Employee Handbook with recommendation to the Village Board
9. Discussion and/or action as necessary: Policy regarding agendas and minutes for committees.
10. Discussion and/or action as necessary: Ordinances and agreement relating to the Prairie Village Water Trust with recommendation to the Village Board.
11. Discussion and/or action as necessary: Code Codification project.
12. Discussion and/or action as necessary: Structure of Department of Public Works Department.
13. Discussion and/or action as necessary: North Prairie Village Board Committees & Responsibilities with recommendation to the Village Board.
14. Motion to Adjourn.

Deborah Hall, Chair
Frank Rewasiewicz, Member
Mike McCormack, Member

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may attend the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. Contact the Village Clerk at 262-392-2271.

January 26, 2025

**OCTOBER 7, 2024, MEETING MINUTES
PERSONNEL AND POLICY COMMITTEE
VILLAGE OF NORTH PRAIRIE**

1. Call to Order: 8:34 a.m.
2. Roll Call: Present – Frank Rewasiewicz, Mike McCormack, Deborah Hall
Others Present – Evelyn Etten, Nancy Zastrow and Dave Schroeder
3. Confirmation of Proper Notice of Meeting. D. Hall confirmed meeting was properly noticed.
4. Announcement of Closed Session pursuant to WI State Statute 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any and all public employee over which the government body has jurisdiction or exercises responsibility; specifically with regard to the individuals' performing duties within the office of the Clerk.
5. Discussion and/or Action: Motion to go into closed session pursuant to WI State Statute 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any and all public employee over which the government body has jurisdiction or exercises responsibility; specifically with regard to the individuals performing duties within the office of the Clerk. Motion by M. McCormack, second by F. Rewasiewicz to go into closed session. Roll call vote.: Frank Rewasiewicz – yes; Mike McCormack – yes; Deborah Hall – yes.
6. Motion to reconvene into open session. Motion by D. Hall, second by M. McCormack to reconvene into open session; motion carried.
7. Discussion and/or action as necessary; for any items brought forward from closed session, with recommendation to the Village Board. No items brought forward for consideration.
8. Discussion and/or action as necessary: Approval of September 11, 202 meeting minutes. Motion by M. McCormack; second by F. Rewasiewicz to approve meeting minutes; motion carried.
9. Discussion and/or action, as necessary: Wisconsin Retirement System, with recommendation to the Village Board, if necessary. The committee discussed the WRS program and the impact of possibly opting into the program. Nancy Zastrow will do additional research regarding the employer requirements to provide this benefit to employees; no action taken.
10. Motion to adjourn. Motion to adjourn by F. Rewasiewicz, second by M. McCormack to adjourn at 9:37 a.m.; motion carried.

Submitted October 8, 2025
Deborah Hall

January/February/March

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Submit employment ad to Waukesha Freeman, WI Municipal Clerk's Assoc., the League of Municipalities, & Village of North Prairie Website on January 10th.			
2	3	4	5	6	7	8
	Application Reviews					
9	10	11	12	13	14	15
	Initial Interviews AM		Initial Interviews PM			
16	17	18	19	20	21	22
		Second Interviews w/Personnel Comm.	Background Checks		Offer of Employment	
23	24	25	26	27	28	1
						March
2	3	4	5	6	7	8
9	10	11	12	13	14	15
	Anticipated Start Date					

Village of North Prairie

VILLAGE ADMINISTRATOR/CLERK/TREASURER

Job Description

GENERAL STATEMENT OF DUTIES

Unless otherwise stated, all duties, responsibilities, and qualifications stated herein are essential functions of this position. Performs the duties of Village Clerk as contained in Wisconsin Statute 61.25. Serves as Village Treasurer as contained in Wisconsin Statute 61.26 and Office Manager for general Village administrative offices upon the direction of the Village President and Board.

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.

1. Attend all Village Board meetings. Takes and prepares minutes in final form.
2. Attend other committee meetings as requested. Prepares minutes in final form.
3. Attends Board of Review meetings and take minutes. Responsible for compliance with Wisconsin statutory provisions.
4. Responsible for administration of all elections.
5. Responsible for administration and preparation of all licenses and permits, except those pertaining to Building Inspection.
6. Responsible for meeting all publication requirements for Village operations.
7. Responsible for coordination and preparation of employee payroll and payment of benefits.
8. Responsible for daily cash management.
9. When requested, attend Village bid openings and represent Village at official functions. Always notarizes official Village papers and signs official Village documents.
10. Responsible for records management and filing of all documents.
11. Prepares bank and account reconciliations. Reconciles balance to general ledger accounts and subsidiary accounts monthly.

12. Assists professional staff with balance sheet and income statement account reconciliations.
13. Assists Village Board in budget preparation.
14. Assists Village professional staff in the investment of all funds.
15. Assists in any other projects which need the attention of the Village Clerk-Treasurer as directed by the Village President and Board.

KNOWLEDGE AND ABILITIES

1. Knowledge of Wisconsin election and licensing laws.
2. Knowledge of general office operation and procedures.
3. Good oral and written communication skills.
4. Good customer relation skills.
5. Extensive knowledge of general government accounting principles and practice.
6. Working knowledge of Village Code or ability to develop this knowledge in a reasonable amount of time.
7. Good supervisory and employee relations skills.
8. Ability to work more than 40 hours per week.
9. Knowledge of and the ability to use computers for daily processing of work.
10. Knowledge of records management.

QUALIFICATIONS

1. High school diploma or GED. Some college preferred but applicable job experience will be considered.
2. Prefer three years of experience as a Municipal Clerk or Deputy Clerk.

TOOLS AND EQUIPMENT USED

Phone system, personal computer including word processing software, Sage accounting program, copy machine, postage machine, fax machine and calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or listen. The employee is occasionally required to walk, use hands to finger, handle or feel objects, tools, or controls and reach with hands and arms.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and adjust focus.

WORK ENVIRONMENT

The employee will be required to work in an office environment and on occasion visit other municipal facilities both outside and inside. The noise level varies depending on office equipment and people interactions.

HOURS OR WORK

Regular office hours are from 9 a.m. to 5:00 p.m. Monday through Friday, unless adjusted. Additional hours are required for this position due to meetings and/or workload. This is a salaried position.

VILLAGE OF NORTH PRAIRIE, WISCONSIN
DEPUTY CLERK/TREASURER
Position Description

Title: Deputy Clerk/Treasurer
Department: Clerk's Office
Reports to: Administrator/Clerk/Treasurer

Status: Part-Time (15-20 hrs./wk.)
Revision Date: December 24, 2024
Adoption Date: January 09, 2025

- I. **PRIMARY FUNCTION:** The Deputy Clerk/Treasurer performs a variety of clerical functions in the Village Administrator/Clerk/Treasurer's office and assists with a variety of duties related to elections, the issuance of permits and licenses, the open records law, open meetings law, record keeping, and bookkeeping, as authorized by the Village Board, Village Administrator, and Wisconsin State Statutes. This is considered a confidential position.

- II. **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 at any time.

GENERAL DUTIES

- Perform duties of the Village Clerk in Clerk's absence pursuant to SS61.25, Wis. Stats.
- Coordinate agendas, copy supporting documents for meetings, transcribe minutes for Plan Commission and various Committee meetings, and prepare agenda packets.
- Post meeting dates, agendas and minutes to the village website.
- Prepare and publish public hearing/legal notices with accuracy and detail including any required notification of surrounding property owners.
- Election process - registration management, scheduling, assist with training poll workers, managing Election Day activities.
- Maintain filing Ordinances, Resolutions, Village Board and other Committee books.
- Assist in the preparation of special assessment letters as requested by title companies.
- Assists with the maintenance and processing of all licenses issued by the Village.
- Process and maintain calendar for village hall community room and park rentals.
- Maintain dog/cat license records and prepare report for the Waukesha County Clerk settlement.
- Assist in managing incoming mail for distribution.
- Receive the public and answer questions; respond to inquiries from citizens and others and refer, when necessary, to the appropriate departments and answer phone calls.
- Perform Notary services.
- Act as ombudsman and distribute complaints received to the appropriate department(s) for processing.
- Type reports and letters as requested from various Village Departments, Boards, and Committees.

- Assist Administrator/Clerk/Treasurer with the processing of payroll and new employees as needed.
 - Assist with the processing of accounts payable, accounts receivable, billing and bank reconciliation.
 - Performs other related work as required.
- III. EDUCATION, LICENSURE/CERTIFICATION AND EXPERIENCE:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.
- A. High school diploma or GED
 - B. Knowledge of office procedures and terminology, calculators, copy machines, computer data entry, and websites.
 - C. Preferred completion of an accredited two-year college program or course(s) leading to a degree program, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
 - D. Any prior municipal experience is a plus.
- IV. ESSENTIAL SKILLS OF THE JOB**
- A. Ability to communicate effectively orally and in writing.
 - B. Ability to utilize computer programs, office equipment and website experience.
 - C. Ability to multi-task and solve problems.
- V. WORK ENVIRONMENT:** The work environment is reflective of the responsibilities described in the major duties and responsibilities. Work is performed in an office environment. Contact with employees, vendors, public and governmental agencies are required.
- VI. AMERICANS WITH DISABILITIES ACT (ADA) ESSENTIAL ELEMENTS AND QUALIFICATIONS:**
- A. Must be able to sit, stand, bend, walk and climb with or without back support.
 - B. Able to lift up to 25 pounds.
 - C. Must have the dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment.
 - D. Hearing activities requires the ability to participate in numerous conversations throughout the workday both in person and over the telephone.
- VII. ADDITIONAL REQUIREMENTS:**
- A. Compliance with the conditions of employment as stated in the Village of North Prairie Handbook.
 - B. Must keep current with new computer technology which would benefit the Village and its residents.
 - C. Take an oath of office.
 - D. Implement the policy directives of the Village Board.
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The Village of North Prairie is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

VILLAGE OF NORTH PRAIRIE
POLICE DEPARTMENT

4.01 JOB DESCRIPTION CHIEF OF POLICE

The Chief of Police is accountable directly to the Village Administrator and must follow all written orders from the Village Administrator that are not in conflict with Statutory Laws.

The Chief of Police is responsible for the general over-all performance of the Police Department in obtaining and maintaining the objectives of:

1. Enforcing all Village Ordinances, State Statutes and Federal Laws.
2. Insuring that all citizens are secure in their person and property.
3. Maintaining the peace of the community.
4. Prevention of criminal activity.
5. Providing service to its citizens and guests.

The major job responsibilities of this position are:

1. Planning
2. Organizing
3. Direction
4. Controlling

5. Evaluating

I. PLANNING OBJECTIVES

1. Specific goals of achievement with time limits will be established for all operational functions of the Department.
2. Written policies and procedures will be established, maintained and continuously updated as changes occur.
3. Growth projections for the Village and their impact on the Department will be continuously assessed in making decisions.
4. Prepare, submit and administer the annual Departmental Budget.
5. Attend Civic meetings upon invitation and Criminal Justice meetings that relate to the operation of the Department.
6. Provide leadership in all external relations with other agencies.

II. ORGANIZING OBJECTIVES

1. Develop and update as needed the organizational structure in terms of "Span of Control", "Chain of Command" and "Unity of Command".
2. Delegate authority and responsibility with accountability to immediate subordinates and insure that delegation flows smoothly through all ranks.
3. Develop and update as needed "Job Descriptions" for all ranks and positions in the organization.

4. Recruit, select and promote only the most qualified candidates to fit the job description.
5. Develop organization personnel by upgrading their knowledge, skills, job attitudes and self fulfillment.
6. Establish and maintain effective working relationships among personnel and solve individual conflicts and problems without delay.

III. DIRECTION OBJECTIVES

1. Initiate getting the action started to put plans into operation. Set time limits for progress and completion of program.
2. Hold staff meetings when needed to insure adequate input from other members of the organization and then choose the most logical alternatives.
3. Motivate personnel with new and innovative programs that stimulate and encourage professionalism in attaining individual and organizational goals.
4. Maintain effective communications by making sure that subordinates understand exactly what you mean and follow oral communications with written guidelines.
5. Utilize Democratic principles of leadership in issuing directives, but recognize that autocratic leadership must be exercised when specific circumstances dictate.

IV. CONTROLLING OBJECTIVES

1. Establish realistic ranges of performance for subordinates and require notification from them when their performance is outside of a range.
2. Have staff inspections made of immediate subordinates area of responsibility at least two and not more than four times a year.
3. Require progress reports for ongoing programs and for improvement of deficient areas.
4. Have custody and control of all books and records required by law and keep inventory of all machines, tools, implements and equipment of every kind necessary for use in the department.

EVALUATING OBJECTIVES

1. Utilize an objective rating system that will measure job performance and let people know how well they are doing.
2. Determine if organization goals have been met and chart new courses of action for even greater achievements.

Chief of Police

Thomas M. Curran

Village of North Prairie
Job Description Assistant Police Chief

ASSISTANT CHIEF

I. Duties and responsibilities of the Assistant Chief (AC) position.

The assistant Chief is under the general direction of the Police Chief, the AC assists in the directing of general operations and activities within the Police Department through administrative authority and supervision of all staff functions. This position requires the exercise of independent judgment in the performance of the duties of the office. Duties include directing and/or guiding departmental, managerial and operational staff toward achieving established goals and objectives. Work is reviewed through conferences, reports and observations of results obtained. The AC assume duties of Police Chief in absence of the Chief or as directed by the Police Chief. The Assistant Chief shall perform all other duties as assigned by the Chief and shall maintain the minimal qualification requirements as set forth by the State of Wisconsin.

II. Essential Duties

- A.** Assists in departmental planning and in the overall development of the police department, its policies, and procedures. Assists in ensuring the consistency of the departmental goals and objectives as set by the Police Chief.
- B.** Assists in the establishment of formal lines of authority; enforces rules and regulations, carries out policy and procedures.
- C.** Assists in the function of departmental staffing, policy for the department, identifies and documents departmental needs and maintains records of subordinates.
- D.** Assists the Chief in Communicating general and specific departmental rules, regulations, policies and procedures. Helps to establish and oversee a procedure for maintaining discipline.
- E.** Maintains continuous liaison with other department heads, Village staff, and various outside agencies.
- F.** Interpret new laws and ordinances, assist in supervising and overseeing training of staff in new techniques and briefs on changes in regulations and procedures.
- G.** Evaluates written reports from officers.
- H.** As directed by the Chief, responds to operational and administrative questions and inquiries from the Village board.
- I.** Performs the duties of subordinate supervisors as necessary.
- J.** Effectively supervises and recommends the hiring, discharge, evaluation assignment, discipline and adjustment of grievances of subordinate employees with the Chief.

NOTE: The duties listed above are intended as illustrations of the various types of work performed by persons in positions covered by this classification specification. This list is not all inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the position.

III. Requirements

A. Training and Experience:

- 1.** Working experience in police administration; five (5) years' experience at the level of Captain or Lieutenant. Candidates shall have an associate degree or a minimum of 60 fully accredited college level credits.

B. Knowledge, Abilities and Skills:

1. Knowledge of the principles, practices, and techniques of modern law enforcement.
2. Knowledge of the principles and practices of organization, management and personnel administration.
3. Knowledge of federal, state, and local laws and ordinances that affect or are enforced by the police department.
4. Knowledge of community geography and demographics.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to plan, evaluate, assign and coordinate activities performed by the Police Department staff.
7. Ability to motivate, manage and supervise employees with varying levels of education and work experience.
8. Ability to establish and maintain effective working relationships with other Village departments, public agencies, the news media and the general public.
9. Ability to speak effectively and comfortably to large groups of people.
11. Ability to react calmly and quickly in emergency situations.
12. Ability to maintain proficiency in the use of firearms, communications, and other equipment.
13. Ability to analyze managerial and administrative problems, formulate solutions and take independent unilateral actions.

C. Physical Requirements:

Perform all the duties associated with the position of Assistant Police Chief and assigned tasks. Operate Police equipment as efficiently and economically as possible under a variety of conditions and in accordance with law and established procedures. This includes but is not limited to vehicles, weapons, computer and radio equipment, cameras and all other equipment associated with the everyday operations of the Police Department.

**Village of North Prairie
Police Department
JOB DESCRIPTION OF POLICE CAPTAIN**

In the ranking structure of this department, the position of Captain is third in command under the general direction of the Chief of Police. The captain, along with other assigned duties, when necessary be assigned to assists the command staff by providing direction to meet department goals and to coordinate with other service areas, agencies, boards, committees and the general public. The captain, when assigned by the Chief and in the absence of the Assistant Chief, shall take on the role of acting Chief if needed.

DUTIES

- Communicates with Chief regarding all matters such as receiving complaints, report of emergencies, determines need for police action and directs and assists subordinates in handling situations.
- Confers with public officials and citizen groups on law enforcement problems and recommends municipal law enforcement policies.
- Oversees assignments of employees and equipment. May coordinate with other local government agencies in emergency response activities.
- Assists in the preparation of budgeting. Relative to assigned activities, budget implementation, provides recommendations regarding the forecast of additional funds.
- Attends assigned meetings and training, interacts with outside agencies and committees, participates in teams, or associations, as needed.
- Assures staff works in a safe manner, follows safety requirements, monitors and assures compliance with regulations and other legal requirements.
- Maintains accurate records and prepares and presents detailed oral and written reports as required.
- Participates in interviews of applicants for positions in the department and provides recommendations to the Chief.
- Provides training and guidance to employees and recommends employees for attendance at specialized training.
- Performs general patrol duties.
- Reviews reports prepared by subordinate employees for thoroughness, accuracy and completeness.
- Performs other duties, as required or assigned by the Chief or his designee.

QUALIFICATIONS

- Knowledge of Federal, State, and local laws and rules and regulations of the department.
- Knowledge of the principle practices of police administration and management.
- Knowledge of the socioeconomic conditions of the community and their impact on the public.
- Knowledge of occupational hazards and safe work practices.
- Working knowledge of computerized department program software, internet access, database, spreadsheet, and word processing program.
- Ability to effectively plan, assign, supervise, review and evaluate the work of other employees.
- Ability to make life and death decisions, under stressful conditions with minimal information.
- Ability to direct the operation of the department
- Ability to instruct and advise subordinates in all pertinent phases of law enforcement and police procedures.

EMPLOYEE EVALUATIONS

- Employee Evaluations- Complete all evaluations prior to July 31st of each year.
- Review work history, days missed, excused, unexcused and sick. (Did they find their own replacement to fill the shift?)
- Prior to completing evaluation, review personnel files for problems or recognitions, certificates or achievements.
- Review reports for content and completeness as well as overall body of the report. Reports to be reviewed will be assigned by the Chief or Captain.
- Check computer history for amount of calls taken over year of evaluation as well as activity and amount of citations.

OTHER ADMINISTRATIVE DUTIES

- Assist Chief with annual budget worksheet.
- Attend any meeting, workshops, seminars, training and community events as assigned by Chief.

Job descriptions shall be reviewed and updated as needed.

**Village of North Prairie
Police Department
JOB DESCRIPTION OF POLICE LIEUTENANT**

The ranking structure in the Police Department places the Lieutenant as fourth in command, under the direction of the Chief. In the event the Chief, A. C. or Captain are unable to perform the duties of the Chief's office. The Lieutenant shall assume the responsibilities and duties of the Chief acting in the best interest of the Village and on behalf of the Chief. The Lieutenant shall be held directly accountable to the Chief of Police and shall follow all written and verbal orders or directives from the Chief of Police or his designee that are not in conflict with the Law. The Lieutenant is responsible for providing the highest level of service to the citizens of the Village of North Prairie and its guests. Job tasks will be performed within realistic ranges of performance. The performance of this service will be in accordance with department rules, policies and procedures, Local, state and federal laws.

DUTIES

- Enforce all federal, state, local laws and ordinances
- Investigate and follow-up on all complaints and reports
- Protect the civil rights of the general public, protection of life and property and uphold public order.
- Maintain good community relations, while practicing community-oriented policing.
- Perform all patrol duties and other duties as required/assigned.
- All other duties as assigned by the Chief or his designee.

TIME SYSTEM

- Quarterly CIB Validations
- Investigate the length of time an item should remain on the system.
- Remain current on all TIME system certifications; MDC & E-TIME training.
- Keep hard record copies of Validations and any updated information as available.

FLEET MAINTENANCE

- Monitor shift-log for reports of squad problems
- Schedule and maintain record of all oil changes and repairs, as well as tire replacement and rotation.
- Conduct squad checks weekly start and run squads to assure they are available for active service.
- Review and investigate car wash contract periodically, propose new contract and cost to the Chief for approval.
- Complete monthly squad checks noting all damage problems physical, mechanical, electrical, outer and inner areas of each vehicle. Create a report identifying findings and actions to take. Maintain both hard copy and electronic reports.
- At the beginning of each month the Lt. shall review all daily shift rosters for the previous month, compile a list of all squad complaints and damage. The Lt. shall then maintain a record of these complaints and his findings in regard to each complaint.
- Complete a monthly visual inspection of each squad noting all damages to either squad on an individual sheet. New damage should be indicated with red ink, enter all information in the computer file which shall be created and maintained by the Lt. for further use.

Job descriptions shall be reviewed and updated as needed.

North Prairie Police Dept.
Job description Detective Sergeant

The Detective Sergeant is directly responsible and shall be held accountable for his/her performance in their duties as a Detective sergeant. He/she shall follow and uphold all verbal and written orders, directives, policies and procedures given by the Chief or his designee that are not in direct conflict with law. The detective sergeant shall provide the highest level of service to the citizens of North Prairie and its guests, portraying a respectful and professional demeanor. He/she will assist the officers to achieve those same goals for the department and its citizens. Assisting the officers when needed and ensuring the officers portray a professional demeanor in the completion of their duties.

JOB DUTIES/RESPONSIBILITIES

- Enforcement of laws and local ordinances.
- Enforce village ordinances, state, and federal laws fairly and impartially being non-judgmental using discretion and good common sense, while protecting life, property, civil rights, and public order.
- Utilize geographical or selective enforcement as directed by the Chief or his designee. Perform your duties effectively, while maintaining a sufficient number of citizen contacts to preserve a safe and orderly community.
- Maintain an appropriate flow of traffic throughout the Village while enforcing all traffic laws and assisting motorists as needed.
- Perform visual patrol of all residential and business districts to ensure the safety of the public, enforce all traffic laws while monitoring traffic for unusual activity and improper behavior.

Investigations

- When necessary, assist the originating Officer, take preliminary investigations and complete any follow-up of all criminal and non-criminal complaints as needed.
- Collect and process evidence as necessary, make every attempt to be an active participant in bringing each case to a proper close.
- Ensure the appropriate parties that our department will review each incident and act in their best interest, and when appropriate, advise the parties that a member of our department will contact them regarding their complaint/incident/action, as soon as more information is available. i.e., referred to another agency. (Follow through with call back information as appropriate)
- File all reports and investigations in a timely manner. When applicable, file a final disposition report.
- As necessary place an extra patrol with the Waukesha County Disp. Center, Waukesha County Sheriff's department and place a copy of such in the North Prairie PD. pass on book and the Sheriff's dept. S/W substation.
- Any evidence taken into custody shall be inventoried, if appropriate, at the North Prairie Police Dept. or when necessary, at the Waukesha County Sheriff Dept.

General patrol

- Patrol all segments of the Village of North Prairie including but not limited to; parks, businesses, and residential areas within the village limits, making contact with home and business owners whenever possible.
- Be watchful of the ordinary as well as unordinary or suspicious circumstances and persons.
- Utilize saturation and selective patrol for trouble traffic spots and possible crime areas.
- Protect the civil rights of every person from those that would take laws into their own hands, maintain public order by protecting against potential violence or disputes, protect the right of free speech and peaceful assembly, and ensure a safe and orderly environment within our community and on our village streets.

Community Relations

- Be familiar with the community while projecting a professional image toward the police department and our profession.
- Support the Village, the Police Department, and your fellow officers.
- Become an active participant in programs that assist the community and its resident or its guests.
- Give prompt, courteous service to citizens, insuring police assistance and support in all matters within the parameters of the law and regarding case progress or disposition.
- Maintain a professional and respectful relationship with area communities to include area fire and police departments and their personnel.

Shift Responsibility

- Report for work on the days and shifts you are assigned, complete all duties within your assigned shift whenever possible, if unable to do so in a timely manner.
- When unable to report for an assigned shift, it is the assigned officers' duty to find a replacement for that shift and notify the administrative assistant of changes prior to the start of your shift.
- When a replacement officer cannot be found, it's your responsibility to contact a supervisor of his/her inability to report for work.

Additional duties and responsibilities

- Assist in training of new employees, auxiliary, and volunteer members.
- Assist Officers as needed, provide guidance and assistance when necessary.
- Assist with special events when possible; NNO (National Night Out), Harvest Festival, and Parade security.
- Squad weapon maintenance: rifle and shot gun. (Check for damage and properly maintained)
- Act as school point of contact when necessary.
- Assist with further development of department goals.
- All other duties as assigned by the Chief or his designee.

Job descriptions shall be reviewed and updated as needed.

**Village of North Prairie
Police Department
JOB DESCRIPTION PATROL OFFICER**

North Prairie Police Officers are directly responsible and shall be held accountable for his/her performance in their duties as a police officer. Officers shall follow all verbal and written directives, orders, policies and procedures given by the Chief or his designee that are not in direct conflict with the law. Officers shall provide the highest level of service to the citizens of North Prairie and its guests. The performance of service will be in accordance with department policies, procedures, rules, regulations, memos and notes, whether written or verbal, by the Chief or his designee. All job tasks will be accomplished respectfully, professionally and in a timely fashion, keeping this department's best interest and the needs of the village in mind.

DUTIES AND RESPONSIBILITIES

Enforcement of laws and local ordinances

- Enforce village ordinances, state and federal laws, fairly and impartially being non-judgmental while using discretion, good judgment and common sense.
- Utilize geographical or selective enforcement as directed by the Chief or his designee.
- Perform a sufficient number of traffic contacts to maintain a safe and orderly flow of traffic throughout the Village and enforce all traffic laws, while monitoring traffic for unusual activity and improper behavior.

Investigations

- As the originating Officer, take preliminary investigations and complete any follow-up of all criminal and non-criminal complaints as assigned.
- Collect and process evidence as necessary, make every attempt to be an active participant in bringing each case to a proper close.
- Insure the complainant that our department will review each incident and act in their best interest and instruct them that a member of our department will advise them if their case is being referred to another agency.
- File reports of investigation in a timely manner. When applicable, file a final disposition report.
- As necessary place an extra patrol with the sheriff's department and place a copy of such at the S/W substation.
- Any evidence taken into custody shall be inventoried, if appropriate, at the North Prairie Police Dept. or when necessary, at the Waukesha County Sheriff Dept. property room. Be sure to indicate the location of any property in your report along with the circumstances or reason(s) for property inventory.

Protection of life, property, civil rights and public order

- Patrol all segments of the Village of North Prairie including but not limited to; parks, businesses and residential areas within the village limits, making contact property and business owners whenever possible.
- Be watchful of ordinary as well as unordinary or suspicious circumstances and people.
- Utilize saturation and selective patrol for trouble traffic *spots and high crime areas*.
- Protect the civil rights of every person from those that would take laws into their own hands, maintain public order by protecting against potential violence or disputes, protect the right of free speech and

peaceful assembly, and ensure a safe and orderly environment within our community and on our village streets.

Community Relations

- Be familiar with the community while projecting a professional image toward the police department and your profession
- Support the Village, the Police Chief and fellow officers
- Become an active participant in programs that assist the community and its residents or its guests.
- Give prompt, courteous service to citizens, insuring police assistance in all matters within the parameters of the law and regarding case progress or disposition.
- Maintain a professional and respectful relationship with area communities to include area fire and police departments and their personnel.

Shift Responsibility

- Report for work on the days and shifts you are assigned, complete all duties, when possible, within your assigned shift or if unable to do so in a timely manner.
- When an officer is unable to report for an assigned shift, it is the assigned officers' responsibility to attempt to find a replacement for that shift and notify the administrative assistant of changes prior to the start of your shift.
- When a replacement officer cannot be found, the assigned officer shall contact a supervisor of his/her inability to report for work.
- The Officer assigned to work as court officer/bailiff shall handle court bailiff duties and prepare all necessary paperwork for the up-coming court dates as well as all other court functions. Upon completion of each court proceedings, the assigned officer shall submit an activity report to the chief or the administrative police clerk indicating the officers start and end times, as well as any unusual activity pertaining to all court proceedings.

Job descriptions shall be reviewed and updated as needed.

Village of North Prairie
POLICE DEPARTMENT

JOB DESCRIPTION FOR ADMINISTRATIVE SUPPORT STAFF TO CHIEF & DEPARTMENT

This position's main responsibility is managing the Police Department office. The duties range from, but are not limited to, record keeping, detailed reporting, customer assistance both in person and on the phone, with the ability to answer questions in a respectful and professional manner, as well as all other duties necessary to manage the needs of the office. This position should have a working knowledge of common traffic laws, North Prairie ordinances as well as department policies and procedures. This position shall decide when to direct incoming calls to the Chief, Asst. Chief, Captain or Lieutenant, or forward the call to a Detective or patrolman. Must possess excellent knowledge of WI Open Record's Law and the ability to perform all of these duties with limited supervision, while keeping the best interests of the Village, Department and the Chief in mind is essential.

Job descriptions shall be reviewed and updated as needed.

RECORDKEEPING- All charges are considered serious, for matters that involve prosecution and fines. It is imperative that all those recordkeeping duties be maintained and recorded accurately and in a timely manner, as other departments depend on this data to compile reports. The following items are all maintained by the Police Administrative Assistant:

- Citations, matter-of reports, accident reports, prosecution reports
- Maintain follow-up on all 10-day warnings
- Catalog and maintain citations for department
- Maintain files in an orderly fashion for quick and easy access
- Maintain department calendars (work schedule, court dates, training and meeting reminders)
- Compile Village of North Prairie citations and court lists for monthly court
- Enter Village of North Prairie warrant worksheets, maintain files and update files with WCC
- Validate items entered into NCIC (National Crime Information Center) [i.e. Stolen property, warrants
- Retain all department restraining orders
- Compile & distribute Officer's monthly schedule
- Process monthly payroll sheets for Village Clerk
- Schedule schooling for Officer(s)
- Create forms, business cards, handout materials for Officers
- Post and record Extra Patrol

- Enter parking violations, file Traffic Violation and Registration Violation paperwork, mail letters to offenders
- Conduct Criminal Background Checks for village licenses and employment.
- Maintain Criminal Background Check dissemination log for audit
- Maintain Visitor's Log for federal requirements
- Assist detectives by copying, forwarding and communicating case details.
Provide support documentation

REPORTING- It is the Administrative Assistant's duty to assure that all reports are done accurately and in a timely manner. Neat and order filing for ease of retrieval is also essential as Officers and staff depend on these reports in order to complete their reporting.

- ETIME Certification for record checks (Dept. of Justice Certification)
- Process all court lists and compilation of citations / reports for monthly court
- Prepare all paperwork for Municipal or Circuit Court in a timely manner
- Receive, record and process citation payments and forward to Municipal Court
- Process payments such as parking tickets, accident report, open record request and forward to Village Clerk for payment
- Compile data for the monthly Protective Services Report and forward to all Village Board Trustees
- Maintain archived paperwork for State mandated duration
- Prepare and submit monthly Uniformed Crime Reporting to State including any supplemental forms
- Complete and submit Use of Force report monthly to the State of WI

CUSTOMER SERVICE - The Police Administrative Assistant is the first person the general public speaks to on the phone or talks to in person at the Department desk. A professional manner and appearance is vital in this position. Knowledge of Police Department policies is essential as it is important for the Administrative Assistant to show good judgment as to when to answer a question and when to refer it to the Chief or another Officer.

- Assist customers in a professional manner when they come into the office
- Answer phones courteously
- Accept requests for Open Records, forward to Chief for approval, and then process requested paperwork
- Process all background/record checks for individuals or agencies (i.e. military, other police departments)
- Correspond with e-Watch participates any alerts, safety information or updates
- Work Local Boy Scout/Girl Scouts to provide community service programs

- Work with local schools for safety presentations
- Maintain Police Department web page and Facebook page information

ADMINISTRATIVE DUTIES- Integrity, confidentiality, trust, professionalism, organizational skills and good judgment are integral parts of this position. Working knowledge of Microsoft Word, Excel, and Publisher as well as knowledge of the Police Department and its policies is also an important asset in this position. The Police Administrative Assistant must be able to manage all aspects of these office duties with minimal supervision.

- Provide support to the Chief/Captain/Lieutenant/Officers as needed and requested
- Research and prepare all paperwork needed for budgeting
- Assist AC with the maintenance of employee records
- Create user accounts for new employees through Wilenet, the TRAIN system, Intergraph, Net-viewer and TRACS
- Technical support to Officers in TRACS. Maintains program, updates and modifications. Works closely with the DOT. Uploads citations to WIJS through TRACS
- Offers supplementary IT support to office
- Communicates department needs to county IT and village IT for support
- Order department equipment
- Order office supplies
- Maintain office equipment such as printers, faxes, recorders, cameras
- Inventory forms, order as-needed
- Pick-up, open and distribute mail
- Continued education: WI Open Meeting/Open Records, TRACS, record-keeping practices, UCR, NIBRS, Law Enforcement Professionals
- All other duties as assigned by the Chief

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

The employee will be required to perform physical activities such as walking, lifting, standing and sitting.

The duties listed above are only illustrations of the various types of work which may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

NON-JOB RELATED PERIPHERIAL SUPPORT TO VILLAGE AS A WHOLE

- Assists other Village Departments on days Village Clerk and Deputy Clerk are not in the office.
- Assists the public on days Village Clerk and Deputy Clerk are not in the office.
- Works with DPW on computer staff support, IPAD, email, and program issues.
- Works with Village Clerk on computer support regarding the Village Website, posting of minutes and agendas
- Works with JMC as liaison