

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **PUBLIC SAFETY COMMITTEE**

DATE AND TIME: **MONDAY, JULY 6, 2015** **5:30 p.m.**

LOCATION: **Village Hall Board Room**
N112 W17001 Mequon Road

- I. **CALL TO ORDER:** This meeting has been given public notice in accordance with Wisconsin Statutes, Section 19.83 and 19.84 in such form that will apprise the general public and news media of subject matter that is intended for discussion and action.
- II. **ROLL CALL:** Chairperson Hughes, Trustees Baum, Daniels and Myers.
- III. **PUBLIC COMMENT:** *Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this municipality that there be a three minute time period, per person, with time extensions per the Chief Presiding Officer's discretion; be further advised that there may be limited discussion on the information received. However, NO ACTION will be taken under public comments.*
- IV. **APPROVAL OF MINUTES:** June 1, 2015 meeting
- V. **REPORTS:**
- A. Police Department
 - 1. Monthly
 - B. Fire Department
 - 1. Monthly
 - C. Overtime Reports
 - 1. Police Department
 - 2. Fire Department
 - D. Policy Updates
 - 1. Police Department:
 - 2. Fire Department –
- VI. **UNFINISHED BUSINESS:** None
- VII. **NEW BUSINESS:**
- A. Petition for Traffic Safety Request – Signage for Prairie Glen Subdivision
 - B. Replacement for Officer Vacancy – Police Dept.

VIII. **NEXT MEETING:** Set August 2015 Meeting Date and Time

IX. **ADJOURNMENT:**

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service please contact the Village Clerk at (262)250-4740 at least 2 days prior to the meeting.

NOTICE is given that a majority of the Village Board may attend this meeting to gather information about an agenda item over which they have decision making responsibility. This may constitute a meeting of the Village Board per State ex rel. Badke v. Greendale Village Board, even though the Village Board will not take formal action at this meeting.

**MEETING MINUTES
PUBLIC SAFETY COMMITTEE MEETING
JUNE 1, 2015
GERMANTOWN VILLAGE HALL BOARD ROOM**

CALL: The meeting was called to order at 5:30 p.m. by Chairman Hughes.

ROLL CALL: Chairman Hughes, Trustees Baum, Daniels and Myers.

Also present were Police Chief Hoell, Police Captain Snow, Fire Chief Weiss, Deputy Fire Chief Maury, Clerk Goeckner and Communications Supervisor Schmidt.

PUBLIC COMMENT: no discussion.

APPROVAL OF MINUTES: a motion was made by Daniels, seconded by Baum, to approve the minutes of the May 4, 2015 Public Safety Committee Meeting. Motion carried unanimously.

POLICE DEPARTMENT MONTHLY REPORT: Hoell reported on the following:

- Prescription drug drop-off scheduled for May 16th, the department is working on obtaining funding for a permanent drop-off box which would be placed in the department's lobby area
- Video of the law enforcement memorial service available on the department's facebook page
- Officers Laux and von Bereghy graduating from the Leadership Program

FIRE DEPARTMENT MONTHLY REPORT: Weiss reported on the following:

- Still waiting for final findings regarding the fatal fire
- Fire safety canvass with the Red Cross was conducted in the Legend Avenue area with 16 smoke detectors handed out
- Firefighters/EMTs responded to a serious motor vehicle accident with two critical patients at Wasaukee and Highland
- Three firefighters passed Motor Pump Operator Course
- Two firefighters completed EMT Basic Training
- Two firefighters completed EMT Advanced Training
- Seven firefighters completed Rapid Intervention Training
- One new Paid On Call member started
- Two firefighters will attend the next EMT Basic Training

OVERTIME REPORTS FOR POLICE & FIRE DEPARTMENT: Hoell stated the police department was tracking normally and the grant overtime had started the previous month. Hoell noted that with 2 retirements and 2 resignations, there would be 4 vacancies in the upcoming months.

Weiss stated the fire department overtime was looking good and that openings created by a recent resignation were being covered by POC until the replacement begins. He added they had hired Cary Rodriguez, a former POC, for that position.

POLICY UPDATES : Police Department - Snow advised the department had added two new policies, Computer Procedures and Social Media.

Fire Department - Weiss stated the fire department is in the process of rewriting their policies as the current ones need updating. He added the committee was provided with updated policies

0101.01 - 0202.08 which were reviewed by their staff. Weiss advised he would be providing additional policies next month on Emergency Operations.

Myers questioned whether employees of the police and fire departments are required to sign off on the policies once reviewed, Snow advised the police department uses an electronic sign off in their ProPhoenix program. Weiss stated that once their updates are complete in ProPhoenix they also will be using the electronic sign off.

APPLICATION FOR AMENDMENT OF CLASS B LICENSE FOR OUTSIDE PREMISES EXTENSION, BUBS IRISH PUB, N116 W16218 MAIN ST., MAY 19 - OCTOBER 31 FROM 12:00PM - 10:00PM (CONDITIONAL ON PLANNING DEPT./PLAN COMMISSION APPROVALS): Goeckner advised that this applicant has not met with the Planning Department and has not yet gone before the Plan Commission for approval, and the committee may elect to delay action until these meetings have been concluded.

A motion was made by Daniels, seconded by Baum, to table discussion of this application until it has been before the Planning Department/Plan Commission. Motion carried unanimously.

CLASS B FERMENTED MALT BEVERAGE AND INTOXICATING LIQUOR LICENSES - BARLEY POP BREW HAUS LLC, DEBORAH REINBOLD, AGENT, D/B/A BARLEY POP PUB & RESTAURANT, N116 W16137 MAIN STREET, (INCLUDES BREW HAUS AND FENCED OUTSIDE EXTENSION ON NORTH SIDE OF BUILDING TO BE OPEN UNTIL 10PM & OUTSIDE EXTENSION JULY 4TH FROM EAST END OF BUILDING TO WESTERN END, TO THE SIDEWALK DURING PARADE BEGINNING AT NOON): Hoell and Weiss stated they had no objections to this application. A motion was made by Daniels, seconded by Baum, to forward this application to Village Board with a recommendation of approval, motion carried unanimously.

NEW BUSINESS: Hughes noted that all license approvals would be conditional upon compliance of all code violations/requirements and monies owed to the village paid prior to issuance of licenses in addition to any other conditions noted.

AMUSEMENT ARCADE LICENSE RENEWALS JULY 1, 2015 - JUNE 30, 2016:

1. Barley Pop Brew Haus LLC, d/b/a Barley Pop Pub & Restaurant, N116 W16137 Main Street, 16 devices
 2. Bubs on Main LLC, d/b/a Bubs Irish Pub, N116 W16218 Main Street, 16 devices
 3. Maple Road LLC, d/b/a Buzdum's Pub, W188 N10515 Maple Rd., 12 devices
 4. Eastern Kettle Moraine Moose Lodge, d/b/a EKM Moose Lodge #1238, W198 N10217 Appleton Ave., 16 devices
 5. JK GAM LLC, d/b/a Gamroth's Kuhburg Junction, W140 N10385 Fond du Lac Ave., 8 devices
 6. Northridge Automotive Enterprises, Inc., d/b/a Ivey's at Main, W157 N11618 Fond du Lac Ave., 8 devices
 7. Robin Bird LLC d/b/a Sports Corner Bar & Grill, W187 N12793 Fond du Lac Ave., 13 devices
- Hoell and Weiss advised they had no objections for the above listed Amusement Arcade license renewals. A motion was made by Baum, seconded by Myers, to forward the above seven license renewals to Village Board with a recommendation of approval, motion carried unanimously.

CLASS B FERMENTED MALT BEVERAGE AND INTOXICATING LIQUOR LICENSES - JULY 1, 2015 - JUNE 30, 2016:

1. Renewal - Barley Pop Brew Haus LLC, Deborah Reinbold, Agent, d/b/a Barley Pop Pub & Restaurant, N116 W16137 Main Street, (includes Brew Haus and fenced outside extension on north side of building to be open until 10PM and outside extension July 4th from east end of building to the western end, to the sidewalk, during July 4th parade beginning at noon

2. Renewal - Bubs on Main LLC, Scott Pecor, Agent, d/b/a Bubs Irish Pub, N116 W16218 Main Street

3. Renewal - Germantown American Legion Post #1 Inc., James Heimann, Agent, d/b/a Germantown American Legion Post #1, N120 W15932 Freistadt Road

No objections from Hoell and Weiss. A motion was made by Baum, seconded by Myers, to forward the above listed renewals to Village Board with a recommendation of approval, motion carried unanimously.

CLASS A FERMENTED MALT BEVERAGE AND INTOXICATING LIQUOR LICENSES - JULY 1, 2015 - JUNE 30, 2016: New license for NSM Enterprises LLC, Naseem Abbas Agent, d/b/a Willow Creek BP, W201 N10451 Appleton Ave. Goeckner advised this item was placed on the agenda due to the existing business changing hands. No objections from Hoell and Weiss. A motion was made by Daniels, seconded by Myers, to forward this application to Village Board with a positive recommendation, motion carried unanimously.

CLASS A FERMENTED MALT BEVERAGE LICENSES - JULY 1, 2015 - JUNE 30, 2016: Renewals for Speedway LLC, Kimberly Doran Agent, d/b/a Speedway #4465, W178 N9653 Riversbend Lane, AND for Speedway LLC, Mary Wicklander Agent, d/b/a Speedway #4495, W164 N11233 Squire Drive. Hoell and Weiss had no objections. A motion was made by Baum, seconded by Daniels, to forward these 2 renewals to Village Board with a recommendation of approval. Motion carried unanimously.

CLASS B WINERY LICENSE - JULY 1, 2015 - JUNE 30, 2016: Renewal for Apple Works Winery LLC, Kevin Behnke Agent, d/b/a Apple Works Winery/Behnke Estates, W179 N12536 Fond du Lac Ave., includes Outside Premises Extension which includes an outdoor patio area and tent until 9PM. Hoell and Weiss had no objections. A motion was made by Baum, seconded by Daniels, to forward this license application to Village Board with a positive recommendation, motion carried unanimously.

APPLICATION FOR AMENDMENT OF CLASS B FERMENTED MALT BEVERAGE & INTOXICATING LIQUOR LICENSE OUTSIDE PREMISES EXTENSION, GAMROTH'S KUHNBURG JUNCTION, W140 N10385 FOND DU LAC AVE, 20' X 30' TENT, BACK YARD AREA, SOUTHWEST OF BUILDING, JUNE 27TH 2PM - 10PM: Hoell and Weiss had no objections. A motion was made by Baum, seconded by Myers, to forward this application to Village Board with a positive recommendation, motion carried unanimously.

REQUEST APPROVAL TO PURCHASE SQUAD COMPUTERS - POLICE DEPARTMENT: Communications Supervisor Schmidt advised the department was requesting to purchase 14 squad computers and had received bids from Baycom and CDW-G. Schmidt stated they would like to purchase the Panasonic Toughbook CF-43 units from Baycom for \$90,425.00 which would include peripherals and installation. She added that \$95,000 had been budgeted for this purchase in account 40-521-570-8430 and Baycom was following state contract pricing.

A motion was made by Baum, seconded by Myers, to forward this purchase request to Village Board with a recommendation of approval, motion carried unanimously.

REPLACEMENT FOR OFFICER VACANCY: Hoell advised the department was requesting to fill an officer vacancy created by the resignation of Officer Showalter.

Hoell also stated that a new organizational chart will go into effect on July 1st when the department will change from 2 captain positions to 1.

A motion was made by Baum, seconded by Daniels, to forward this request to fill an officer vacancy to Village Board with a positive recommendation, motion carried unanimously.

UPDATE ON EMERGENCY REPAIR OF TRANSMISSION ON TRUCK 1771 (2001 PIERCE LADDER TRUCK):

Weiss advised the transmission on 1771 is in need of repairs and the vehicle had been taken to Inland Diesel. Weiss stated that a new transmission would cost around \$13,000 and he felt the good condition of this vehicle warranted this expense. He anticipates this vehicle to be in service for another 20 years.

PURCHASE OF COMPUTER FOR FIRE CHIEF'S NEW VEHICLE: Weiss advised he was requesting to purchase a new computer for his vehicle, and would like to go with the F110 Getac Tablet Computer from TKK Electronics for \$4035.00. Weiss advised the purchase would be under budget from account 10-22-570-8100, and also included cradlepoint, docking station, keyboard and hardware.

A motion was made by Daniels, seconded by Myers, to forward this purchase request to Village Board with a recommendation of approval. Motion carried unanimously.

NEXT MEETING: Monday, July 6, 2015 at 5:30 p.m. at the Village Hall Board Room.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:12 p.m.

Recorded by,



Julie L. Barth
Secretary

V. C

Overtime Report for Police & Fire Departments

2015 Year to date through:

21-Jun-15

2015						2014			
Empl #	Employee Name	Total OT Hours Paid	Total Cost of OT Paid	Total OT Hrs to Comp	Time off Hours	Total OT Hours Paid	Total OT Hrs to Comp	ANNUAL Total of OT hours worked	ANNUAL Total OT to Pay
Police Dept									
90	Ball, Brian	0.00	0.00	24.75	37.13	48.50	70.50	119.00	2,432.03
92	Bloch, Ryan	56.50	2,917.94	20.75	31.13	127.75	36.75	164.50	6,406.02
141	Borden, Ray	34.25	1,818.16	39.25	58.88	24.50	96.00	120.50	1,263.83
115	Case, Robert	147.25	7,604.73	3.50	5.25	183.50	29.25	212.75	9,201.61
116	Dennis, M	51.00	1,936.98	22.25	33.38	6.50	0.00	6.50	362.41
91	Gonzalez, Jeff	54.25	2,801.74	25.00	37.50	132.50	55.50	188.00	6,644.21
101	Jones, Shawn	125.00	6,455.63	12.50	18.75	192.50	8.25	200.75	9,652.91
88	Laux, Kevin	10.00	516.45	58.00	87.00	50.75	92.00	142.75	2,544.86
142	Marten, Shawn	63.75	3,292.37	61.25	91.88	60.00	26.63	86.63	3,008.70
102	Mikulec, Dan	46.75	2,009.08	49.75	74.63	53.00	145.88	198.88	1,954.11
152	Miller, Timothy	0.00	0.00	14.50	21.75	123.75	17.25	141.00	6,205.44
86	Moschea, Daniel	67.25	3,473.13	39.25	58.88	177.75	67.13	244.88	8,913.27
138	Olson, Toni	41.75	2,216.30	50.75	76.13	172.00	87.75	259.75	8,872.62
96	Pierzchalski, David	81.50	4,209.07	58.75	88.13	43.00	183.00	226.00	2,156.24
98	Rechlicz, Justin	48.25	2,401.87	53.75	80.63	64.25	168.13	232.38	3,221.82
87	Schleis, Zachery	88.50	4,570.58	18.00	27.00	75.00	138.75	213.75	3,760.88
117	Schmitt, Penny	39.50	2,297.12	22.25	33.38	36.50	87.00	123.50	2,035.06
121	Schubert, Matthew	7.00	361.52	17.25	25.88	102.50	49.50	152.00	5,139.88
126	Showalter, Steve	0.00	0.00	0.00	0.00	1.00	67.50	68.50	50.15
128	Stieve, Jeffrey	63.00	3,253.64	59.25	88.88	0.00	60.75	60.75	0.00
93	Suedkamp, Adam	29.25	1,510.62	5.25	7.88	57.00	84.00	141.00	2,858.27
145	Theep, James	60.50	3,124.52	13.25	19.88	160.75	87.00	247.75	8,060.81
99	von Bereghy, Darren	107.25	4,609.07	22.25	33.38	271.25	52.50	323.75	10,000.99
Total Police			61,470.50						104,746.09
Annual Budget			95,000.00						95,000.00

Note: Overtime hours to comp are reflected in regular wages

Fire Dept - Full Time									
*	523 Delain, John	164.25	5,193.59	0.00	0.00	507.5	6	513.5	16,047.15
*	563 Rossman, Craig	121.50	3,841.83	41.25	61.88	216.5	0	216.5	6,845.73
*	593 Smith, Steve	39.25	1,241.09	8.75	13.13	246.25	38.25	284.5	7,786.43
Fire Dept Regular Part-time									
		over 60				over 60			
		Hrs over 60 @ Reg Rate	Over 80 hrs	True OT cost		Hrs over 60 @ Reg Rate	Over 80 hrs	True OT Cost	
**	625 Goetz, Steve	127.75	2,220.30	45.75	1,192.72	714.5	12,418.01	33.00	9,108.59
**	617 Hass, Thomas	718.75	12,491.88	435.75	11,360.02	1617.5	28,112.15	445.50	32,890.28
**	605 Rodriguez/Karpinski	779.50	13,547.71	480.68	12,531.24	2284.75	39,708.96	848.75	47,456.74
**	809 Asmondy / Franke	534.75	8,829.26	344.74	7,989.16	1488.75	25,839.72	311.50	29,242.64
				33,073.14		118,698.25			

Effective July 24, 2013 - POC's over 53 hours/week

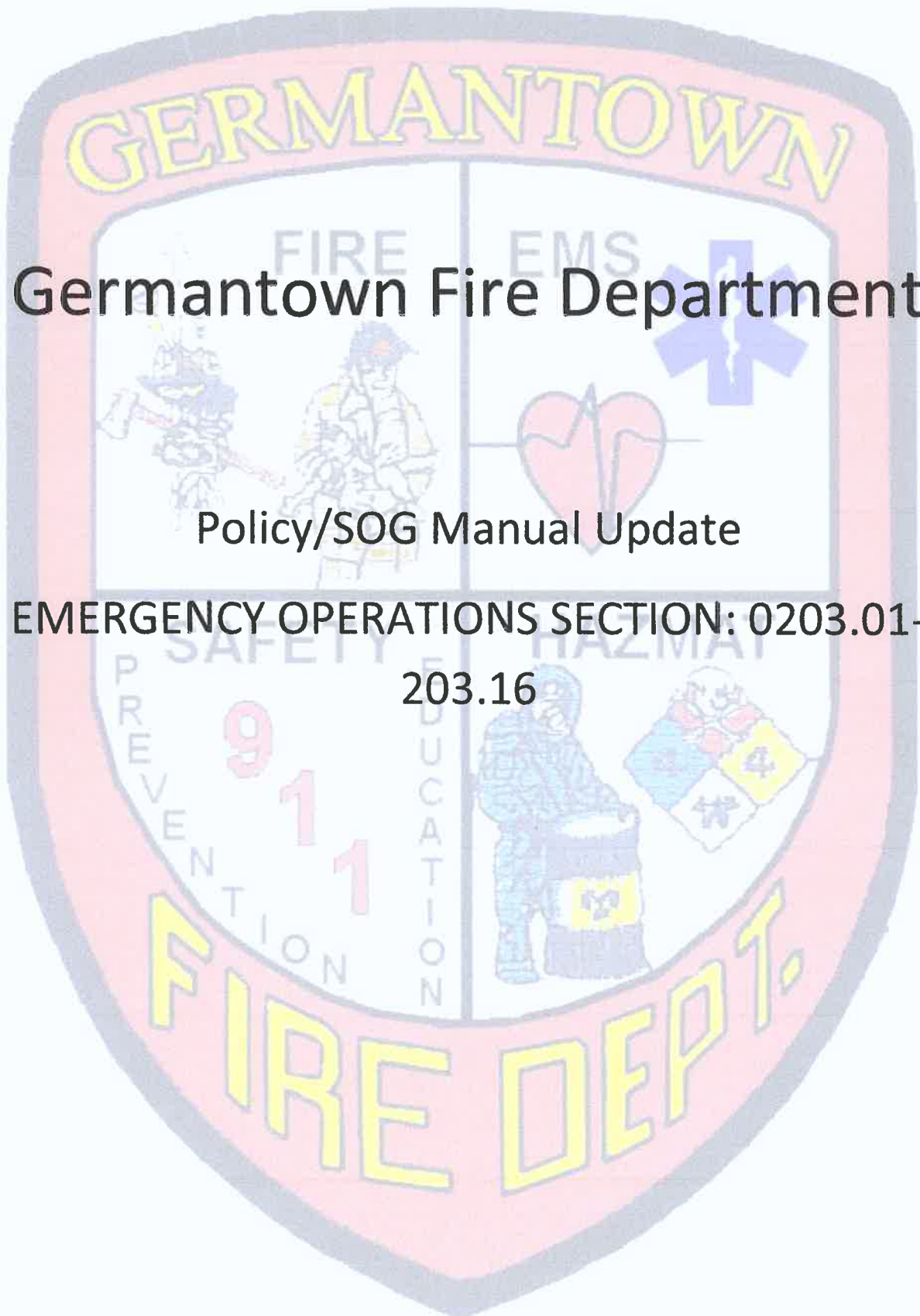
	Hrs over 53 2015 Cost	2014 Hours	2014 Cost	Overtime True Costs through:
*** 576 O'Shea, Vicky		51.00	4,201.99	06.21.2015
*** 629 McCullough, Jim				
*** 639 Rammel, Brian				
*** 650 Harris, Tim		28.50	852.44	
*** 653 Asmondy, Robert	14.50	28.25	887.33	
*** 658 Silvis, Pete	8.75	17.75	557.53	
*** 660 Schodron, Kevin				
*** 669 Zemlicka-Retzlaff, Jake				
*** 673 Neu, Jeremy		33	1028.06	
total POC overtime	23.25	158.50	7,527.35	
* Full time, hours are over and above the 20 normal overtime hours reflected in their base wages				
** Part time hours worked over and above 60 normal hours in two weeks. Some of which are paid at 1.5 times				

Total Fire Dept - OT wages paid through 12.31.14 207,125.76 268,075.81
Budget -- included within general wages

Germantown Fire Department

Policy/SOG Manual Update

EMERGENCY OPERATIONS SECTION: 0203.01-
203.16





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0203.04 ELEVATOR EMERGENCIES

Chapter: II Emergency Operations

Subject: 03 Elevator Operations

Topic: 04 Elevator Emergencies

A. PURPOSE

To effect safe rescues from elevators and safely extinguish fires in elevators.

B. SCOPE

This subject applies to the rescue of persons trapped in elevators, safe use of elevators in burning buildings and fires in elevator installations.

C. TERMS AND DEFINITIONS

There are no special terms or definitions in this section.

D. GUIDELINE

1) Elevator Rescues

- a) Any elevator that stops for other than normal reasons is potentially dangerous. Elevator service mechanics can usually correct elevator failures and get the car running. *Expert help* and *communications* are two important needs that shall be taken care of immediately when passengers are trapped in elevators. The fire officer should be sure a service mechanic is on the way. At the same time, they should communicate with the trapped occupants to reassure them of their safety. Elevator mechanics can either correct the malfunction or guide firefighters in the safest and least damaging method of rescue.
- b) Methods of communication with occupants of stalled elevators are:
 - i) An intercom between the elevator car and lobby.
 - ii) A telephone between the elevator car and lobby or some other area of the building.



0203.04 ELEVATOR EMERGENCIES

- iii) Direct voice contact with trapped occupants.
- c) Locate the position of the stuck elevator.
 - i) Ask people at the scene (building management, person reporting the incident).
 - ii) Check the main lobby position indicator above elevator doors to determine position, though this is not always accurate.
 - iii) Use keys or, as last resort, force open the hoist-way doors to view the elevator shaft.

2) Rescue.

If an elevator mechanic is not immediately available and rescue must be made:

- a) Proper preparation is necessary for the safety of trapped passengers and firefighters. Plan and organize the rescue. Have the proper tools at the scene.
- b) An initial rescue attempt should include disconnecting, then reconnecting the main power supply to the elevator. If the problem is a stuck relay, this simple action may repair the problem.
- c) If further action is necessary, always disconnect the main power circuit to the driving motor. This switch is usually in the machine room or near the door to the machine room. Send one member with a portable radio to disconnect and lockout the main switch. This member must remain at this switch throughout the rescue to insure power is not accidentally turned back on, or the lockout/tagout procedure can be utilized.
- d) The emergency stop switch in the stalled car should be activated as further security against accidental movement of the stalled car. Passengers must be instructed to activate this switch.
- e) If the elevator rescue is due to a bound door, the first act should be to see if the hoist-way door could be opened by hand from the hallway or



0203.04 ELEVATOR EMERGENCIES

lobby side. Binding doors are not uncommon and can generally be forced open by hand. Attempt to visualize the mechanism prior to forcing the door. A hard rap on the door panels may dislodge whatever caused the bind. Always warn passengers before hitting the door. Sometimes the interlock switch on the stalled car can be reached from the adjacent elevator car and tripped with a hand tool. This will usually open the door of the stuck car.

- f) If the elevator is stalled and you cannot wait for an elevator mechanic, attempt rescue from an adjacent car, if available, by gaining access to the stalled elevator through side emergency exit opening. Multiple hoist-way elevators usually have side exits in addition to the exit out of the top. Side openings line up between adjacent elevators. A person can pass from car to car when elevators are level with each other. Side exit panels have electric contacts that prevent the movement of an elevator with a side panel open.
- g) If electric power is off and you must force hoist-way doors open, only pry at the top, as near to the interlocks as possible. Interlocks are usually located on the header of the entrance frame in passenger elevators.
- h) Top exit rescue from the elevator car may be required when trapped passengers cannot be moved through doors and the fire officer decides he cannot wait for an elevator mechanic. Top exit rescue is the alternative when an elevator stalls in a single hoist-way.

3) Fire in Elevator Installations.

A fire may occur at any of the three basic divisions of elevator installations: the machine room, the car, and the pit.

- a) Machine room fires should be treated as any other electric fire. Electric power should be removed from the affected equipment by its main disconnect before attacking the fire.
- b) Elevator car fires are usually electrical (fan motor or light ballast).
- c) In pit fires, access can be gained through the pit access door or the lower hoist-way door. Fires are usually minor and confined to trash



0203.04 ELEVATOR EMERGENCIES

and oily residue. Move elevator cars to upper floors to gain entry to the pit area. Remove all occupants from the elevator cars, disconnect, and lockout all electrical power to cars before allowing firefighters to enter the pit.

-END-



0203.05 BELOW GRADE/TRENCH RESCUE

Chapter: II Operations

Subject: 03 Emergency Operations

Topic: 05 Below Grade/Trench Rescue

A. PURPOSE

This guideline establishes standard for operating at a below grade/trench rescue situation.

B. SCOPE

This guideline applies to all GFD members.

C. TERMS AND DEFINITIONS

1. Excavation-An opening in the ground, resulting from digging.
2. Ground Pad-Sheet of plywood or sections of lumber placed adjacent to the excavation, distributing the weight of personnel.
3. Slough In-Collapse of a trench/excavation wall in such a manner that an overhang remains.
4. Spoil Pile-Pile of dirt removed from the excavation

D. GUIDELINE

- 1) Upon arrival of the first in units, provide a Brief Initial Report and establish command. Request the Milwaukee Fire Department for Below Grade/Trench Rescue Operations.

2) DO NOT ENTER THE TRENCH OR EXCAVATION

- a) Deploy a rope to the victim(s).
- b) If victim is not visible, interview bystanders to determine the last area the victim(s) was seen.
- c) Assure that the area in front of the trench/evacuation is clear for additional specialized equipment.
- d) Request a Vac Tuck from DPW.
- e) Look for plywood or lumber to establish Ground Pads on all four side of the trench. If you cannot establish Ground Pad around one side due to a



0203.05 BELOW GRADE/TRENCH RESCUE

spoil pile, you may want to consider moving the pile.

- f) Assure that all utilities are shut off.
- g) Have a portable ladder ready for the Rescue Team to utilize.
- h) If the trench is deeper than 4 feet, lower a CGI into the trench with a rope to determine levels.
- i) Do not stand at the edges of the trench, you may be over a Slough-In or can cause additional collapses.
- j) At this point crew should standby until the arrival of specialized units.
- k) All non-essential personnel are to be kept back 150 feet.

- END -



0203.06 HIGHWAY EMERGENCIES

Chapter: II Operations

Subject: 03 Emergency Operations

Topic: 06 Highway Emergencies

A. PURPOSE

To provide information that will increase safety and efficiency during the fire department's response to emergency incidents on highways.

B. SCOPE

This guideline applies to multiple injury situations, flammable liquid spills, hazardous materials incidents, and/or fires that occur on highways.

C. TERMS AND DEFINITIONS

There are no special terms or definitions in this section.

D. GUIDELINE

- 1) Fire and EMS crew will wear full protective clothing. This includes traffic safety vests when feasible. The Incident Commander can adjust the level of PPE depending on the incident.
- 2) Whenever possible, place apparatus between the emergency and oncoming traffic. At the same time, be aware of the need to stage apparatus upwind and upgrade to be out of spill runoff or vapor clouds.
- 3) Use traffic cones and emergency scene signs when necessary to alert oncoming traffic to the emergency operations.
- 4) Water Supply.
 - a) Water supply to expressway incidents must be pre-planned by first due companies and may necessitate alternative means such as:
 - i) Relay lines.
 - ii) Water Tenders. Tenders may be included in the initial dispatch.



0203.06 HIGHWAY EMERGENCIES

- b) An Engine or Truck Company placed on an access street may provide the best method of obtaining a supply line to elevated sections of expressways. Remember, it is faster to “drop” a line than to advance a line up a slope or aerial.
- 4) Response.
 - a) When the direction of travel is unknown on divided highways, or if information indicates difficulty can be expected in reaching the scene, a second engine company will attempt to approach from the opposite direction.
 - b) The first fire company approaching the scene shall advise other companies of alternate access. If unable to reach the scene, specific directions should be given to other responding companies.
- 5) Operations.

The first arriving fire company of a multiple-company incident shall establish command and give an initial report that should include:

 - a) Entrapment.
 - b) Injuries.
 - c) Number of patients.
 - d) Fire/no fire.
 - e) Hazardous materials involved.
 - f) Traffic conditions.
 - g) Upgrade or downgrade response if needed.

- END -



0203.07 MAILBOX FIRES

Chapter: II Operations

Subject: 03 Emergency Operations

Topic: 07 Mailbox Fires

A. PURPOSE

To provide a standard approach for the suppression of mailbox fires and to keep damage to an absolute minimum.

B. SCOPE

This guideline applies to fires involving mail in U.S. Government Mail Deposit Boxes.

C. TERMS AND DEFINITIONS

There are no special terms or definitions in this section.

D. GUIDELINE

- 1) The Postmaster's Office should be contacted as soon as possible, given the location, and asked to notify the proper person to respond and open the box. The company, or one member, should stand by until a Post Office employee opens the box.
- 2) If there is evidence of smoldering, a short blast of water will control it until a Post Office employee opens the box.
- 3) For fires in boxes at the base of mail chutes, have building personnel place "out of order" notes on all floors, and notify the Post Office employee upon arrival.

-END-



0203.08 MACHINE SHUT DOWNS

Chapter: II Operations

Subject: 03 Emergency Operations

Topic: 08 Machine Shutdowns

A. PURPOSE

The purpose of this guideline is to work with the various companies where equipment and heavy machinery exists, to provide the safest possible working environment for all fire department employees during emergency operations.

B. SCOPE

This applies to all incidents involving operating machinery.

C. TERMS AND DEFINITIONS

There are no special terms or definitions in this section.

D. GUIDELINE

- 1) Whenever possible machinery and heavy equipment will be shut down before any fire department employees are allowed to work in close proximity to the equipment.
- 2) Full Protective Gear will be worn during any incident involving a worker trapped or caught in machinery. The Incident Commander can adjust these standards as needed.
- 3) If, in the judgment of the incident commander or the appropriate division officer, fire companies cannot work safely while a piece of equipment is operating, the incident commander shall order the machinery shut down. The department will discontinue operations until that order is heeded.

When a piece of machinery is shut down for the purposes of emergency operations, the incident commander shall designate one member whose sole responsibility it is to ensure that proper lockout-tagout procedures are carried out to eliminate the possibility of that equipment being re-energized.

- 4) In certain cases, i.e., paper machines, shutting down may greatly increase fire damage to the machine. In these cases, the incident commander shall work closely



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with operators of the equipment and plant safety personnel to provide a safe environment for fire department members.

- END -



0203.09 OUTDOOR FIRES

Chapter II Operations

Subject 03 Emergency Operations

Topic 09 Outdoor Fires

A. PURPOSE

To provide a standard method for handling small outdoor fires of various types.

B. SCOPE

This topic is limited to small outdoor fires, generally considered nuisance fires, including fires in dumpsters, brush piles, and leaf fires.

C. TERMS AND DEFINITIONS

There are no special terms or definitions for this section.

D. GUIDELINE

- 1) Full protective clothing shall be worn at these fire scenes.
- 2) It is usually not necessary to secure a source of water supply for an outdoor fire. If a structure is involved or threatened, a water supply shall be established.
- 3) Dumpster Fires.
 - a) Approach dumpster and trash fires with the knowledge that they may contain a variety of harmful materials including aerosols, flammables, toxic materials, etc., and protect firefighters accordingly. An upwind approach is preferred.
 - b) The preferred method of extinguishing dumpster fires is to flood the container. Avoid entering the dumpster with any portion of your body.
 - c) If a limited water supply and/or water leakage from the dumpster renders the preferred method impractical, use small diameter hose lines while probing with a ceiling hook to extinguish.



0203.09 OUTDOOR FIRES

4) Brush and Leaf Pile Fires.

If the fire is within reach of pre-connected hose lines, use these lines to control and extinguish fire. Otherwise, a combination attack using water extinguishers and fiber brooms to control the fire is generally most effective.

The safest approach to extinguishment is from the inside burned area attacking the head and fingers of the fire.

5) Always consider the Standard Firefighter Orders & Watchout Situations.

10 Standard Firefighting Orders

Fire Behavior

- 1. Keep informed on fire weather conditions and forecasts.
- 2. Know what your fire is doing at all times.
- 3. Base all actions on current and expected behavior of the fire.

Fireline Safety

- 4. Identify escape routes and safety zones and make them known.
- 5. Post lookouts when there is possible danger.
- 6. Be alert. Keep calm. Think clearly. Act decisively.

Organizational Control

- 7. Maintain prompt communications with your forces, your supervisor and adjoining forces.
- 8. Give clear instructions and be sure they are understood.
- 9. Maintain control of your forces at all times.

If 1-9 are considered, then...

- 10. Fight fire aggressively, having provided for safety first.
-

Eighteen Watch Out Situations

1. Fire not scouted and sized up.
2. In country not seen in daylight.
3. Safety zones and escape routes not identified.
4. Unfamiliar with weather and local factors influencing fire behavior.
5. Uninformed on strategy, tactics, and hazards.
6. Instructions and assignments not clear.
7. No communication link with crew members or supervisor.
8. Constructing line without safe anchor point.



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9. Building fireline downhill with fire below.
10. Attempting frontal assault on fire.
11. Unburned fuel between you and fire.
12. Cannot see main fire; not in contact with someone who can.
13. On a hillside where rolling material can ignite fuel below.
14. Weather becoming hotter and drier.
15. Wind increases and/or changes direction.
16. Getting frequent spot fires across line.
17. Terrain and fuels make escape to safety zones difficult.
18. Taking a nap near fireline.

-END-



0203.10 RAPID INTERVENTION TEAM

Chapter: II Operations

Subject: 03 Emergency Operations

Topic: 10 Rapid Intervention Team

A. PURPOSE

To have a fully equipped rescue team on-site, in a ready state, to immediately react and respond to rescue injured or trapped firefighters.

B. SCOPE

Whenever members are operating in positions or performing functions, including special operations that would subject them to danger of injury in the event of equipment failure or other sudden event.

C. TERMS AND DEFINITIONS

- 1) RIT: A Rapid Intervention Team is a dedicated rescue team whose duties are to assist and/or rescue firefighters in trouble on the fire ground. The RIT shall be on standby, fully prepared for emergency rescue. Fully donned protective clothing, including SCBA is necessary.
- 2) T.E.A.R.
 - a) Team Leader-member in charge of the RIT Team.
 - b) Extrication-The person in responsible for the tools.
 - c) Air-Person in responsible of the air bag.
 - d) Rope-person responsible for the rescue rope.



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- 3) IRIT-Initial Rapid Intervention Team
- 4) Working Still: In the judgment of the Incident Commander, conditions indicate a fire beyond the incipient stage where crews may undertake aggressive interior fire attack.

D. GUIDELINE

- 1) Rescue of trapped or lost fire fighters in a burning building is especially time sensitive. An immediate and well-organized search and rescue response must be implemented to take advantage of the very limited survival time element.
- 2) The incident commander is responsible for assigning four (4) members to serve as a RIT at an emergency incident.
 - a) The composition of the RIT shall remain flexible, based on the type and size of the incident and the complexity of the operation. The IC shall evaluate the situation and the associated risks to operating teams and provide one or more RITs, depending on the circumstances. The IC shall ensure that the RIT reports to the command post or an assigned division location until the incident is declared stable.
 - b) Under normal circumstances, the RIT will not participate in fire ground tactics.
- 3) The determination of which crew to utilize for the RIT shall be the responsibility of the IC. The IC is responsible for deploying the RIT as needed.
- 4) In the initial stages of an incident, the rapid intervention team(s) shall be two on-scene members designated and dedicated as the initial rapid intervention team (IRIT). These members shall don full personal protective equipment and SCBA and shall assemble outside of the IDLH atmosphere.
- 5) The function of these team members is to account for, and if necessary, initiate a firefighter rescue. One IRIT member must be free of all other tasks in order to account for, and if necessary, initiate a rescue for those firefighters



0203.10 RAPID INTERVENTION TEAM

inside. The other IRIT member is permitted to perform other tasks, but only if those tasks could be immediately abandoned without jeopardizing the safety and health of others at the emergency scene.

- 6) As the incident expands in size or complexity the IC shall assign and dedicate a RIT team. The team given the task of RIT shall be assigned the RIT radio designation. The RIT shall remain on alert status until the IC decides the complexity of the operation no longer presents a significant risk to operating teams. The RIT shall be either:
 - i) On-scene members designated and dedicated as rapid intervention teams, or
 - ii) Additional companies. Following confirmation by the IC of a working still, the IC will request dispatch of an available engine, Truck, or rescue company. The dispatcher will announce during dispatch that the unit is responding to a working fire as the “Rapid Intervention Team”. The dispatched unit may be cancelled en route if fire is under control and firefighter accountability has been confirmed.
- 7) The radio designation for the RIT shall be “RIT Team”. The RIT shall remain on alert status until the IC determines that the complexity of the operation no longer presents a significant risk to operating crews.
- 8) In addition to full PPE and SCBA, the RIT shall assemble any specialized rescue equipment that might be needed given the specifics of the operation.
- 9) The RIT shall:
 - a) Report to IC or the assigned Division Officer with the RIT Bag.
 - b) Obtain a briefing on the location and assignments of all crews working in hazardous areas that the RIT is responsible for.
 - c) Deploy as assigned, usually near the primary point of entry.
 - d) Size-up the hazards, access problems, and operations in their assigned area.



0203.10 RAPID INTERVENTION TEAM

- e) Formalize an action plan for the potential rescue of members, briefing team members on that plan.
- 10) Prior to entering the search area, all team members shall be familiar with the specific plan of operation and individual assignments. RIT should review available pre-plans/building layouts to ensure familiarity with the building.
- 11) Functions and considerations of the RIT include, but are not limited to:
- a) Contact the IC regarding staging areas for RIT and RIT equipment.
 - b) Clarify whom the RIT reports to, i.e., IC, operations officer, division officer.
 - c) Be prepared to initiate search and rescue of a firefighter or crew that is trapped, disoriented, out of air, or in other life-threatening situations.
 - d) Monitor radio traffic of assigned division and maintain awareness of the location and progress of crews in the hazard zone. Stay alert for mayday calls or other indications of members in distress.
 - e) Monitor the incident command tactical worksheet, if available.
 - f) Become familiar with the construction and layout of the building and develop an action plan, including rescue tactics for the incident.
 - g) Assemble and stage rescue tools as needed.
 - h) Request additional resources as necessary.
- 12) If deployed as a RIT:
- a) Confirm accountability and gain knowledge of the last known location of the missing or trapped firefighters.
 - b) Give on-going progress reports.
 - c) Your assignment will be “RIT Division”. Supervise search and rescue teams.



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- d) Obtain PAR within the division, as needed.
- e) Request additional resources as necessary



0203.10 RAPID INTERVENTION TEAM

- END -



0203.11 STRUCTURE FIRES

Chapter II Operations

Subject 03 Emergency Operations

Topic 11 Structure Fires

A. PURPOSE

To establish standard methods of attacking a fire and to outline the general duties of the fire company and its members at a structure fire.

B. SCOPE

This guideline applies to all structure fires unless specifically addressed in another topic.

C. TERMS AND DEFINITIONS

- 1) **Primary Search:** A rapid search of all involved and exposed areas affected by the fire that can be safely entered. Its purpose is to attempt to verify the removal and/or safety of all occupants.
- 2) **Primary Search Completed:** The indication that a fire company has completed the primary search as assigned. This may be a floor, division, or entire building.
- 3) **Secondary Search:** A complete, thorough search of the interior fire area after completing fire control, ventilation, and other required support activities.

D. GUIDELINE

- 1) **General safety issues.**
 - a) Full protective clothing, including SCBA, shall be worn at the scene of all structure fires until the incident commander directs otherwise.
 - b) Members responding to working fires, or multiple alarm fires, will be wearing full protective equipment, including SCBA, when reporting to the incident commander.



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- c) All fire companies will work under the direction of “Command,” there shall be no freelancing.
- 2) Building evacuation during fire operations.
- a) If an immediate evacuation of the structure by operating forces becomes necessary, an emergency message calling for retreat will be transmitted on all radio channels in use.
 - b) The radio message transmitted shall state “Emergency, all units at (location) retreat.” This message shall be repeated five times. In addition, an apparatus located near the building will signal the retreat by sounding 3 ten-second blasts on the apparatus air horn.
 - c) Upon hearing this retreat message and/or signal, members shall immediately leave the structure and reassemble outside the fire perimeter and provide.
 - d) Company officers shall account for all members and report evacuation status to the incident commander or, if the fireground is divided, to their division officer. The “PAR” method shall be used. *See SOG 0202.03, Fireground Accountability.*
- 3) Pre-planning will identify major problems and prescribe what is needed to meet them, without going too deeply into step-by-step actions. Pre-plans may also include apparatus placement for first alarm companies. Pre-plans may modify this topic but should not otherwise address procedures. Pre-plans are required for buildings equipped with fire suppression systems, industrial complexes, or any high-hazard building. Pre-plans shall include important information in outline form and appropriate drawings.
- 4) A source of water supply shall be secured by the first due company unless the pre-plan addresses this requirement. The water supply shall be a five-inch supply line laid dry to be charged as needed. It is the responsibility of each company to provide its own uninterrupted, adequate supply of water. “Provide” in this case does not mean they must necessarily lay the line or that they must pump it. *If there is any doubt, lay your own line.*



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- 5) Search and rescue operations.
- a) A primary search will be conducted at all structural fires where it is possible to enter. Time is the crucial factor in the primary search process.
 - b) Initial efforts must be directed toward supporting rescue efforts. Hose lines must be placed in a manner to control interior access, confine the fire, and protect avenues of escape until the primary search is complete. Hose line placement becomes a critical factor in rescue operations and all operating companies must realize that the operation is in a rescue mode. Normal means of interior access should be used to remove victims whenever possible. The most urgent reason for calling additional alarms is life safety.
 - c) When it becomes necessary to evacuate an entire building or area, the chalk marking system will be utilized to identify areas searched.
 - d) Members shall carry a piece of dry chalk in their turnouts. When an entire apartment or other area is being searched, a “/” will be marked on the door, or the wall next to the door, at eye level. When the search has been completed, a second “\” will be marked to form an “X”. The same procedure will apply to floors of a building. Once an entire floor has been searched, an “X” will be placed on doors leading from stairways to the floor, and on the wall opposite elevators.
 - e) A secondary search will be part of lengthy fire control activities. It is preferable that the secondary search be conducted by companies other than those involved in primary search activities. Thoroughness, rather than time, is the critical factor in secondary search.
 - f) Danger to occupants is most acute on the fire floor, the floor immediately above the fire, the top floor and then intermediate floors, in that order.



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- 6) Engine company operations.
 - a) In some cases, the most effective tactical analysis involves an evaluation of what is not burning rather than what is actually on fire. The unburned portion represents where the fire is going and should establish the framework for the fire control requirements. Determine fire location and extent before starting fire operations (as far as possible). What the fire has already done is not as important as what it is about to do. The key to successful firefighting is anticipation.
 - b) The main observable factors that influence choice of tactics are:
 - i) Location of fire; determine life hazard and probable extension.
 - ii) Extension probability; protect all places fire may spread to.
 - iii) Type of fire; tactics must suit the situation.
 - iv) Size of fire.
 - c) An aggressive interior attack (Offensive Strategy) will be initiated whenever possible. The first fire attack line will be 1¾ - inch. This line will be backed up with a second of 1¾ - inch line. The first line must go between the victims and the fire to protect the avenues of escape. An attack from the interior, unburned side usually places forces in a position to accomplish this objective. Do not operate exterior streams into a building where an offensive attack is in progress. Do not operate fire streams down ventilation holes during offensive operations. Early recognition of and response to concealed-space fires can save the structure. Failure to open may cause loss of the structure.
 - d) On larger, free-burning incidents, company officers should consider the use of 2½-inch lines or master streams.
- 7) Truck company operations.
 - a) Forcible entry, search, rescue, ventilation, salvage, and overhaul are all part of Truck company operations. Engine companies do their work with hose lines; truck companies do their work with tools.



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- b) The first-arriving truck company tasks include (if not the first arriving firefighter vehicle):
 - i) Remove obviously endangered persons.
 - ii) Force entry.
 - iii) Search fire floor for endangered persons.
 - iv) Ventilate as needed while searching.
 - v) Ventilate at roof where appropriate.
 - vi) Lower fire escape ladders.
 - vii) Check sides and rear for endangered persons and fire extension.
 - viii) Raise ladders as needed.
- c) Truck company members must be trained to be observant and to exercise initiative. They should be encouraged to use good judgment and be allowed to take actions they think necessary. However, they must remain within the incident organizational structure.
- d) When holes for ventilation are made in a floor, they should be cut near a window, if possible, so that the smoke can exit through a window.
- e) Salvage should begin with the arrival of the fire fighting force. Washing down the scene with water is frequently overdone. It seems incongruous that firefighters will endure extreme punishment in getting close to a fire to extinguish it with a minimum of water, and then later use much more water to wash down an area that has been overhauled. The judicious use of water provides a salvage function without a need for additional personnel.
- f) Overhauling is a thorough examination used to make certain that a fire is completely extinguished. It begins as soon as visible fire is extinguished. Whenever possible, overhauling should be done from the interior of the building, with consideration given to its structural



0203.11 STRUCTURE FIRES

stability. The public relations aspect of overhauling is very important to the fire department.

- 8) Ambulance company operations.
 - a) Ambulance companies will assist in primary search or fire attack if they are not needed to perform medical duties.
- 9) Apparatus placement.
 - a) Apparatus function should regulate placement. Effective placement must begin with the arrival of the first units, based on initial size-up, pre-fire plans, and general conditions upon arrival. In a large, complex and lengthy fireground operation, additional alarm companies should be staged. Beware of overhead power lines that may fall on apparatus.
 - b) When aerial apparatus is not needed for upper level access or rescue, place apparatus in a position for ladder pipe operation if the fire goes to a defensive mode.
 - c) Ambulances should be placed in a safe position that will provide the most effective treatment of fire victims and firefighting personnel, while not blocking movement of other apparatus or interfering with firefighting operations.
 - d) Engine companies should not block truck company access, or place pumpers in a position that hinders removal of ground ladders.
- 10) Removal of fire debris.

Incident commanders are reminded of our policy of trying to keep fire debris on the property where it originates as much as possible. In all cases, they should inform the proper person(s) of their responsibility to have the debris removed from any property on which it is placed, out of necessity, by the fire department.



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11) General Fireground Strategy Guidelines

The following outlines the fireground strategy are guidelines that can be employed at all structure fires.

PROCEDURE Structural fireground operations will fall in one of two strategies,

OFFENSIVE OR DEFENSIVE. Fireground strategy is determined and declared by the Incident Commander on all structure fire incidents. The Incident Command constantly reevaluates the fireground strategy.

The two strategies are based on the application of the Risk Management System.

- We Will risk our lives a lot, in a calculated manner, to save SAVABLE lives.
- We Will risk our lives a Little, in a calculated manner, to save SAVABLE property.
- We Will Not risk our lives at all for lives or property that are already Lost.

Considering the level of risk, the Incident Commander will choose the proper strategy to be used at the fire scene. The strategy can change with conditions or because certain benchmark (i.e., ALL CLEAR) are obtained. The fireground strategy is also based on:

1. The building (type of construction, condition, age, etc.)
2. Structural integrity of the building (contents vs. structural involvement)
3. The fire load (what type of fuel is burning and what's left to burn)
4. The fire and/or smoke conditions (extent, location, etc.)
5. The rescue profile (savable occupants/survivability profile)



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OPERATIONAL INFORMATION

The Incident Commander is responsible for determining the appropriate fireground strategy. Once the appropriate strategy is initiated, it becomes the Incident Commander's job to ensure that all personnel are operating within the correct strategy. By controlling the fireground strategy, the Incident Commander is providing overall incident scene safety. The proper strategy will be determined based on the following:

1. Avoiding simultaneous OFFENSIVE and DEFENSIVE strategies in the same fire area. This typically happens by first committing personnel to interior positions, then operating master streams from exterior positions, which places interior crews in danger of injury or death.
2. Matching the appropriate strategy to the fire conditions of the structure, and minimizing risk to fire fighters. Managing fireground strategy must start with the arrival of the first unit and be constantly monitored and evaluated throughout the entire incident. The initial Incident Commander will include the fireground strategy in the on-scene report. As Command is transferred to later arriving officers, these officers assuming Command must reevaluate the fireground strategy based on the Risk Management System.

Fireground strategy provides a starting point for fireground operations. Once the strategy is announced, all firefighters know whether to operate on the interior or exterior of the building. The fireground strategy cannot be a mystery; everyone operating on the fireground must be operating in the same strategy mode (Offensive or Defensive).

OFFENSIVE STRATEGY Within the framework of the Risk Management System, the structure must first be determined to be safe to enter. Once determined safe, an Offensive Fire Attack is centered around RESCUE. When safe to do so, the Germantown Fire Department will initiate offensive operations at the scene of structure fires. The following are guidelines for offensive fire attacks:

1. Address 2 in / 2 out decision prior to entry. Identify IRIC team prior to entry.



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2. Initial attack efforts must be directed toward supporting a primary search -- the first attack line must go between the victims and the fire to protect avenues of rescue and escape.
2. Determine fire conditions and extent before starting fire operations (as far as possible).
4. Offensive fires should be fought from the INTERIOR-UNBURNED SIDE (interior capability is the principal offensive strategy factor).
5. Avoid exterior application of water during offensive operation, this is usually the very worst application point.
6. Avoid fire attack from the burning side of the building. An attack from the burning side generally will drive the fire, smoke, and heat back into the building and drive the interior fire control forces out of the building.

Companies must maintain situational awareness and resist the urge to focus only on the fire (this is known as the "candle moth" syndrome or "tunnel vision"). In some cases, the most effective tactical analysis involves an evaluation of what is not burning rather than what is actually on fire. The unburned portion represents where the fire is going and should establish the framework for fire control activities and requirements. Command must consider the most critical direction and avenues of fire extension, plus its speed, particularly as they affect:

- Rescue activities
- Level of risk to firefighters • Confinement efforts
- Exposure protection Command must allocate personnel and resources based upon this fire extension/spread evaluation.

Command must not lose sight of the very simple and basic fireground reality that at some point firefighters must engage, and fight the fire. Command must structure whatever operations are required to PUT WATER ON THE FIRE. The rescue/fire control-extension/exposure problem is solved in the majority of cases by a fast, strong, well-placed attack. Command must establish an attack plan that overpowers the fire with ACTUAL water application, either from offensive or defensive positions.



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Command must consider the seven sides (or sectors) of the fire: front, rear, both sides, top, bottom, and interior. Fires cannot be considered under control until all seven sides are addressed. Failure to address all seven sides will frequently results in fire extension.

Where the fire involves concealed spaces (attics, ceiling areas, construction voids, etc.), it becomes paramount that companies open up and operate fire streams into such areas. Early identification and response to concealed space fires will save the building. Officers who hesitate to open up concealed spaces because they don't want to beat up the building may lose the entire structure.

Early ventilation (natural or positive pressure) is a major support item that must be addressed during concealed space attacks. Ventilation must be initiated early and be well coordinated with interior crews. Ventilation openings should be made in the fire area. Positive pressure should be injected from the unburned side and exit the structure out the fire area.

Command must "get ahead" of the fire. Command must make critical decisions that relate to cutoff points and develop a pessimistic fire control strategy. It takes a certain amount of time to get water to a location, and the fire continues to burn while the attack is being set up. Command must consider where the fire will be when attack efforts are ready to actually go into operation; if misjudged, the fire may burn past the attack/cutoff position before resources and personnel are in position. Do not play "catch up" with a fire that is burning through a building. Project your set-up time, write off property and get ahead of the fire. Set up adequately ahead of the fire, then overpower it.

WRITE-OFF PROPERTY THAT IS ALREADY LOST and go on to protect exposed property based on the most dangerous direction of fire spread. Do not continue to operate in positions that are essentially lost. The basic variables relating to attack operations involve:

- Location/position of attack
- Size of attack
- Support functions



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Command develops an effective attack through the management of these factors. Command must balance and integrate attack size and position with fire conditions, risk and resources. Many times offensive/defensive conditions are clear cut and Command can quickly determine the appropriate strategy. In other cases, the situation is MARGINAL and Command must initiate an offensive interior attack, while setting up defensive positions on the exterior.

THE ONLY REASON TO OPERATE IN MARGINAL SITUATIONS IS RESCUE.

The effect of the interior attack must be constantly evaluated, and the attack abandoned if necessary. Strategy changes can develop almost instantly or can take considerable time. Command must match the strategy with the conditions. The Incident Commander controls overall incident scene safety by determining the proper strategy to be used.

If the Incident Commander doesn't change strategies from offensive to defensive until the building is disassembling itself due to structural damage, Command is late in strategy determination and on the receiving end of the building's decision governing the new strategy to be employed. Often times when the building gets to make those decisions, fire fighters become traumatized (physically and/or emotionally). THE INCIDENT COMMANDER DETERMINES THE STRATEGY, THE BUILDING SHOULD NOT.

Command should abandon marginal attacks when:

1. A primary all clear is obtained and the situation is still marginal.
2. The roof is unsafe or untenable. Especially working fires in large unsupported or lightweight trussed attic spaces.
3. Interior forces encounter heavy heat and cannot locate the fire or cannot make any progress on the fire.
4. Heavy smoke is being forced from the building under pressure and is increasing.



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Command needs to constantly evaluate conditions while operating in marginal situations. This requires frequent and detailed reports from Sector Officers.

It is imperative that Command assign a Roof Sector as early as possible during marginal situations for rapid evaluation of roof conditions. In certain situations Command should strongly consider not committing crews to the interior of a structure unless he/she receives a report from Roof Sector that the roof of the structure is safe to operate on and under. It is better to go from an offensive to a defensive strategy too soon rather than too late.

DEFENSIVE STRATEGY The decision to operate in a defensive strategy indicates that the offensive attack strategy, or the potential for one, has been abandoned for reasons of personnel safety, and the involved structure has been conceded as lost (the Incident Commander made a conscious decision to write the structure off).

The announcement of a change to a defensive strategy will be made as Emergency Traffic and all personnel will withdraw from the structure AND MAINTAIN A SAFE DISTANCE FROM THE BUILDING. Captains will account for their crews and advise their Sector Officer on the status of their crew. Sector Officers will notify Command of the status of the crews assigned to their sector. A PAR (Personnel Accountability Report) shall be obtained after any switch from offensive to defensive strategy.

Interior lines will be withdrawn and repositioned when changing to a defensive strategy.

Crews should retreat with their hose lines if safe to do so. If retreat is being delayed because of hose lines, and it is unsafe to stay in the building, hose lines should be abandoned.

All exposures, both immediate and anticipated, must be identified and protected. The first priority in defensive operations is personnel safety; the second is exposure protection.

The next priority may be to knock down the main body of fire. This may assist in protection of exposures but does not replace it as a higher priority.

Master streams are generally the most effective tactic to be employed in defensive operations. For tactical purposes, a standard master stream flow of at least 750 GPM should be the guideline. Adjustments may be made upward



0203.11 STRUCTURE FIRES

or downward from this figure but it is very significant in the initial deployment of master streams.

When the exposure is severe and water is limited, the most effective tactic is to put water on the exposure and, if need be, from the interior of the exposure. Once exposure protection is established, attention may be directed to knocking down the main body of fire and thermal column cooling. The same principles of large volume water application should be employed.

“FIRE UNDER CONTROL” means the forward progress of the fire has been stopped and the remaining fire can be extinguished with the on-scene resources; it does not mean the fire is completely out. When the fire is brought under control, Command will notify Alarm utilizing the standard radio report of "FIRE UNDER CONTROL" and alarm will record the time of this report. Command must initiate a PAR report from all sectors and crews.

If defensive operations are conducted from the onset of the incident, Command will notify Alarm that there will not be a primary search completed for the affected structure(s)

-END-



0203.12 VEHICLE ACCIDENTS

Chapter: II Operations

Subject: 03 Emergency Operations

Topic: 12 Vehicle Accidents

A. PURPOSE

To provide a standard approach for response to motor vehicle accidents.

B. SCOPE

This guideline applies to when Germantown Fire Department responds to motor vehicle accidents.

C. TERMS AND DEFINITIONS

There are no special terms or definitions in this section.

D. GUIDELINE

1) Dispatch

a) Utilizing information received, the dispatch may include:

i) Dual response of two Ambulances.

ii) Dual response of town Engine Companies.

iii) Chief Officers.

iv) See Appendix D, Apparatus Response Guides

2) Priorities upon arrival.

a) Be prepared to extinguish fires.

b) Safely remove occupants who are in, or near, the vehicle, and prevent victim(s) from suffering further injury.



0203.12 VEHICLE ACCIDENTS

- c) Keep non-response people away from the vehicles for a distance of at least 40 feet in all directions.
 - d) Eliminate post- accident fires.
 - e) Assist with extrication if required.
 - f) Control fuel spills.
- 3) Safety.
- a) Full protective clothing shall be worn at the scene of all vehicle accidents including traffic safety vests. The incident Commander may adjust the level of protective gear worn.
 - b) Protect personnel from traffic. This may be accomplished by placing apparatus in pertinent traffic lanes. (Also, communicate with police agencies). The GFD follow the TIME Management Program for Traffic Control.
 - c) Be cognizant of fuel spills, keeping all persons and other vehicles uphill from the scene. (Foam may be utilized when ignitable liquids are present.)
 - d) The electrical system can produce shock, as well as an ignition source. When disconnecting the battery cables, always cut or disconnect the negative terminal first, then the positive, and be aware of the possibility of arcing.
- 4) Extrication.
- a) Determine actual entrapment.
 - b) Consult with Senior Officer.
 - c) Assemble extrication equipment.
 - d) Ensure that a dry chemical extinguisher is readily available, and that a pre-connected hose line is laid and charged.
 - e) Stabilize the vehicle as necessary.



0203.12 VEHICLE ACCIDENTS

-END-



0203.13 VEHICLE FIRES

Chapter: II Operations

Subject: 03 Emergency Operations

Topic: 13 Vehicle Fires

A. PURPOSE

This guideline is intended to provide members with information regarding special concerns and hazards that exist when responding to vehicle fires.

B. SCOPE

This topic is limited to the fires in light-duty vehicles and does not address fires or other emergencies involving large commercial vehicles.

C. TERMS AND DEFINITIONS

There are no special terms or definitions for this S.O.G.

D. GUIDELINE

- 1) Priorities.
 - a) Establish general scene safety, i.e., potential electrical hazards (downed wires), etc.
 - b) Safely remove vehicle occupants who are in or near the vehicle.
 - c) Keep the public away from the vehicle for a minimum distance of 40 feet in all directions.
 - d) Control the fire, protect exposures, and extinguish.
 - e) Control fuel spills.
- 2) Full protective clothing, including SCBA, shall be worn at the scene of vehicle fires.
- 3) Protect members from traffic. A minimum of two lanes of traffic shall be stopped by placing the apparatus in position (stop all traffic if needed) and/or by having law enforcement control traffic.



0203.13 VEHICLE FIRES

- 4) Be aware of fuel spills and hazardous gases produced by fire. Keep members, apparatus, pedestrians, and vehicular traffic out of the spill area. If possible, position fire apparatus uphill and upwind of the spill and at a safe distance. Foam may be needed to prevent ignition or re-ignition of fuel spills.
- 5) Be aware of driver and passenger air bags and the hazards associated with them.
- 6) Fuel system ruptures are rare but must be guarded against. Newer vehicles have pressurized fuel systems, and some vehicles now use propane or other flammable gases as a fuel, increasing the potential for violent fuel system rupture. Motor homes and small commercial vehicles may also carry flammable and/or pressurized cylinders.
- 7) Many vehicles are equipped with energy-absorbing suspension systems and/or bumpers that are capable of violent rupture causing injury.
- 8) The electrical system can produce electrical shock and injury due to arcing. Use caution when cutting or disconnecting battery cables. Always disconnect the ground (negative) side first, then the positive.
- 9) Water Supply.

It is not usually necessary to secure a source of water supply when a light-duty vehicle is involved in fire. The company officer shall exercise good judgment in determining the need for a water supply, but will secure a source of water when large vehicles are

- END -



0203.14 WATER SUPPLY

Chapter: II Operations

Subject: 03 Emergency Operations

Topic 14 Water Supply

A. PURPOSE

To create a standard method for securing a water supply.

B. SCOPE

This guideline shall be applied to all incidents in which Germantown Fire Department is in need of a water supply for emergency applications.

C. TERMS AND DEFINITIONS

There are no special terms or definitions in this section.

D. GUIDELINE

- 1) Companies shall secure primary and secondary sources of water as they arrive at the scene unless a pre-plan addresses this requirement. The supply line shall be a five-inch supply line. It is the responsibility of each company officer to secure an adequate and uninterrupted supply of water. Officers must communicate water supply needs to later arriving units.
- 2) The company shall be prepared to use a hydrant for water supply.
 - a) The 5" LDH shall be properly prepared, folded back upon itself, and made accessible with webbing.
- 3) Connecting to the hydrant.
 - a) Wrap the hydrant with webbing.
 - b) Place the Storz adaptor on largest outlet available.
 - c) Place the gate valve on the remaining outlet.
 - d) Tighten the remaining cap(s).



0203.14 WATER SUPPLY

- e) Connect the LDH.
 - f) If required, upon the MPO's signal, charge the hydrant slowly, and then open fully.
 - g) Utilize the gate valve for proper shut down procedure:
 - i) Slowly shut the water off to the hydrant.
 - ii) Cap all discharges except for one 2.5" opening.
 - iii) Place a hand over the discharge. At this time a person should feel a slight vacuum pulling the palm towards the discharge.
 - iv) When vacuum ceases, cap the opening.
- 3) Utilizing fire department tenders.
- a) The officer of the first-arriving engine shall determine apparatus and portable tank placement.
 - b) The incident commander shall determine whether additional tenders or engines are needed and request those resources through the dispatch center.
 - c) The incident commander shall consider relay-pumping operations vs. water shuttle operations.
 - d) If a Water Tender Operation is used, the IC will designate a Water Supply Officer.
 - i) The Water Group will designated a supply area and refill site
 - ii) The Water Group will update the IC on water supply or the need for additional Tenders.
 - iii) The Water Group will keep track of total water off-loaded and advise the incident commander at the end of the incident.

-END-



0203.15 TENDER OPERATIONS DOCUMENTATION

Chapter II Operations

Subject 01 Emergency Operation

Topic 01 Tender Operation Documentation

A. PURPOSE

The purpose is to have a system that can accurately keep track of the amount of water used on a scene during tender operations. This assists with accurate reporting and billing if needed. It can also be assist in time studies and during incident critiquing.

B. SCOPE

This guideline applies to all activities of the Germantown Fire Department with regard to Tender Operations. This S.O.G. is being adopted by all Washington County Fire Departments.

C. TERMS AND DEFINITIONS

Tender-A specialized firefighting apparatus designed for transporting water from a water source to a fire scene.

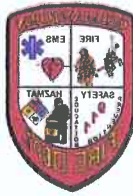
Water Use Log- The form used on scene to track the date, fire unit, department that is transporting water, the time of loading and dumping water.

Water Supply Officer- The title of the firefighter or officer in charge of water supply issues. This position reports to the Incident Commander.

Water Source (fill site)- Area where Tenders can fill/refill to transport water to the fire scene.

D. GUIDELINE

- 1) Any time a Tender is operating at an emergency scene, a Water Use Log form shall be filled out with appropriate information by the Tender Operator. The required information is:
- 2)
 - a. Name of department.
 - b. Tender Operator's Name.
 - c. Incident Date.
 - d. Incident Address.
 - e. Dump and Load Times.



0203.15 TENDER OPERATIONS DOCUMENTATION

- f. What fill site was used.
- 3) Once the Tender has been released from their assignment, the completed top copy (white) of the Water Usage Form, shall be given to the Water Supply Officer or IC. If the forms are given to the Water Supply Officer it is that persons responsibility to forward it to the IC.

END

**BUSINESS OF THE PUBLIC SAFETY COMMITTEE
GERMANTOWN, WI**

MEETING DATE: July 6, 2015

AGENDA ITEM: New Business

ITEM TITLE: Petition for Traffic Safety Request – Signage for Prairie Glen Subdivision

SUBMITTED BY: Brionne R. Bischke, P.E., Interim DPW Director / Village Engineer 

SUMMARY EXPLANATION:



DPW:

1. Sign can give a false sense of security to children and parents, so both must remain vigilant to be situationally aware of traffic at all times.
2. No objection to sign.

DPW:

1. Prairie Glen Phase 2 will be built in Year 2015 / 2016.
2. Sign would only apply until Phase 2's roads are paved.
3. Sign would be removed after Phase 2's roads are paved.
4. No objection to sign under aforementioned conditions.

ATTACHMENTS:

Petition

INTERIM DPW DIRECTOR RECOMMENDATION TO COMMITTEE:

1. SLOW CHILDREN AT PLAY: No objection to sign.
2. NO OUTLET: No objection to sign under condition sign will be removed after Prairie Glen Phase 2's roads are paved.

COMMITTEE ACTION:

Proper parliamentary procedure to deny a request is to have a motion made in the affirmative and by voting NAY would deny the request if a majority vote.

①

PETITION FOR TRAFFIC SAFETY REQUEST

We request that the following action be taken: (Example: placement of traffic safety device at what location, speed limit change on what street at what location)

RECEIVED 1- OUTLET SIGN ENTRANCE OF SUBDIVISION
2- SLOW DOWN KIDS PLAYING

JUN 19 2015

OFFICE OF VILLAGE CLERK
VILLAGE OF GERMANTOWN

Reason/rational for request:

A LOT OF TRAFFIC FROM WHUSKEE RD
ENTERING SUBDIVISION.
REDUCE SPEEDING FOR SAFETY OF
ALL THE KIDS PLAYING OUTSIDE

We the undersigned support the above request: (print legibly)

Name	Address	Phone No.
VENKATA SATEENDRA	W125N10939 STRAWGRASS LN, GERMANTOWN	414-573-6126
PADMAVATHI KANDOMILLI	W125N10939 STRAWGRASS LN, GERMANTOWN	414-510-2446
CHANDRA TALASILA	W125N10969 STRAWGRASS LN, GERMANTOWN	270 562 2244
Jane Cuthbert	W125N10968 STRAWGRASS LN, GERMANTOWN	414-559-9199
Bin Zhao	W125N10984 STRAWGRASS LN, GERMANTOWN	513-600-7158
Andrew Sapinski	W125 N10985 STRAWGRASS LN, GERMANTOWN	414-303-4174
KRISTINE SAPINSKI	W125N10985 STRAWGRASS LN, GERMANTOWN	414-530-9388
PAULA KOPISCHKE	W125N10985 STRAWGRASS LN, GERMANTOWN	262-227-6325
ERIN HUNT	W127N10883 CONEFLOWER CIR	414-708-9260
NICOLE JAECK	W127N10881 CONEFLOWER CIR	414-727-0441
Seth Jaek	W127N10881 CONEFLOWER CIR	513 252 7973

I, Sarah Fredricks, residing at Prairie Glen, have circulated the above petition, and request that this matter be reviewed by the Chief of Police and Director of Public Works and forwarded to the Public Safety Committee.

Signature

Phone No. 262-391-6058

Date: 6-18-15

2

PETITION FOR TRAFFIC SAFETY REQUEST

We request that the following action be taken: (Example: placement of traffic safety device at what location, speed limit change on what street at what location)

RECEIVED

JUN 19 2015

OFFICE OF VILLAGE CLERK
VILLAGE OF GERMANTOWN

Reason/rational for request:

We the undersigned support the above request: (print legibly)

Name	Address	Phone No.
Jim Justin	N109W12667 Coneflower Circle ^{bottom}	719-339-6446
Scott Breen	W125 N10954 Strawgrass Lane	262-518-0412
Andrew Breen	W125 N10954 Strawgrass Ln	262-518-0412
Andy Brier	N109 W12722 Coneflower Cir	262-424-0157
Myra Breen	N109 W12722 Coneflower Cir	262.424.0157
KELWETH LEWTEL	N109W12667 CONEFLOWER CIR	719-352-1585
SARAH Knutson	N109W12698 CONEFLOWER CIR	262-408-9800
NATHAN Knutson	N109W12698 CONEFLOWER CIR	262-242-1323
Sonye Singh	W127 N10965 Coneflower Cir	262 506 8259
Bob Kohlmetz	N109 W12709 Coneflower Cir	262 276 4227
Nicole Schreickel	N108W12641 Coneflower Cir	920-265-5080

I, Sarah Frederic KS, residing at Prairie Glen, have circulated the above petition, and request that this matter be reviewed by the Chief of Police and Director of Public Works and forwarded to the Public Safety Committee.

Signature

Phone No. 262-391-6858

Date: 6-18-15

PETITION FOR TRAFFIC SAFETY REQUEST

We request that the following action be taken: (Example: placement of traffic safety device at what location, speed limit change on what street at what location)

RECEIVED

JUN 19 2015

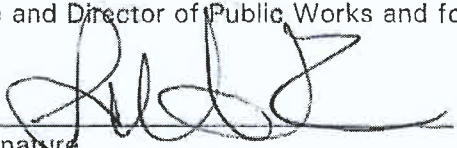
OFFICE OF VILLAGE CLERK
VILLAGE OF GERMANTOWN

Reason/rational for request:

We the undersigned support the above request: (print legibly)

Name	Address	Phone No.
	N 108 W 12641 CONEFLOWER CIR	920-475-2117

I, Sarah Freckle KS, residing at Pease Glen, have circulated the above petition, and request that this matter be reviewed by the Chief of Police and Director of Public Works and forwarded to the Public Safety Committee.

Signature 

Phone No. 202-391-6858

Date: 6-18-15

Barbara K.D. Goeckner

From: Chief Peter Hoell <phoell@germantownpolice.org>
Sent: Thursday, July 02, 2015 7:45 AM
To: Barbara K.D. Goeckner; Brionne Bischke
Cc: Capt. Mike S. Snow
Subject: RE: Signed Petition for Signs in Prairie Glen

Barb,

The Police Department has no objections to the signs.

*Peter G Hoell
Chief of Police
Germantown Police Department
N112 W16877 Mequon rd.
Germantown, WI. 53022
PH 262-253-7788
Fax 262-253-7787
E-mail phoell@germantownpolice.org*

Excellence In Police Service



**VILLAGE OF GERMANTOWN
PUBLIC SAFETY COMMITTEE**

**GUIDELINES FOR
TRAFFIC SAFETY REQUESTS**

(Including Stop Signs, Signals, or Speed Limit Changes)

- 1) **ALL** Requests shall be submitted to the Village Clerk. Upon receiving a request the Clerk shall provide the following information to a requestor:

- ▶ Public Safety Committee *Sign Placement Guidelines*
- ▶ Petition requirements

The Clerk shall notify the Public Safety Committee that a request has been made and the individual has received the above noted information. The Clerk shall also notify the Chief of Police in order for him to determine if temporary and/or immediate measures are required to address the safety concern.

- 2) Upon receipt of the written petition, the Clerk shall:

- ▶ Notify the Public Safety Committee of the petition (enclose copy).
- ▶ Notify the Chief of Police and Director of Public Works to conduct a study and submit written recommendations (enclose copy).

- 3) Upon completion of studies and receipt of written recommendations, the Village Clerk shall:

- ▶ Schedule the matter on the next Public Safety Committee agenda.
- ▶ Notify the requestor and all interested parties of the meeting date and time.

- 4) The Public Safety Committee meets to evaluate the traffic safety request at an open meeting.

- ▶ Public input and discussion at the Public Safety Committee Meeting.
- ▶ The Committee evaluates the request, using established guidelines and criteria found in the *U. S. Department of Transportation Manual on Uniform Traffic Control Devices and WI DOT Facilities Development Manual*.
- ▶ The Committee reviews the recommendation of the Chief of Police and Director of Public Works.
- ▶ The Committee makes a recommendation or decision on the action requested.
- ▶ The Committee forwards the recommendation (if necessary) to the Village Board.
- ▶ The Clerk notifies requestor of the date when the matter will appear on the Village Board agenda (if necessary).

PETITION REQUIREMENTS

- 1) The Petition must specifically identify the action requested. (Stop sign placement at what intersection, two-way, four-way, etc., reduction of speed limit from 45 to 35 mph, etc. on what road from what location to what location, etc.)
- 2) The rationale supporting the request. Stop sign needed at location due to (list reasons or examples). Reduction of speed limit requested due to (list reasons or examples).
- 3) The name, address and phone number of the person circulating the Petition.
- 4) The name and address of those parties that support the request. Please print legibly so that if necessary, the individuals may be contacted.

No traffic safety requests will be forwarded to the Public Safety Committee for action, until a formal Petition has been submitted to the Village Clerk in writing and upon receipt of a study by the Chief of Police and Director of Public Works of the requested action.

Adopted: Public Safety Committee 4/11/2000

SIGN PLACEMENT GUIDELINES
VILLAGE OF GERMANTOWN
PUBLIC SAFETY COMMITTEE

I. PURPOSE

The purpose of traffic control devices is to help insure roadway and pathway safety by providing for the orderly and predictable movement of all traffic, motorized and non-motorized, throughout the Village roadway and pathway system, and to provide such guidance and warnings as are needed to insure the safe and uniformed operation of individual elements of the traffic stream.

Traffic control devices are used to direct and assist vehicle operators in the guidance and navigation tasks required to traverse safely any facility open to public travel.

II. RESPONSIBILITY

The responsibility for the design, placement, operation and maintenance of traffic control devices on Village roadways and pathways rests with the Village Board of the Village of Germantown with recommendations from the Public Safety Committee.

The Village Board may direct village departments, i.e. Police Department, Department of Public Works, to gather statistics and other data affecting the placement of traffic control devices. The Village Board may also direct the Department of Public Works to erect and maintain traffic control devices.

All regulatory devices, if they are to be enforced, need to be backed by ordinances. Effective traffic control depends not only on appropriate application of devices, but on reasonable enforcement of ordinances as well.

III. REQUIREMENTS

To be effective, a traffic control device should meet the following requirements:

1. Fulfill a need
2. Command attention

3. Convey a clear, simple meaning
4. Command respect of road users
5. Give adequate time for proper response

The following colors establish general meanings:

- Red stop or prohibition
- Green movement permitted or direction guidance
- Blue motorist or pedestrian services guide
- Yellow general warning
- Yellow Neon school zone pedestrian crossing
- Black regulation
- White regulation
- Orange construction and maintenance warning
- Brown public recreation and scenic guidance

IV. GENERAL SPECIFICATIONS OF SIGNS

A. Stop Signs

A stop sign causes a substantial inconvenience to motorists. It should be used only when warranted. A stop sign may be warranted at an intersection where one or more of the following conditions exists:

1. Intersection of less traveled road with a more heavily traveled road, where the application of the normal right of way rule is unduly hazardous.
2. Street entering a through highway or street.
3. Other intersections where a combination of high speeds, restricted view and a history of high accidents indicate a need for a stop sign.

Stop signs should not be used on the through roadways unless two through roadways intersect. Stop signs should not be used for speed control.

B. Yield Signs

The yield sign assigns right of way to traffic on certain approaches to intersections. Vehicles controlled by a yield sign need to stop only when necessary to avoid interference with other traffic that is given the right of way.

The yield sign may be warranted at an intersection where one or more of the following conditions exists:

1. On a less traveled road at the entrance to an intersection where it is necessary to assign right of way to the more traveled road, but where a stop sign is not necessary at all time.
2. At any intersection where a speed problem exists.

Yield signs should not be used on the through roadways unless two through roadways intersect. Yield signs should not be used for speed control.

C. Speed Limit Signs

The speed limit sign shall display the limit established by ordinance or state statute. Speed limits shall be shown in multiples of 5 mph.

25 mph speed limit shall apply within the corporate village limits unless otherwise signed.

D. Warning Signs

Warning signs are used when it is necessary to warn traffic of existing or potentially hazardous conditions on or adjacent to a highway or a street.

Warning signs require caution on the part of a motorist.

The use of warning signs should be kept to a minimum because the unnecessary use of them to warn of conditions which are apparent tends to breed disrespect for all signs. Typical locations and hazards that may warrant the use of the warning signs shall include, but not

be limited to, the following:

1. Intersections
2. Pedestrian crossings and entrances
3. Children at play
4. Railroad crossings

Withing village limits the advance distance from the warning sign to the hazard of location should be at a distance to provide ample time for the driver to comprehend and react to the message.

Where a need is determined for Child at Play signs in residential areas, the sign shall be placed as close as practical to the entrance of the residential area.

E. Parking Signs

Parking signs and other signs governing the stopping and standing of vehicles cover a very wide variety of regulations. A wide variety of wording would be necessary to fit local ordinances. To minimize the number of parking signs, blanket regulations that apply to the entire village may be posted at the boundary lines.

Parking signs should display the following information from top to bottom of the sign in the order listed:

1. Restriction or prohibition
2. Time of day, if not at all times
3. Days of week, if not every day
4. Winter parking

Parking signs with arrows should be used to indicate the extent of restricted zones. When the zone is unusually long, signs with double arrows should be used within the zone.

F. Traffic Signals

Due to rapid expansion of the village, an increased traffic flow will be

generated and requests for traffic signals will be received. A careful analysis of traffic operations and other factors, and a large number of signalized and unsignalized intersections, coupled with a judgment of experienced engineers, have provided a series of warrants that define the minimum conditions under which signal installations may be justified. Consequently the selection and use of a signal should be preceded by a thorough engineering study of the roadway and traffic conditions.

V. SUMMARY

The above guidelines shall be referred to in making a determination whether traffic control devices shall be placed within the village. Additional consideration will be given to other variables and conditions that exist on individual requests and needs.

PUBLIC SAFETY COMMITTEE
GERMANTOWN, WI

MEETING DATE: July 6th, 2015
AGENDA ITEM: New Business
ITEM TITLE: Replacement for Officer Vacancy
SUBMITTED BY: Chief Peter Hoell

SUMMARY EXPLANATION:

PO Adam Suedkamp submitted his letter of resignation effective June 16th 2015 to move out of State to be closer to family. I would strongly encourage approval for the replacement of this position. We currently have a Police Officer eligibility list that we could draw officer candidates from.

Attached you will find 2012 Law Enforcement Agency comparable charts for Washington, Ozaukee, Milwaukee and Waukesha counties. This document is 3 years old, but still valid. Even though I feel the police department is a very effective police agency, we are by no means staff heavy. Studying comparables, we are generally on the low to medium end. In Wisconsin for 2012, the average officer ratio per 1000 population is 2.21. Our staffing ratio is in the area of 1.6 officers per 1000 population.

2015 Pay of an officer, wages only: \$50,298.18
Starting Pay with holidays: \$52,665.60

For 2015 at full patrol officer staffing, there will be:
5 officers assigned to dayshift
6 officers assigned to second shift
6 officers assigned to third shift

In the event the police department would lose a position, highlighted are some of the potential problems/issues we would encounter.

The patrol officer position is thin. Our minimum staffing is such that on dayshift we utilize support services staff to help with patrol as needed. Second and third shifts routinely have time periods where all squads are busy and the other agencies are not available for mutual aid. The second shift Detective routinely goes out on the road to help where needed.

The 3 Detectives are broken down as 2 general investigators and 1 Detective Sergeant. Our annual reports highlight our high activity in this section of the PD and there is no room for cuts to staffing.

The SRO's are largely funded by the school district and any cuts would result in patrol staff now responding to the schools for calls for service.

This leaves the drug officer position. The drug officer is assigned from the patrol unit on a 2 year assignment with the possibility of a 1 year extension. The maximum assignment therefore would be 3 years. After reviewing our 2015 final December monthly report I think you will find this position to be highly productive. I would also like to note that Germantown continues to experience drug overdose deaths, and a spike in prescription abuse.

The bottom line, a loss of a sworn position will be the loss of 2080 plus hours of police work in a year. As I first stated, this department has been effective and efficient with the staff we have. If our officer to population ratio were higher, a reduction could be more easily absorbed.

Regardless of the decision to replace this position, the police department will strive to maintain "Excellence in Police Service" for the Germantown residents and for those who work and visit.

Attached are the Employee Vacancy Justification worksheet, 2012 Police Agency comparables, and **NEW** Organizational chart (Effective July 1st 2015) and job description for Officers.

ATTACHMENT: ORDINANCE____ RESOLUTION____ OTHER x

RECOMMENDATION:

To forward a positive recommendation to the Village Board to fill the officer vacancy.

EMPLOYEE VACANCY JUSTIFICATION WORKSHEET

All positions left vacant by retirement, quitting, or termination need to complete the following worksheet before the vacant position may be advertised or filled. This worksheet shall not pertain to temporary, seasonal, and sworn public safety employees.

Vacancy Justification Worksheet

Position to be filled: **Police Officer Position**

Department: **Police Department**

Pay: **Annual Starting plus holiday Pay: \$52,665.60**

How long were the previous personnel in position: **24 years.**

Deferred for a period of time? Yes ☐ No: ☒

Why: PO Adam Suedkamp submitted his letter of resignation effective June 16th 2015 and is leaving to move out of State to be closer to family. I would strongly encourage approval to replace this position. We currently have a police officer eligibility list that we could draw officer candidates from.

Attached you will find 2012 Law Enforcement Agency comparable charts for Washington, Ozaukee, Milwaukee and Waukesha counties. This document is 3 years old, but still valid. Even though I feel the police department is a very effective police agency, we are by no means staff heavy. Studying comparables, we are generally on the low to medium end. In Wisconsin for 2012, the average officer ratio per 1000 population is 2.21. Our staffing ratio is in the area of 1.6 officers per 1000 population.

Transferred or shared with existing staff: Yes ☐ No: ☒

Why: **Same as above. We may make the Captain's position a Lieutenant.**

Consolidated with another position? Yes ☐ No: ☒

Why: **No other position to consolidate with.**

Privatized/Contractual?: Yes ☐ No: ☒

Why: **Same as above**

**** Attach current job description and department organizational chart and Full-time Law Enforcement Chart.**

Chris P. [Signature]
Department Director
Signature/Approval

6-2-15
Date

[Signature]
Village Administrator
Signature/Approval

6-2-15
Date

JOB TITLE Officer Assigned to Patrol

ORGANIZATIONAL UNIT Patrol Officer

ORGANIZATIONAL RELATIONSHIP

Reports to Shift Commander

SPECIFIC DUTIES AND RESPONSIBILITIES

An officer assigned as Patrol Member shall have the following duties and responsibilities:

1. Deter or detect unlawful activity by effective patrol of assigned areas, either on foot or in an automobile.
2. Investigate assigned incidents, completing formal police reports to document facts and to provide an official record of the incident.
3. Provide assistance to victims (eg., crime, accident, fire, etc.) to safeguard their health and well-being.
4. Maintain physical fitness to enable self to perform strenuous activity as required.
5. Check the premises of businesses, industries, and/or residences in patrol area for signs of break-in or other irregularities in order to protect persons and property.
6. Respond to citizen requests for information promptly and courteously, maintaining good public relations.
7. Enforce state statutes and village ordinances.
8. Enforce traffic laws and ordinances by stopping/citing violators to ensure compliance with traffic laws and to promote safe driving habits.
9. Promptly answer radio calls from the radio dispatch center and respond as quickly and safely as possible. Such assignments will include but are not limited to the following:
 - a. Traffic accident investigation.
 - b. Criminal incidents/investigations.
 - c. Miscellaneous service calls.

- d. Collection and preservation of evidence at any crime or accident scene.
10. Utilize non-assigned service time for criminal and traffic preventive patrol.
11. Maintain equipment and uniform in a neat orderly fashion and maintain a groomed appearance in compliance with applicable Standard Operating Procedures.
12. Inspect the assigned police vehicle for required equipment and any unreported damage prior to leaving the police compound.
13. Execute arrest and search warrants, issue warning notices and parking and traffic citations.
14. As required, appear in court to give sworn testimony, knowledge and/or observations.
15. Be alert for conditions affecting the safe and expeditious use of the roadways within the assigned beat. Take remedial measures when these conditions are adverse.
16. Participate in Department-sponsored inservice training in order to maintain and enhance professional skills and knowledge.
17. Prepare criminal complaints, fingerprint cards, reports and photographs in conjunction with arrests.
18. Maintain a working knowledge of all Police Department rules, regulations, Standard Operating Procedures and General Orders.
19. Perform related work as required.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES

Must meet all of the requirements established by the Police and Fire Commission.

Basic certification from Wisconsin Training and Standards as "police officer".

Ability to react quickly and effectively to problem situations.

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Ability to exhibit initiative, problem solving capacity, effective judgement, and imagination in coping with complex situations.

Ability to demonstrate mature judgement in deciding to make an arrest, give a warning, or use force.

Ability to tolerate stress in a multitude of forms.

Ability to maintain a balanced perspective in the face of constant exposure to the worst side of human nature.

Desire to maintain and improve the welfare of the community through law enforcement and preventing crime.

Ability to establish and maintain good democratic relationships with the public.

Table 1: Full-Time Law Enforcement Employees by County, 2012

Agency	Population	Full-Time Sworn Employees				Full-Time Civilian Employees				Total Full-Time	
	2011	Male	Female	Total	Rate/ 1,000	Male	Female	Total	Rate/ 1,000	Total	Rate/ 1,000
Oconto County											
Gillet PD	1,380	4	0	4	2.9	0	0	0	0.0	4	2.9
Oconto Co SO	28,722	26	0	26	0.9	13	18	31	1.1	57	2.0
Oconto Falls PD	2,876	4	1	5	1.7	4	1	5	1.7	10	3.5
Oconto PD	4,490	8	0	8	1.8	0	1	1	0.2	9	2.0
County Total	37,468	42	1	43	1.1	17	20	37	1.0	80	2.1
Oneida County											
Minocqua PD	4,361	8	1	9	2.1	0	5	5	1.1	14	3.2
Oneida Co SO	19,520	32	6	38	1.9	16	33	49	2.5	87	4.5
Rhineland PD	7,756	14	3	17	2.2	0	3	3	0.4	20	2.6
Three Lakes PD	2,120	3	1	4	1.9	0	0	0	0.0	4	1.9
Woodruff PD	2,044	5	0	5	2.4	0	1	1	0.5	6	2.9
County Total	35,801	62	11	73	2.0	16	42	58	1.6	131	3.7
Outagamie County											
Appleton PD	73,243	95	13	108	1.5	0	25	25	0.3	133	1.8
Fox Valley Metro PD	20,372	27	3	30	1.5	0	4	4	0.2	34	1.7
Freedom Pd	5,877	2	0	2	0.3	0	0	0	0.0	2	0.3
Grand Chute PD	21,048	24	4	28	1.3	0	4	4	0.2	32	1.5
Hortonville PD	2,728	4	1	5	1.8	0	1	1	0.4	6	2.2
Kaukauna PD	15,561	23	1	24	1.5	0	1	1	0.1	25	1.6
Oneida Tribal PD	23,000	17	2	19	0.8	4	5	9	0.4	28	1.2
Outagamie Co SO	45,747	66	5	71	1.6	54	60	114	2.5	185	4.0
Seymour PD	3,472	5	0	5	1.4	0	0	0	0.0	5	1.4
Shiocton PD	927	0	1	1	1.1	0	0	0	0.0	1	1.1
County Total	211,975	263	30	293	1.4	58	100	158	0.7	451	2.1
Ozaukee County											
Cedarburg PD	11,436	19	0	19	1.7	8	5	13	1.1	32	2.8
Grafton PD	11,481	21	0	21	1.8	0	7	7	0.6	28	2.4
Mequon PD	23,178	31	5	36	1.6	2	6	8	0.3	44	1.9
Ozaukee Co SO	21,411	62	12	74	3.5	10	11	21	1.0	95	4.4
Port Washington PD	11,272	18	1	19	1.7	0	5	5	0.4	24	2.1
Saukville PD	4,459	10	1	11	2.5	0	2	2	0.4	13	2.9
Thiensville PD	3,242	7	0	7	2.2	0	0	0	0.0	7	2.2
County Total	86,479	168	19	187	2.2	20	36	56	0.6	243	2.8
Pepin County											
Pepin Co SO	4,663	7	0	7	1.5	5	5	10	2.1	17	3.6
Pepin PD	831	1	0	1	1.2	0	0	0	0.0	1	1.2
County Total	5,494	8	0	8	1.5	5	5	10	1.8	18	3.3

Table 1: Full-Time Law Enforcement Employees by County, 2012

Agency	Population	Full-Time Sworn Employees				Full-Time Civilian Employees				Total Full-Time	
	2011	Male	Female	Total	Rate/ 1,000	Male	Female	Total	Rate/ 1,000	Total	Rate/ 1,000
Walworth County											
Bloomfield PD	6,301	6	1	7	1.1	0	0	0	0.0	7	1.1
Darien Village PD	1,585	3	0	3	1.9	0	1	1	0.6	4	2.5
Delavan PD	8,492	17	1	18	2.1	2	3	5	0.6	23	2.7
Delavan Town PD	5,305	9	2	11	2.1	0	1	1	0.2	12	2.3
East Troy PD	4,297	5	2	7	1.6	0	0	0	0.0	7	1.6
East Troy Town PD	4,036	6	0	6	1.5	6	0	6	1.5	12	3.0
Elkhorn PD	10,118	13	2	15	1.5	0	3	3	0.3	18	1.8
Fontana PD	1,678	6	0	6	3.6	0	1	1	0.6	7	4.2
Geneva Town PD	5,011	6	0	6	1.2	0	1	1	0.2	7	1.4
Genoa City PD	3,052	5	0	5	1.6	1	1	2	0.7	7	2.3
Lake Geneva PD	7,679	19	3	22	2.9	0	8	8	1.0	30	3.9
UW-Whitewater	0	10	3	13	0.0	0	2	2	0.0	15	0.0
Walworth Co SO	28,358	76	5	81	2.9	56	61	117	4.1	198	7.0
Walworth PD	2,826	6	0	6	2.1	0	1	1	0.4	7	2.5
Whitewater PD	14,769	19	5	24	1.6	0	10	10	0.7	34	2.3
Williams Bay PD	2,573	6	1	7	2.7	0	1	1	0.4	8	3.1
County Total	106,080	212	25	237	2.2	65	94	159	1.5	396	3.7
Washburn County											
Spooner PD	2,681	7	0	7	2.6	0	1	1	0.4	8	3.0
Washburn Co SO	13,231	13	1	14	1.1	7	10	17	1.3	31	2.3
County Total	15,912	20	1	21	1.3	7	11	18	1.1	39	2.5
Washington County											
Germantown PD	19,823	29	2	31	1.6	2	8	10	0.5	41	2.1
Hartford PD	14,277	24	1	25	1.8	0	4	4	0.3	29	2.0
Jackson PD	6,779	9	2	11	1.6	0	1	1	0.1	12	1.8
Kewaskum PD	4,020	7	0	7	1.7	0	1	1	0.2	8	2.0
Slinger PD	5,088	8	1	9	1.8	0	1	1	0.2	10	2.0
Washington Co SO	51,204	70	2	72	1.4	46	53	99	1.9	171	3.3
West Bend PD	31,195	53	1	54	1.7	2	16	18	0.6	72	2.3
County Total	132,386	200	9	209	1.6	50	84	134	1.0	343	2.6

Table 1: Full-Time Law Enforcement Employees by County, 2012

Agency	Population	Full-Time Sworn Employees				Full-Time Civilian Employees				Total Full-Time	
	2011	Male	Female	Total	Rate/ 1,000	Male	Female	Total	Rate/ 1,000	Total	Rate/ 1,000
Waukesha County											
Big Bend PD	1,293	2	1	3	2.3	0	0	0	0.0	3	2.3
Brookfield PD	38,001	56	8	64	1.7	1	16	17	0.4	81	2.1
Brookfield Town PD	6,129	12	0	12	2.0	0	1	1	0.2	13	2.1
Butler PD	1,846	7	0	7	3.8	0	1	1	0.5	8	4.3
Chenequa PD	591	8	0	8	13.5	0	1	1	1.7	9	15.2
Delafield PD	7,100	11	3	14	2.0	0	2	2	0.3	16	2.3
Eagle PD	0	2	1	3	0.0	0	0	0	0.0	3	0.0
Elm Grove PD	5,947	15	2	17	2.9	0	6	6	1.0	23	3.9
Hartland PD	9,136	14	2	16	1.8	0	2	2	0.2	18	2.0
Menomonee Falls PD	35,704	51	7	58	1.6	5	10	15	0.4	73	2.0
Mukwonago PD	7,370	14	0	14	1.9	0	7	7	0.9	21	2.8
Mukwonago Town PD	7,976	6	0	6	0.8	0	0	0	0.0	6	0.8
Muskego PD	24,187	33	5	38	1.6	0	7	7	0.3	45	1.9
New Berlin PD	39,669	61	5	66	1.7	0	11	11	0.3	77	1.9
North Prairie	2,145	0	0	0	0.0	0	0	0	0.0	0	0.0
Oconomowoc PD	15,792	21	1	22	1.4	0	6	6	0.4	28	1.8
Oconomowoc Town PD	8,427	9	1	10	1.2	0	2	2	0.2	12	1.4
Pewaukee PD	8,183	17	1	18	2.2	0	2	2	0.2	20	2.4
Summit PD	4,684	10	0	10	2.1	0	0	0	0.0	10	2.1
Waukesha Co SO	95,784	140	22	162	1.7	97	76	173	1.8	335	3.5
Waukesha PD	70,867	102	14	116	1.6	7	25	32	0.5	148	2.1
County Total	390,831	591	73	664	1.7	110	175	285	0.7	949	2.4
Waupaca County											
Clintonville PD	4,582	11	0	11	2.4	0	4	4	0.9	15	3.3
Manawa PD	1,377	2	1	3	2.2	0	0	0	0.0	3	2.2
Marion PD	1,267	3	0	3	2.4	0	0	0	0.0	3	2.4
New London PD	7,335	16	1	17	2.3	0	2	2	0.3	19	2.6
Waupaca Co SO	33,668	33	4	37	1.1	28	32	60	1.8	97	2.9
Waupaca PD	6,099	11	3	14	2.3	0	1	1	0.2	15	2.5
County Total	54,328	76	9	85	1.6	28	39	67	1.2	152	2.8
Waushara County											
Plainfield Pd	865	2	0	2	2.3	0	0	0	0.0	2	2.3
Waushara Co SO	21,401	22	2	24	1.1	12	16	28	1.3	52	2.4
Wautoma PD	2,221	5	0	5	2.3	0	1	1	0.5	6	2.7
County Total	24,487	29	2	31	1.3	12	17	29	1.2	60	2.5

Table 1: Full-Time Law Enforcement Employees by County, 2012

Agency	Population	Full-Time Sworn Employees				Full-Time Civilian Employees				Total Full-Time	
	2011	Male	Female	Total	Rate/ 1,000	Male	Female	Total	Rate/ 1,000	Total	Rate/ 1,000
Marquette County											
Endeavor PD	470	0	0	0	0.0	0	0	0	0.0	0	0.0
Marquette Co SO	11,172	30	6	36	3.2	0	2	2	0.2	38	3.4
MontelloPD	1,498	2	0	2	1.3	0	1	1	0.7	3	2.0
Oxford PD	608	0	0	0	0.0	0	0	0	0.0	0	0.0
Westfield PD	1,256	3	0	3	2.4	0	0	0	0.0	3	2.4
County Total	15,004	35	6	41	2.7	0	3	3	0.2	44	2.9
Menominee County											
Menominee Co SO	0	7	2	9	0.0	0	8	8	0.0	17	0.0
Menominee Tribal PD	4,348	22	2	24	5.5	10	8	18	4.1	42	9.7
County Total	4,348	29	4	33	7.6	10	16	26	6.0	59	13.6
Milwaukee County											
Bayside PD	4,411	12	2	14	3.2	5	15	20	4.5	34	7.7
Brown Deer PD	12,061	24	7	31	2.6	1	2	3	0.2	34	2.8
Cudahy PD	18,359	30	1	31	1.7	2	9	11	0.6	42	2.3
Fox Point PD	6,734	14	3	17	2.5	0	1	1	0.1	18	2.7
Franklin PD	35,620	48	10	58	1.6	2	14	16	0.4	74	2.1
Glendale PD	12,935	37	5	42	3.2	2	3	5	0.4	47	3.6
Greendale PD	14,117	27	2	29	2.1	2	6	8	0.6	37	2.6
Greenfield PD	36,903	49	5	54	1.5	4	16	20	0.5	74	2.0
Hales Corners PD	7,730	16	0	16	2.1	0	3	3	0.4	19	2.5
Milwaukee Co SO	0	251	71	322	0.0	383	351	734	0.0	1,056	0.0
Milwaukee PD	597,867	1,572	334	1,906	3.2	241	430	671	1.1	2,577	4.3
Oak Creek PD	34,626	49	9	58	1.7	3	17	20	0.6	78	2.3
River Hills PD	1,604	11	1	12	7.5	0	0	0	0.0	12	7.5
Saint Francis PD	9,411	20	1	21	2.2	1	4	5	0.5	26	2.8
Shorewood PD	13,228	21	4	25	1.9	0	5	5	0.4	30	2.3
South Milwaukee PD	21,262	28	4	32	1.5	2	4	6	0.3	38	1.8
UW-Milwaukee	0	34	10	44	0.0	11	0	11	0.0	55	0.0
Wauwatosa PD	46,629	79	10	89	1.9	3	20	23	0.5	112	2.4
West Allis PD	60,714	115	19	134	2.2	7	19	26	0.4	160	2.6
West Milwaukee PD	4,228	16	3	19	4.5	2	3	5	1.2	24	5.7
Whitefish Bay PD	14,182	22	2	24	1.7	0	3	3	0.2	27	1.9
County Total	952,621	2,475	503	2,978	3.1	671	925	1,596	1.7	4,574	4.8
Monroe County											
Cashton PD	1,111	2	0	2	1.8	2	0	2	1.8	4	3.6
Monroe Co SO	24,692	21	2	23	0.9	7	7	14	0.6	37	1.5
Sparta PD	9,602	15	2	17	1.8	0	2	2	0.2	19	2.0
Tomah PD	9,169	17	3	20	2.2	0	2	2	0.2	22	2.4
County Total	44,574	55	7	62	1.4	9	11	20	0.4	82	1.8

Germantown Police Department

Organizational Chart

