

**VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022**

MEETING:

PUBLIC SAFETY COMMITTEE

DATE AND TIME:

MONDAY, MARCH 6, 2017

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, Campbell and Myers.
- II. **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:** February 6, 2017 Regular 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:
 - a. 10.02 Records
 2. Fire Department:
 - a. None
- VI. **UNFINISHED BUSINESS:** None

VII. **NEW BUSINESS:**

- A. Application for "Class B" Fermented Malt Beverage and Intoxicating Liquor License for BSC Wisconsin, LLC, Eric D. Schroeder, Agent, 4619 W. Bluemound Ct, Milwaukee WI 53208, d/b/a **Big Sky Country Bar & Grill**, W204N11498 Goldendale Road, Germantown, WI March 7, 2017 – June 30, 2017 (Includes a bar, 2 dining rooms on first floor, dining/banquet room in basement, office and 8' x 55' outdoor patio area on side) (Outside Premises Area (patio) Conditional Upon any Planning and Zoning Approval Requirements)
- B. Fill Police Officer Vacancy
- C. Fill Communications Officer Vacancy
- D. Review Making Country Aire Drive No Trucking
- E. Purchase of Handguns

VIII. **NEXT MEETING:** Set April 2017 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
FEBRUARY 6, 2017
GERMANTOWN VILLAGE HALL BOARD ROOM

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

ROLL CALL: Chairman Hughes and Trustees Baum and Campbell. Trustee Myers arrived at 5:31 p.m.

Also present were Police Chief Hoell, Captain Snow, and Fire Chief Weiss.

PUBLIC COMMENT: no discussion.

APPROVAL OF MINUTES: a motion was made by Baum, seconded by Campbell, to approve the minutes of the January 16, 2017 Public Safety Committee Meeting. Motion carried unanimously.

Trustee Myers arrived at this time, 5:31 p.m.

POLICE DEPARTMENT MONTHLY REPORT: Hoell reported on the following:

- Fatal accident with vehicle vs. pedestrian on County Line Road at Treetops Drive
- Video of meteor which was captured by officer's squad camera
- Sgt. Bryan La Chapelle of UW Milwaukee Police Department stopped to assist Germantown Officer Shawn Marten when he observed Officer Marten struggling with a suspect from a theft incident
- The department received reports of entry into unlocked vehicles on 01/26/17, there have been no additional incidents reported
- The department assisted Washington County Sheriff with a pursuit by deploying spike strips, all but one of the suspects were arrested
- The department put out an alert on Facebook regarding a scam where the suspects identify themselves as We Energy employees
- Also an alert put out regarding skimmers being used on gas pumps

FIRE DEPARTMENT MONTHLY REPORT: Weiss reported on the following:

- The department had a busy month with 165 calls for service
- Car fire on Frances Drive
- House fire on Holy Hill Road
- A cardiac arrest resuscitation on Saturday where citizens were performing CPR prior to the arrival of rescue personnel
- Department banquet was held last week
- Training for 360 students in Hands Only CPR
- Training updates for personnel
- New ambulance is in service and will be available for examination in the parking lot after tonight's meeting

OVERTIME REPORTS: Police Department – Hoell advised that he had nothing additional to discuss regarding the overtime numbers which are tracking normally.

Fire Department – Weiss stated that their overtime is also tracking as expected and he has nothing to add.

POLICY UPDATES: Hoell advised the police department has none at this time, Weiss indicated the fire department has none at this time.

REQUEST FOR SQUAD PURCHASE – POLICE DEPARTMENT: Snow advised the department was requesting to replace squad 16 which was damaged in a squad vs. deer accident on 11/09/16, and was declared a total loss. He stated the insurance company would reimburse the department \$39,000 for the replacement of the squad and squad equipment.

Snow advised that Ewald has a 2017 Ford SUV Police Interceptor on their lot which could be purchased for \$27,571. He added that the remaining \$11,429 would be used for the squad changeover and purchase of replacement equipment that was damaged. General Fire's estimate for the changeover and equipment was \$12,342.06 which would leave \$2913.06 to come out of the regular squad maintenance budget and from funds that the fire department would be paying for squad 20 which they purchased from the police department.

A motion was made by Baum, seconded by Myers, to forward this purchase request with approval as presented to the Village Board for a 2017 Ford SUV Police Interceptor from Ewald Ford for \$27,571 and changeover/equipment costs of \$12,342.06 through General Fire using funds from the insurance payout and from PD vehicle account 105215305500. Motion carried unanimously.

DISCUSSION/ACTION SIGNAGE, POLES AND PAVEMENT MARKINGS: Trustee Myers advised that he had placed this item on the agenda and was requesting committee approval for the implementation of signage, poles and pavement markings at the new entrance bridge into Homestead Hollow County Park, located on Freistadt Road and Merkel Drive. Myers stated that the bridge was a community project he had started last year and that he had worked with the county on this project. He added the county supported his request for the signage and pavement markings, along with Highway Department Superintendent Olszewski who had come out to view the project.

Myers stated he was requesting two signs and poles for School Crossing Ahead, along with pavement markings indicating a school crossing.

A motion was made by Baum, seconded by Campbell, to approve the request for signage, poles and pavement markings as presented. Motion carried unanimously.

NEXT MEETING: Next meeting date set for Monday, March 6, 2017 at 5:30 p.m., Village Hall Boardroom.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:40 p.m.

Recorded by,

Julie L. Barth
Secretary

VC1

VC2

Overtime Report for Police & Fire Departments

2016 Year to date through:

12-Feb-17

2017						2016			
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	9.00	13.50	8.00	88.50	96.50	459.48
92	Bloch, Ryan	8.50	452.12	1.75	2.63	158.25	48.00	206.25	8,172.82
141	Borden, Ray	0.00	0.00	2.75	4.13	74.50	96.00	170.50	3,954.83
115	Case, Robert	4.00	212.76	0.00	0.00	237.50	6.75	244.25	12,265.69
107	Heaney, Troy	12.50	489.00	3.50	5.25	0.00	0.00	0.00	0.00
153	Jones, Matthew	29.25	1,144.26	0.75	1.13	0.00	0.00	0.00	0.00
101	Jones, Shawn	6.50	345.74	0.00	0.00	90.50	0.00	90.50	4,673.87
88	Laux, Kevin	3.00	159.57	8.25	12.38	58.50	55.88	114.38	3,021.23
142	Marten, Shawn	0.00	0.00	10.25	15.38	164.00	55.88	219.88	8,469.78
102	Mikulec, Dan	0.00	0.00	21.25	31.88	84.00	118.50	202.50	3,972.78
86	Moschea, Daniel	3.00	159.57	0.00	0.00	4.50	156.00	160.50	232.40
138	Olson, Toni	18.25	997.00	0.00	0.00	154.50	104.25	258.75	8,201.63
137	Pesch, Justin	11.25	440.10	0.00	0.00	240.25	14.25	254.50	9,124.70
133	Pierce, Catharin	0.00	0.00	8.25	12.38	31.50	161.63	193.13	1,196.37
96	Pierzchalski, David	6.00	319.14	16.00	24.00	323.75	45.00	368.75	16,720.07
98	Rechlicz, Justin	0.00	0.00	15.25	22.88	53.00	180.00	233.00	2,737.19
121	Schubert, Matthew	0.00	0.00	9.00	13.50	90.00	9.75	99.75	4,648.05
89	Schulz, Zachary	17.75	694.38	0.50	0.75	47.75	41.25	89.00	0.00
97	Spreiter, Jared	30.50	1,193.16	0.00	0.00	129.25	46.50	175.75	0.00
128	Stieve, Jeffrey	0.00	0.00	3.25	4.88	88.42	96.75	185.17	4,566.28
99	von Bereghy, Darren	0.00	0.00	7.50	11.25	186.50	92.25	278.75	8,820.52
Total Police			6,606.79					*	101,237.69
Annual Budget			95,000.00						95,000.00

State Aid Reimbursement 0.00 02.27.2017
Hunting/Concealed Carry Permit 0.00 02.27.2017

Total year end actual = \$1: \$ 168,155.29
* (difference from report due to personnel changes)
2016 State Aid Reimb \$11,802.75
2016 'Hunting/Concealed Carry Permit 0.00

Note: Overtime hours to comp are reflected in regular wages

Fire Dept - Full Time									
*	563 Rossman, Craig	1.25	40.73	7.25	10.88	226.50	7,379.37	0.00	0.00
*	593 Smith, Steve	0.75	24.44	0.00	0.00	345.00	11,240.10	43.25	64.88
						112.75	3,673.40	7.50	11.25
Fire Dept Regular Part-time						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	0.00	0.00	0.00	0.00	34.5	608.58	48.75	1,289.93
**	617 Hass, Thomas	0.00	0.00	0.00	0.00	89	1,569.96	76.75	2,030.82
**	605 Rodriguez	33.00	582.12	37.50	992.26	1173.25	19,663.67	807.60	20,303.17
**	653 Asmondy	26.75	471.87	78.66	1,494.99	1199	20,095.24	982.98	24,154.90
					2,487.25				60,323.15

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

MEETING DATE: 03-06-2017

AGENDA ITEM: Policy Updates

ITEM TITLE: Policy Updates

SUBMITTED BY: Capt. Mike Snow

SUMMARY EXPLANATION:

Updates to the following policies:
10.02 Records

ATTACHMENT: ORDINANCE____ RESOLUTION____ OTHER____

RECOMMENDATION:

BOARD ACTION:



POLICY & PROCEDURE

GERMANTOWN POLICE DEPARTMENT

SUBJECT: **RECORDS**

SCOPE: All Sworn Personnel

DISTRIBUTION: Policy & Procedure Manual

REFERENCE:

NUMBER: 10.01

ISSUED: 02/28/2017

EFFECTIVE: 03/10/2017

☐ RESCINDS

☐ AMENDS

WILEAG 4TH EDITION

STANDARDS: 10.1.1, 10.1.2,
10.1.3, 10.1.4, 10.1.5, 10.1.6,
10.1.7, 10.1.8, 10.1.9

INDEX AS: Incident Reporting
Master Name File
Records
Records Repository
Releasing Information
Traffic Citation Records Maintenance

PURPOSE: The purpose of this Policy & Procedure is to establish procedures to ensure that the records of the Germantown Police Department are gathered and maintained in a lawful manner and that all traffic citation records are maintained properly.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. DEFINITIONS
- III. RECORDS REPOSITORY
- IV. INCIDENT REPORTING
- V. MASTER NAME FILE
- VI. TRAFFIC CITATION RECORDS MAINTENANCE

I. POLICY

- A. It is the policy of the Germantown Police Department that the Records Division has the responsibility for ensuring the integrity and security of the records system.
 - 1. This responsibility includes processing records; maintaining a secure repository; maintaining a records retention schedule; providing records access to Department personnel; and handling requests for release of information contained in Department records.
- B. It is the policy of the Germantown Police Department that official records be generated and maintained to document all police activity; whether originated by a citizen or a Department member.
- C. The Germantown Police Department recognizes that its undertakings are matters of continuing interest and concern to the community. Acknowledging this fact, it is the policy of the Germantown Police Department to provide the news media and other interested citizens with timely and accurate information regarding Department activities while adhering to prescribed guidelines for information release.
- D. It is the policy of the Germantown Police Department to account for all traffic citations issued to the Department and to maintain their security, distribution, and a full accounting of each citation.

II. DEFINITIONS

- A. **RECORD:** Any incident report, supplement report, traffic crash report, driver's record, wanted record, criminal history record, traffic citation, vehicle registration inquiry, teletype message, or probation parole record. The term "record" includes those records on hard copy and those stored in computer files and accessed by fixed or mobile computer terminals.

III. RECORDS REPOSITORY

- A. Village of Germantown ordinance designates the Chief of Police as the legal records custodian for the Department.
- B. Authorization for inspection of department records shall come from the Chief of Police or the Chief's designee.
- C. Records are available for request or inspection by the general public or news media during normal Administrative hours, 8am – 4pm.
- D. Police Department personnel shall have access to records 24 hours per day, 7 days per week.

- E. Employees shall treat as confidential the information which they gain through their employment; safeguarding the information as privileged. Employees shall disseminate information within the established guidelines contained in this Policy & Procedure and Wisconsin State Statutes; refer to Policy & Procedure 10.03: Open Records.
- F. The Records Division shall be responsible for the processing and storage of all original records, with the exception of intelligence files, photographs, and fingerprint cards. Computerized records can be accessed from any Department terminal; however, access is allowed only by those personnel who have been granted security to enter the system.
- G. Intelligence files shall be maintained by the Investigative Division. Access is limited to Investigative Division personnel/Drug Unit.
- H. Fingerprint cards shall be maintained by the Records Bureau. Photographs will be maintained by the Communications and Records Bureaus.
- I. If a record is pulled from a file, the record shall be returned to the file, to the re-file basket, or to a Records clerk for re-filing.
- J. Juvenile arrest cards, photographs, criminal history, and contact history shall be maintained separately from adult records in conformance with the juvenile code requirements.
- K. All reports with the exception of citations are filed in the appropriate file in the Records area by their respective incident/offense number. Citations will be maintained in the TraCS system.
 - 1. Crash reports are maintained and attached electronically to the appropriate case according to the incident number.
- L. All dispositions on cases shall be entered into the Department's computer system as soon as practicable.
- M. All records generated by the Germantown Police Department and shared with other Departments through our shared records software, will be kept confidential and used for law enforcement purposes only.

The records stored on the shared records server generated by the Germantown Police Department are confidential and not subject to open record requests received by the Village of Germantown and or the Germantown Police Department.

IV. INCIDENT REPORTING

- A. All calls for service handled by the Department, whether in response to a request from a citizen or resulting from self-initiated actions, will be documented in the Department's computer system. These calls include, but are not limited to:

1. Citizen reports of a crime.
 2. Criminal and non-criminal cases initiated by law enforcement employees.
 3. Any incident involving an arrest, citation, or summons.
 4. Citizen reports of incidents other than crimes.
 5. Any incident resulting in an employee being dispatched or assigned.
- B. If two or more persons report the same activity, it should be documented only once.
- C. All incidents shall be assigned a unique sequential number.
- D. Police activity shall be documented in accordance with procedures set forth in the Report Writing Guide.
- E. All reports shall be completed using the Germantown Police Department report writing forms. These include, but are not limited to:
1. Offense/Incident Face Sheet Report (all arrests require a Report);
 2. Supplemental Report;
 3. Booking Reports (including mug shots and fingerprints);
 4. State Traffic Crash Form, MV4000;
 5. Wisconsin Municipal Court Citations;
 6. Wisconsin Uniform Traffic Citations;
 7. Parking Tickets;
 8. Traffic Warnings
- F. Officers shall dictate reports which shall be transcribed by a records clerk/secretary/dispatcher into the Department's computer system. In some cases, Officers may type reports themselves.
- G. Offense and accident reports, including taped reports, shall be completed prior to the end of an officer's shift, if any of the following circumstances apply:
1. All death investigations:
 2. All investigations that result in the incarceration of a suspect held for charging:
 3. All major crimes, serious incidents, and serious motor vehicle crashes:

4. Any report that the officer is unable to complete on the next consecutive calendar day (prior to days off or vacation).
 5. In all cases, an officer must receive approval from a supervisor prior to ending their shift without completing a required report of any kind.
- H. Reports shall be reviewed by a supervisor to ensure accuracy and completeness. If changes or corrections are required, the supervisor shall refer the report back to the appropriate officer for the necessary corrections.
- I. Reports are numbered sequentially based on the order the incident was reported to the Germantown Police Department.

V. MASTER NAME FILE

- A. The Department maintains an alphabetical master name file in the Department's computer system. This function checks all files, with the exception of intelligence files, for the name or business specified.
- B. All contacts with persons or businesses that are documented through the use of incident/offense reports, accident reports, or citations will be entered into the master name file. These include, but are not limited to: arrestees, victims, complainants, suspects, witnesses, etc.
- C. The master name file contains:
1. Basic name information including: name, address, and telephone number for all entries. Information on individuals includes dates of birth, social security number, driver's license numbers, and physical descriptions.
 2. The history of all documented Department contacts with each person/business in the system.
 3. The criminal history file for each person arrested by the Department.
 - a) The Department maintains juvenile and adult criminal history files separately in the Department's computer system.
 - b) A unique processing number is assigned to each person arrested and processed by the Department. The arrest number is assigned in sequential order. Arrest processing includes photos (mug shots) and fingerprinting.

The unique processing/booking number is generated by the ProPhoenix RMS software.
- D. The Department maintains an index of stolen, found, recovered, and evidentiary property in the Department's computer system.

VI. TRAFFIC CITATION RECORDS MAINTENANCE

A. All traffic citation forms are saved in the state TraCS system.

1. Citations are loaded and controlled per computer by the Lieutenant assigned as the TraCS administrator.
2. Citations are electronically attached to the call for service.

Peter G. Hoell
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial XX/XX/2014

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning MARCH 17 20 17
ending JUNE 30 20 18

TO THE GOVERNING BODY of the: ☐ Town of }
☒ Village of } GERMANTOWN
☐ City of }

County of WASHINGTON Aldermanic Dist. No. 3 (if required by ordinance)

1. The named ☐ INDIVIDUAL ☐ PARTNERSHIP ☒ LIMITED LIABILITY COMPANY
☐ CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): BSC Wisconsin LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>MANAGING MEMBER ERIC D. SCHROEDER</u>	<u>4619 W. BLUE MOUND CT. MILW.</u>	<u>53208</u>
Vice President/Member	<u>MEMBER KEVIN S. RILEY</u>	<u>5609 W. WISCONSIN AVE MILW.</u>	<u>53213</u>
Secretary/Member			
Treasurer/Member			
Agent	<u>ERIC D. SCHROEDER</u>		
Directors/Managers			

3. Trade Name BIG SKY COUNTRY BAR & GRILL Business Phone Number 414-331-9191
4. Address of Premises W204 N11498 Golden Dale Road Post Office & Zip Code GERMANTOWN 53022

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? ☐ Yes ☒ No
6. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? ☐ Yes ☒ No
8. (a) Corporate/limited liability company applicants only: Insert state _____ and date _____ of registration.
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? ☐ Yes ☒ No
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☐ Yes ☒ No

(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) BAR & 2 DINING ROOMS ON 1ST FLOOR AND DINING/BANQUET ROOM IN BASEMENT
10. Legal description (omit if street address is given above): OFFICE, 8' X 55' OUTSIDE Patio on side
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☒ Yes ☐ No
(b) If yes, under what name was license issued? side
12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] ☒ Yes ☐ No
13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME

this 8 day of February
Glen (Clerk/Notary Public)
My commission expires May 21, 2019
Eric D. Schroeder (Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)
Kevin S. Riley (Officer of Corporation/Member/Manager of Limited Liability Company/Partner)
(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>2-8-17</u>	Date reported to council/board <u>3-6-17</u>	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

RECEIVED

FEB 07 2017

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

OFFICE OF VILLAGE CLERK
Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: ☐ Town
☒ Village of GERMANTOWN County of WASHINGTON
☐ City

The undersigned duly authorized officer(s)/members/managers of BSC WISCONSIN LLC
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as

BIG SKY COUNTRY BAR & GRILL
(trade name)

located at W204 N11498 GOLDENDALE ROAD

appoints ERIC D SCHROEDER
(name of appointed agent)
4619 W. BLUE MOUND COURT, MILW. WI 53208
(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

☐ Yes ☒ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? ☐ Yes ☒ No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 17 years

Place of residence last year 4619 W. BLUE MOUND COURT

For: BSC WISCONSIN LLC
(name of corporation/organization/limited liability company)

By: [Signature] (MANAGING MEMBER)
(signature of Officer/Member/Manager)

And: [Signature] (member)
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, ERIC D. SCHROEDER, hereby accept this appointment as agent for the
(print/type agent's name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 2/3/2017 Agent's age 49
(signature of agent) (date)
4619 W. BLUE MOUND COURT MILW. WI 53208 Date of birth 08/09/1967
(home address of agent)

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on 2-27-17 by [Signature] Title POLICE CHIEF
(date) (signature of proper local official) (town chair, village president, police chief)

**VILLAGE OF GERMANTOWN
OFFICIAL NOTICE**

I hereby certify that the following have applied to the Village Board of the Village of Germantown, Washington County, Wisconsin, for a "Class B" Fermented Malt Beverage and Intoxicating Liquor License for the period commencing March 7, 2017 and ending June 30, 2017:

BSC Wisconsin, LLC, Eric D. Schroeder, Agent, 4619 W. Bluemound Ct, Milwaukee, WI, 53208, d/b/a **Big Sky Country Bar & Grill**, W204 N11498 Goldendale Road, Germantown, WI, 53022. (Includes a bar, 2 dining rooms on first floor, dining/banquet room in basement, office and 8' x 55' outdoor patio area on side).

A meeting to act on the foregoing applications will be held at the Village Hall, N112 W17001 Mequon Road, Germantown, WI 53022, at 7:00 p.m. on Monday, March 6, 2017.
Barbara K.D. Goeckner, Village Clerk
Published February 23, 2017.

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**

Department: **Police Department**

Pay: **Annual Starting Pay: \$55,873.79**

How long were the previous personnel in position: **1 Year**

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

Why: After 27 years of distinguished service, PO Jeff Stieve will be retiring from the Germantown Police Department on April 9th 2017.

Attached you will find a staff study completed by Jackson PD in 2016. You will also find a 2012 Law Enforcement Agency comparable charts for Washington, Ozaukee, Milwaukee and Waukesha counties. This document is 5 years old and has not been updated. The numbers are still close to current numbers. 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.

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

Why: **Same as above.**

Consolidated with another position? Yes ☐ No: ☒

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

Privatized/Contractual?: Yes ☐ No: ☒

Why: **Same as above**

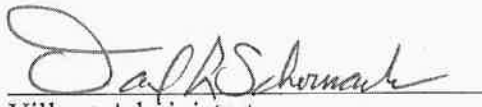
** Attach current job description and department organizational chart and Full-time Law Enforcement Chart.



Department Director
Signature/approval

2-8-17

Date



Village Administrator
Signature/Approval

2-10-17

Date

Chief Peter Hoell

From: Chief Jed Dolnick <chief@jacksonpolice.org>
Sent: Tuesday, July 26, 2016 1:04 PM
To: 'Dean Schmidt'; 'Chief David Groves'; 'Chief Ken Meuler'; Chief Peter Hoell; 'Chief Tom Bishop'; 'Village of Saukville - Jeffrey Goetz'
Subject: RE: Staffing

2016 Law Enforcement Staffing per 1,000 Residents

Saukville	2.4	
Slinger	2.1	
Kewaskum	1.9	
West Bend	1.7	
Hartford	1.7	
Jackson	1.6	
Germantown	1.5	1.6 2017

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.

Appendix D-4

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

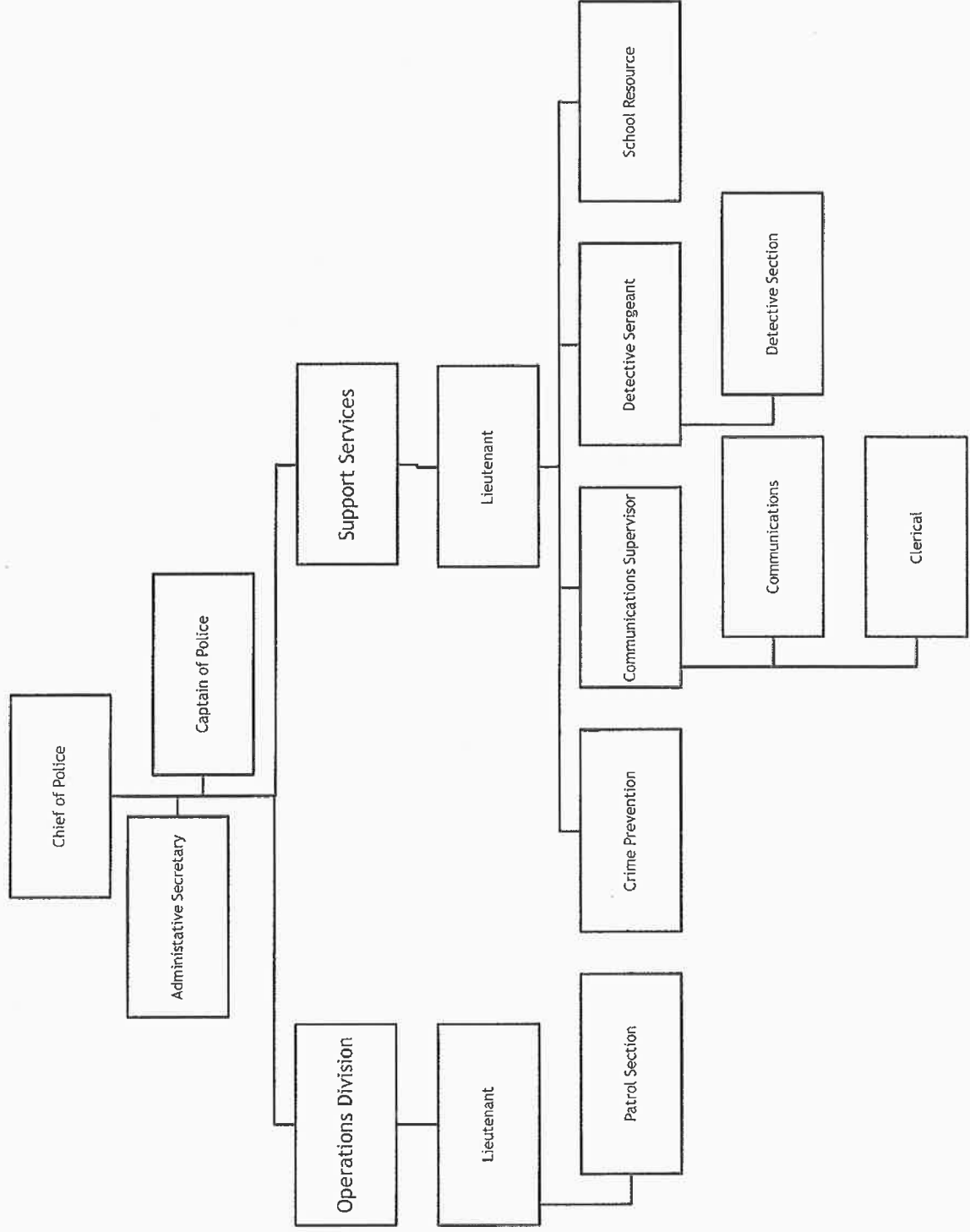
Agency	Population	Full-Time Sworn Employees				Full-Time Civilian Employees				Total Full-Time	
	2011	Male	Female	Total	Rate/ 1,000	Male	Female	Total	Rate/ 1,000	Total	Rate/ 1,000
Waukesha County											
Big Bend PD	1,293	2	1	3	2.3	0	0	0	0.0	3	2.3
Brookfield PD	38,001	56	8	64	1.7	1	16	17	0.4	81	2.1
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

Germentown Police Department

Organizational Chart



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: Communications Officer

Department: Police Dept

Pay: Starting pay \$18.27an hour

How long was the previous personnel in position: 10 ½ years

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

Why: The Germantown Police Dept currently has eight full time communications officers. A staff of eight is the least and most effective level to provide the minimal staffing of two officers on 2nd shift and one officer on 1st and 3rd shifts.

Communications Officers are not only police dispatchers providing safety to our sworn officers and answering 911 and non-emergency calls; they are the front line customer service representatives of our department that allow our building to remain open 24/7/365. They are assigned numerous clerical and procedural functions that must be completed accurately and timely.

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

Why: Same as above

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 submit to

[Signature]
Department Director

2-8-17
Date

[Signature]
Signature/Approval

[Signature]
Village Administrator
Signature/Approval

2-10-17
Date

JOB TITLE Communications Officer

ORGANIZATIONAL UNIT Communications Section

ORGANIZATIONAL RELATIONSHIP Reports to the Communications
Supervisor

SPECIFIC DUTIES AND RESPONSIBILITIES

Telecommunicators are responsible for performing a variety of administrative, clerical, and technical tasks in receiving and dispatching both routine and emergency information; maintaining official records, typing reports as needed, and assisting in the administration of standard operating procedures of the telecommunications center and customer service counter.

Telecommunicators are specifically responsible for the following job functions:

1. Proper routing of incoming calls, giving pertinent information over the telephone, obtaining the necessary details in an emergency and promptly dispatching the appropriate number of public safety personnel to the scene.
2. Monitor the safety and well being of all public safety personnel. Maintain ongoing contact with responding personnel and keep them informed of all relevant information. Notify supervisory personnel of any changing condition or emergency that may require reassignment of staff, additional officers, or need to protect the public safety.
3. Maintain an accurate record in the CAD system of all activities that occur on assigned shift, including tracking equipment and response of public safety personnel.
4. Disseminate motor vehicle, driver license, and criminal history information to authorized personnel in accordance with department policy and procedure.
5. Monitor other public safety agency radio transmissions and relay pertinent information to affected personnel as may be necessary. Summon mutual aid agency response as directed by command staff.

6. Monitor the teletype for messages related to the immediate area, record or warrant checks and verifications, CIBR responses and other TIME system information.
7. Properly maintain all telephones, radios, recorders, computers, or other office equipment. Report needed repairs or deficiencies in equipment immediately to a supervisor.
8. Maintain dispatch documents and records that may include, but are not limited to, entering into the computer citations, overnight parking permits, home watch requests, firearms, discharge permits, bicycle licenses, burning permits, and accident reports.
9. Monitor all alarm panels, booking room, and building security cameras.
10. Collect all bail, bond, fines, fees, and balance register or petty cash funds as required.
11. Assist in the completion of recording of complaints, accidents, and other similar forms. Type and file related records.
12. Review daily logs and communicate all relevant information to relief personnel prior to the conclusion of duty shift.
13. Perform all other related duties, tasks, or job responsibilities as may be assigned by a supervisor.

DESIRED SKILLS, KNOWLEDGE, AND ACTIVITIES

Knowledge of radio protocol and FCC regulations, TIME System access to NCIC and CIB files, teletype interface with other law enforcement agencies, use of telephone and two-way radio communications systems, computer dictation and transcription equipment, use of other general office equipment, local street addresses and geography.

Ability to establish and maintain an effective working relationship with co-workers, other public safety agencies, public officials, and the general public.

Ability to function in a stressful environment and interpret or prioritize incoming and outgoing information received via the radio, telephone, and other verbal or written communications.

Ability to effectively react to multiple tasks, monitor several conversations at once, and provide the appropriate response.

Ability to communicate effectively, speak and understand the English language.

Ability to type accurately and use proper grammar, punctuation, and spelling.

Ability to read and understand various maps, manuals, statutes, ordinances, or regulations of the public safety departments.

Ability to operate switchboard, CAD, personal computer, and general office equipment.

Ability to successfully complete and maintain required TIME System certifications.

Ability to research and/or obtain pertinent information using a variety of available resource or reference guides.

Ability to work without direct supervision. Accept responsibility for making appropriate judgments and effectively prioritizing work assignments while applying generally accepted practices, policies, or procedures of the department.

Ability to use independent judgment while performing dispatch and clerical assignments with speed and accuracy.

PHYSICAL ABILITY

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

While performing the essential functions of the position, Telecommunicators may be required to regularly sit, use hands and fingers, talk, and hear, handle, or feel objects or controls, and reach with arms. The employee is required to hear and respond to conversations with or without the aid of a hearing device.

Telecommunicators must occasionally lift and/or move objects weighing up to 25 pounds. Specific vision requirements include close vision,

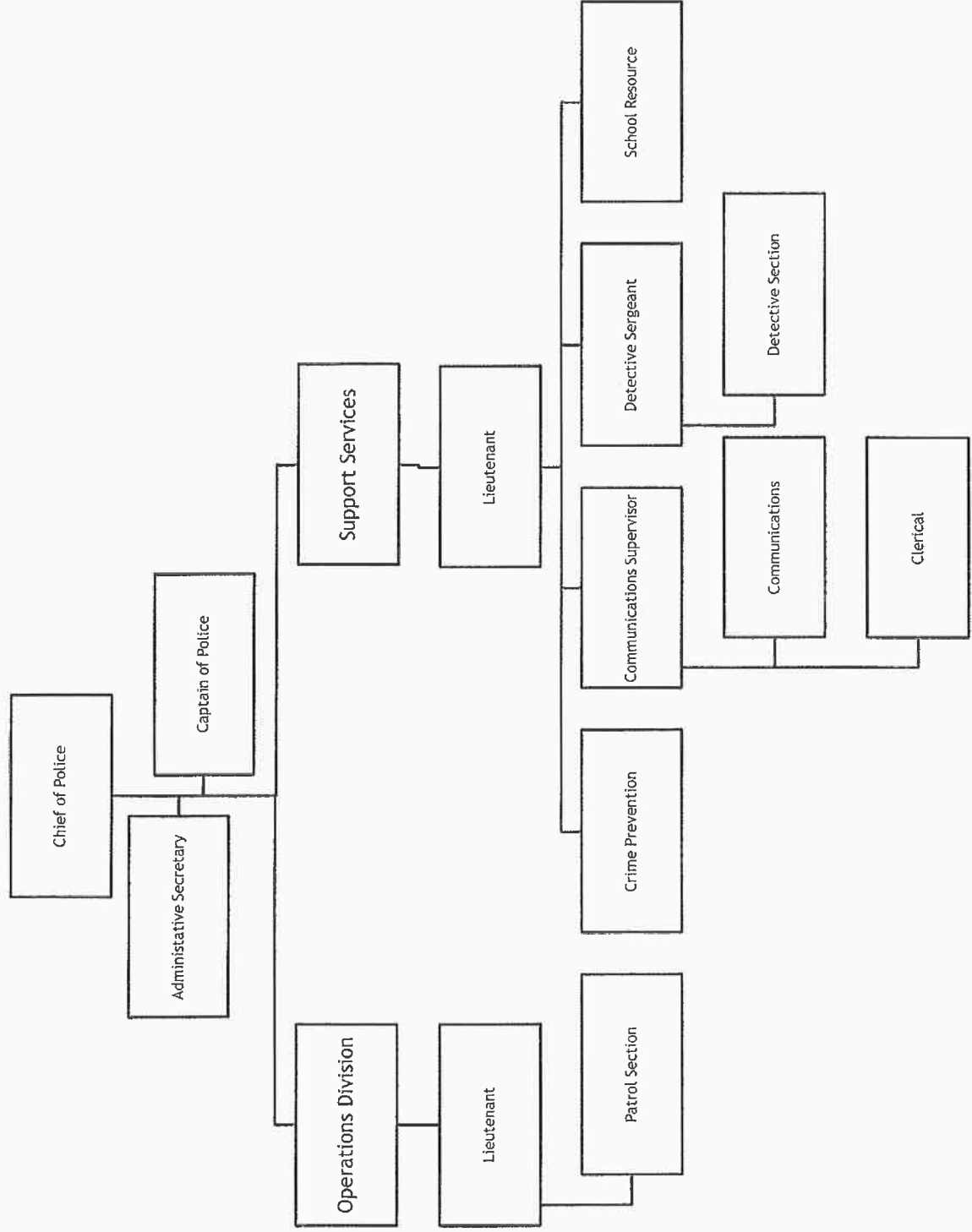
distance vision, color vision, peripheral vision, and the ability to adjust and focus. The employee is occasionally required to climb, balance, stoop, kneel, bend, or crouch.

WORK ENVIRONMENT

Telecommunicators perform daily tasks in an indoor business environment of usually moderate noise level.

Germantown Police Department

Organizational Chart



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

VII E

MEETING DATE: 03-06-2017

AGENDA ITEM: New Business

ITEM TITLE: Purchase of Handguns

SUBMITTED BY: Capt. Mike Snow

SUMMARY EXPLANATION:

The Police Department is requesting to replace 36 handguns. We do have funds budgeted for this purchase in Capital projects under Handgun Replacement in the amount of \$9,075. We received two bids for this purchase and are requesting to purchase the guns from Buds Police Supply for \$399 per handgun. They have agreed to purchase our current handguns for \$255 per handgun. We are requesting \$14,364 for the initial purchase.

36 S&W M&P 2.0 9mm w/Night Sights @ \$399/gun **\$14,364**

We will receive a credit of \$9,180 for the guns we will trade in which will leave a balance of \$5,184.

ATTACHMENT: ORDINANCE____ RESOLUTION____ OTHER____

RECOMMENDATION:

BOARD ACTION:

SIoux SALES COMPANY

The Police Store

P.O. Box 3276

714 Jackson Street

Sioux City, Iowa 51102

Phone: 712 255-1969 Fax: 712 255-7431

Toll Free 800 772-1772 Iowa Only 800 225-6677

www.sioxsales.com

QUOTATION

February 9, 2017

Lt. Patrick J. Merten
Germantown Police Department
N112 W16877 Mequon Road
Germantown, WI 53022

Dear Lt. Merten:

In response to your request for quotation we are pleased to offer the following:

- 36 – Smith & Wesson M&P9, SKU # 11518 with night sights, 3 high capacity
Magazines, No Mag Safety @ \$435.00 each = \$15,660.00.
- 6 – Smith & Wesson M&P9C, (Compact) SKU #309704 with night sights,
3 magazines (12 round) No Mag Safety @ \$410.00 each = \$2,460.00.

Trade In:

Smith & Wesson M&P40 with Night Sights and 3 magazines each.
Current market value \$265.00 each.

The officers would be able to purchase their duty weapons for \$300.00 plus shipping. ATF rules require the agency guns to be shipped to the seller, and the purchased guns must be shipped back to the purchaser.

Please use the same figures for the Smith & Wesson M&P40 and M&P40C. Prices may change slightly based on the used gun market at the time of the trade, if done in fiscal year 2017.

Please contact me with any questions. Thank you for the opportunity to submit a quotation.

Sincerely,
Sioux Sales Company

By *Kurt Bornholtz*

**1105 Industry Rd
Lexington, KY 40505
Ph: (859)-368-0419
Fax: (888)-529-6708**

Quote

Quote No. 2082017JR-1
Date 02/08/2017
Exp. Date 03/07/2017

To:
Lt. Pat Merten
Germantown PD
N112W16877 Mequon Rd
Germantown, WI 53022
(262) 253-7780

Salesperson	Shipping Method	Est. Delivery Date	Payment Terms
JR	Best	90 days	Net 20

QTY	Item #	Description	Unit Price	Ext. Cost
36	11518	S&W M&P9 2.0 9mm, NS, NMS, (3) 17rd mags	\$399.00	\$14,364.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
			Subtotal	\$14,364.00
			Sales Tax	\$0.00
			Shipping	\$0.00
			Total	\$14,364.00

Quotation Prepared By: JR Quinn
 jrq@budspolicesupply.com

To accept this quotation, sign here and return:
With Purchase order, Dept. Letterhead, & FET Forms