

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **PUBLIC SAFETY COMMITTEE**

DATE AND TIME: **MONDAY, MARCH 5, 2018** **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 Warren, Campbell 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:** February 5, 2018 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. None
 - 2. Fire Department:
 - a. None
- VI. **UNFINISHED BUSINESS:**
- A. None.
- VII. **NEW BUSINESS:**
- A. Safety Update from the Police Chief on the intersection of Freistadt Road and Maple Road.
 - B. Replacement of Training Room Chairs – Police Department.
 - C. New School Officer Resource Position – Police Department.

- D. Operator's Licenses: Brandon Dykeman, Daniel Edmonds, Sydney Miller, Thomas Moes, Kaitlyn Rabuck [Recommend Approval]

VIII. **NEXT MEETING:** Set April 2018 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 5, 2018
GERMANTOWN VILLAGE HALL BOARD ROOM**

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

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

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

PUBLIC COMMENT: No discussion.

APPROVAL OF MINUTES: a motion was made by Myers, seconded by Campbell, to approve the minutes of the January 15, 2018 Public Safety Meeting. Motion carried unanimously.

POLICE DEPARTMENT MONTHLY REPORT: Chief Hoell reported on the following:

- The year-end report showed that numbers are generally consistent with the previous year, though there were increases in vehicle thefts
- Chief Hoell and Captain Snow attended a meeting which included the Attorney General and Washington County Law Enforcement, there was discussion regarding mental health and drug abuse issues.

Trustee Warren arrived at this time.

- Myers had questions on how the department handles calls involving mental health subjects, Hoell briefly outlined the procedures used and added that space for these subjects is one of the biggest issues right now.

FIRE DEPARTMENT MONTHLY REPORT: Chief Weiss reported on the following:

- They had a busy month with 184 calls for service
- The department conducted 196 inspections and met all of their goals for inspections for 2017
- 24 violations were found during fire inspections, corrections were made
- 184 hours of training were completed
- June 30 deadline for biannual training
- Licensing and recertifications are on track

OVERTIME REPORTS:

Police Department – Hoell stated the overtime numbers are close to the projections for the year. Hughes questioned when the department would be back to full staff, Hoell advised it should be by September.

Fire Department – Weiss stated their overtime is still trending well, the overtime numbers for total overtime wages paid has gone down the past 3 years.

POLICY UPDATES FOR POLICE & FIRE DEPARTMENT: none.

UNFINISHED BUSINESS: none

NEW BUSINESS:

RESOLUTION 13-2018 ADOPTION OF WASHINGTON COUNTY HAZARD MITIGATION PLAN –EMERGENCY GOVERNMENT: Hoell advised that as Emergency Government Director for the Village of Germantown, he is recommending adoption of the Washington County Hazard Mitigation Plan which is required for the village to be eligible for disaster funding if needed. He added that each community needs a resolution showing they accept this plan and the county has already adopted the plan which would be for all of Washington County. Hoell noted that after a federal disaster declaration, a percentage of the total disaster funding is allocated to statewide mitigation projects under the Hazard Mitigation Grant Program. To be eligible for the grants provided, local government must have an approved hazards mitigation plan in place.

A motion was made by Myers, seconded by Campbell, to forward this item to Village Board with a recommendation of approval to adopt Resolution 13-2018, Washington County Hazard Mitigation Plan. Motion carried unanimously.

LIVE SCAN FINGERPRINT IMAGER – POLICE DEPARTMENT: Hoell advised the department was requesting to purchase a replacement live scan fingerprint imager to replace the current imager in use which is 7 years old and no longer eligible for maintenance coverage. He stated the department had obtained bids from Morphotrak for \$17,137 and from Crossmatch for \$16,540. Although higher, Hoell recommended to purchase the imager from Morphotrak which offers better technical support, systems training and a records management interface for \$5300.

A motion was made by Myers, seconded by Warren, to forward this purchase request to Village Board with a recommendation of approval for the purchase of the live scan fingerprint imager from Morphotrak for \$17,137 and interface for \$5300.00. Motion carried unanimously.

EVIDENCE LOCKER PURCHASE – POLICE DEPARTMENT: Hoell advised the department is currently using old donated lockers for storage of evidence and are requesting to purchase new evidence lockers which offer a higher level of efficiency and security. He stated that bids were received from Storage Systems Inc. for \$24,819 and from Bernie's Equipment Company for \$19,165. Hoell recommended purchase of the evidence lockers from Bernie's Equipment Company.

A motion was made by Warren, seconded by Myers, to forward this purchase request to Village Board with a recommendation of approval for the purchase of new evidence lockers from Bernie's Equipment Company for \$19,165.00. Motion carried unanimously.

SQUAD CAR PURCHASES: Snow advised the department was requesting to purchase 2 new squad cars in 2018 to replace squad 15 (from 2010) and squad 19 (from 2014) which will both have over 100,000 miles by the time of replacement. He stated that requests for bids were sent to

five vendors and that Ewald Automotive Group received the state bid and submitted bids for the 2018 Ford Police Interceptor Utility AWD squads, one at \$28,990.00 and one at \$28,930.00, for a total of \$57,920 which is within budget.

A motion was made by Myers, seconded by Warren, to forward this request to Village Board with a recommendation of approval for the purchase of two (2) Ford Police Interceptor squads from Ewald for a total of \$57,920.00. Motion carried unanimously.

OPERATOR LICENSES: Sara Viduski (Recommend Approval) A motion was made by Myers, seconded by Campbell, to forward the application for Operator License for Viduski to Village Board with a recommendation of approval. Hoell and Weiss advised they had no objections for this license application or any of the following. Motion carried unanimously.

CHANGE OF AGENT: Sandra Balistriere, Ultra Mart Foods, LLC. A motion was made by Myers, seconded by Campbell, to forward this application for Change of Agent for Sandra Balistriere to Village Board with a recommendation of approval. Motion carried unanimously.

TEMPORARY CLASS B FERMENTED MALT BEVERAGE LICENSE, GERMANTOWN JR. WARHAWKS BASEBALL CLUB, JR. WARHAWKS MEMORIAL DAY TOURNAMENT, MAY 25, 2018 - MAY 28, 2018, HAUPT STRASSE PARK AND FIREMANS PARK (Recommend Approval): A motion was made by Myers, seconded by Warren, to forward this application to Village Board with a recommendation of approval for the Temporary Class B Fermented Malt Beverage License to the Germantown Jr. Warhawks Baseball Club Memorial Day Tournament on May 25 – 28, 2018 at Haupt Strasse Park and Firemans Park. Motion carried unanimously.

TEMPORARY CLASS B FERMENTED MALT BEVERAGE LICENSE, GERMANTOWN JR. WARHAWKS BASEBALL CLUB, MID SUMMER SLAM, JUNE 22, 2018 – JUNE 24, 2018, HAUPT STRASSE PARK AND FIREMANS PARK (Recommend Approval): A motion was made by Myers, seconded by Warren, to forward this application to Village Board with a recommendation of approval for the Temporary Class B Fermented Malt Beverage License to the Germantown Jr. Warhawks Baseball Club Mid-Summer Slam on June 22 – 24, 2018 at Haupt Strasse Park and Firemans Park. Motion carried unanimously.

TEMPORARY CLASS B FERMENTED MALT BEVERAGE LICENSE, ST. BONIFACE PARISH, ST. BONIFACE SCHOOL – FISH FRY, FEBRUARY 23, 2018: A motion was made by Warren, seconded by Myers, to forward this application to Village Board with a recommendation of approval for the Temporary Class B Fermented Malt Beverage License to St. Boniface Parish/St. Boniface School Fish Fry on February 23, 2018. Motion carried unanimously.

NEXT MEETING: Hughes advised next month's meeting would be held on Monday, March 5, 2018 at 5:30 p.m. at the Village Hall Boardroom.

Warren requested consideration for the time to be changed to 6:00 p.m. and made a motion requesting changing the time of the March meeting to 6:00 p.m. Motion was seconded by Myers

for discussion. Warren stated there is a gap of time between the Public Safety meeting and Village Board meeting and thought bringing the times closer together would bridge that gap a bit. Hughes stated he would prefer to keep the meeting time at 5:30 p.m. Motion failed 1 – 3 with Warren voting aye and Hughes, Myers, and Campbell voting nay.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:51 p.m.

Recorded by,

Julie L. Barth
Secretary

DRAFT

Overtime Report for Police & Fire Departments

2017 Year to date through:

11-Feb-18

2018						2017			
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	0.50	0.75	0.00	99.75	99.75	0.00
93	Bartelt, Adam	0.00	0.00	14.75	22.13	6.75	44.63	51.38	271.96
92	Bloch, Ryan	5.00	282.15	0.00	0.00	135.25	27.38	162.63	7,409.00
115	Case, Robert	0.00	0.00	5.00	7.50	203.75	85.50	289.25	11,497.61
118	Farnsworth, Cody	0.25	10.38	10.00	15.00	0.00	0.00	0.00	0.00
113	Gilbert-Roeder, Trent	15.25	632.95	3.25	4.88	33.00	49.50	82.50	1,329.57
107	Heaney, Troy	0.00	0.00	1.50	2.25	0.00	0.00	0.00	0.00
153	Jones, Matthew	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101	Jones, Shawn	2.50	156.90	0.00	0.00	59.25	38.25	97.50	3,610.10
88	Laux, Kevin	0.00	0.00	15.00	22.50	40.75	116.25	157.00	2,299.52
142	Marten, Shawn	0.00	0.00	25.25	37.88	0.00	154.13	154.13	0.00
102	Mikulec, Daniel	8.25	465.55	7.25	10.88	26.00	185.25	211.25	1,467.18
119	Onela, Michael	0.00	0.00	0.00	0.00	37.00	53.50	90.50	2,087.91
138	Olson, Toni	25.00	1,446.75	0.75	1.13	127.75	50.25	178.00	7,184.02
137	Pesch, Justin	23.00	1,080.20	0.25	0.38	148.75	25.50	174.25	6,388.07
133	Pierce, Catherine	0.00	0.00	5.50	8.25	10.50	127.50	138.00	450.92
96	Pierzchalski, David	22.75	1,283.78	0.00	0.00	17.50	335.63	353.13	987.53
98	Rechlicz, Justin	0.00	0.00	2.75	4.13	99.25	119.25	218.50	5,600.68
121	Schubert, Matthew	0.00	0.00	12.00	18.00	0.00	48.38	48.38	0.00
89	Schulz, Zachary	12.50	552.94	0.00	0.00	140.75	20.25	161.00	5,506.14
97	Spreiter, Jared	0.00	0.00	8.25	12.38	208.25	94.50	302.75	8,943.30
99	von Bereghy, Darren	56.00	3,160.08	4.00	6.00	192.75	187.88	380.63	10,876.88
95	Whealon, Shaun	20.50	850.85	5.50	8.25	46.50	29.25	75.75	1,873.49
Total Police			9,922.52					*	77,783.87
Annual Budget			95,000.00						95,000.00

State Aid Reimbursement 0.00 02.27.2018
Hunting/Concealed Carry Permit 0.00 02.27.2018

Total year end actual = \$1. \$ 91,900.63
* (difference from report due to personnel changes)
2017 State Aid Reimb \$2,960.32
2017 'Hunting/Concealed Carry Permit 0.00

Note: Overtime hours to comp are reflected in regular wages

Fire Dept - Full Time

*	593 Smith, Steve	80.00	2685.60					0.00
	694 Mayer, Andrea	1.00	1.50					18182.09
								0.00
Fire Dept Regular Part-time								
		Overtime Hrs	True OT cost			OT Hours	True OT Cost	
**	563 Rossman	44.92	1,480.97			573.00	19,214.37	
**	605 Rodriguez	45.36	1,133.22			295.50	7,149.49	
**	617 Hass, Thomas	6.75	168.63			105.75	2,346.29	
**	625 Goetz, Steve	1.62	40.47			17.25	483.06	
**	653 Asmondy	53.94	1,347.50			235.00	5,801.01	
**	698 Wolf	0.00	0.00					
								4,170.79
								34,994.22

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

	Hrs over 53	2018	2017 Hours	2017 Cost
...				
...				
...				
...	672 Krieg, Caitlin		30.25	942.05
...	694 Mayer, Andrea		6.25	192.75
...	690 Holms, Mitchell	12.50	367.13	
...				
...				

total POC overtime 12.50 367.13 36.50 1,134.80

* Full time, hours are over and above the 20 normal overtime hours reflected in their base wages

** Part time hours worked over and above 53 normal hours in one week, which are paid at 1.5 times

True OT Cost thru:
11-Feb-18 7,223.52

Last year's true OT Cost
\$ 54,311.11

Budget - included within general wages

Total Fire Dept - OT wages paid through 12.31.17 \$54,311.11
Total Fire Dept - OT wages paid through 12.31.16 \$103,222.05
Total Fire Dept - OT wages paid through 12.31.15 \$129,824.98

BUSINESS OF THE PUBLIC SAFETY COMMITTEE
GERMANTOWN, WI

MEETING DATE: March 5th, 2018

AGENDA ITEM: New Business

ITEM TITLE: Purchase 25 Training Room Chairs

SUBMITTED BY: Chief Peter Hoell 

SUMMARY EXPLANATION:

The 2018 Police Department budget contains \$6000 to purchase 25 new training room chairs. The justification budget memo is attached. Below are three bids.

1. BSI \$5685.00
2. IT. \$6500.00
3. Iteminfo \$11,875.00

We are recommending the purchase of the 25 chairs be made through BSI. We have purchased furniture from BSI in the past and are pleased with their products.

ATTACHMENT: ORDINANCE___ RESOLUTION___ OTHER__X__

RECOMMENDATION:

The Police Department is seeking the Public Safety Committee to send a positive recommendation to the Village Board.

GERMANTOWN POLICE DEPARTMENT
MEMORANDUM

TO: Larry Ratayczak
Acting Administrator

FROM: Peter G. Hoell
Chief of Police

DATE: August 15, 2017

SUBJECT: 2018 BUDGET REQUEST – REPLACE TRAINING ROOM CHAIRS

The current training room chairs have been in use for over 12 years by the police department. The chairs were previously used and donated when the police department started to use the PD Annex. They are made of plastic, therefore can become uncomfortable when seated for an extended period of time. We are requesting \$6000 which will allow us to purchase at least 25 new training room chairs. We do a fair amount of in-house training and host training for reduced costs for our staff. The monies saved in the past 12 years exceeds the cost of the chairs, we also plan to continue the practice of hosting trainings for continued cost savings.



reinvent the way you work™

January 30, 2018

Germantown Police Department
N112 W16877 Mequon Road
Germantown, WI 53022
Attn: Peter Hoell

Project #99042

Proposal for: **Training Room Seating R1**

BSI is pleased to submit this proposal to furnish labor and materials required to perform all work in accordance with direction / drawings by Brett Heikkila and the following attachment:

Attachment #1 – Description of Work

Project Total: \$5,684.25
Plus applicable tax

NOTES:

1. Pricing includes delivery and installation during normal business hours. 8AM-5PM Monday-Friday.
2. Product lead time is 3-4 weeks.
3. Pricing per State of Wisconsin Contract 505ENT-M15-OFFURNITUR-15.

Important Note: Herman Miller, Gelger & Nemschoff will be implementing a price adjustment effective February 1, 2018. Pricing on orders placed for these vendors on or after this date will be adjusted accordingly. Please contact your BSI Account Executive or Designer for more information.

Terms of Payment

- **50% due at time of order**
- All invoices due within 10 days of receipt. Interest at a rate of 2.5% per month will be charged on all delinquent payments.
- No payment shall be withheld on any invoice because of partial delivery of the entire order.
- BSI limits credit card transactions to \$1000.00 per contract, all transactions will be assessed a 4% processing fee.

This proposal is subject to written acceptance within (30) days of its date.
The terms on the attached are expressly made a part of this agreement.

Accepted by _____

Date _____

Presented by _____

Date 1/30/18

Signature _____

Brett Heikkila
Account Executive
BSI (Building Service Inc.)

Title _____

All sales are final upon receipt of signed proposal or customer purchase order issued to BSI, and accepted by an officer of Building Service Inc.

BSI (Building Service Inc.) _____ Date _____
BSI State Contractor License #1096956

Title _____



99042 Seating 012918**1 of 1**

Brett Heikkila
bheikkila@buildingservice.com
262-955-6239

, WI 53213

Item	Qty	Part Number	Part Description	Sell	Ext Sell
1	25	94FC13B.UP	Relay, Side Chair, Black Frame, Casters, Uph Seat & Back, Armless	\$ 227.37	\$ 5,684.25
		~	No Selection		
		FG1	Fabric Grade 1		
		SUGAR	Sugar Color Selection		
		LICORICE	Sugar Licorice		
		SC1	Black		
✓		C12	Hard Floor Casters (5 Per Set)		
2	1	INSTALLATION	Installation	\$ 0.00	\$ 0.00
✓					
			Grand Total		\$ 5,684.25

RELAY FOUR LEG

SitOnIt • Seating®

DURABLE AND ADAPTABLE TO THE FINISH.

Product Code: 94F A0 UP SC1 FG1 C13 B AC



STYLE:	Upholstered Seat and Back
SHELL COLOR:	Black
FRAME TYPE:	Four Leg with Casters
FRAME COLOR:	Black
TEXTILE:	Grade 1
CAL 133:	No CAL 133
ARM STYLE:	Armless
CASTERS:	Carpet
PACKAGING:	Fully Assembled in a Carton

Textile Specifications



Manufacturer: SitOnIt
Pattern: Sugar
Colorway: Licorice
Grade: 1

Contact Your DSR

Brett Heikkila
bheikkila@buildingservice.com
262-955-6239

Images, lead times, textiles, frame colors, accessories and options depicted are for marketing purposes only. Price quotes are for a single unit and other discounts may apply. Your final price will be confirmed when an order is placed.

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Durable and adaptable to the finish.

Relay complements spaces from corporate meeting rooms to classrooms. Easily nested, ganged, stacked, transported and stored, Relay offers long-lasting style and comfort.



- Full collection including multipurpose nester
- Structurally reinforced and durable back
- High-impact polypropylene
- Fully upholstered, upholstered seat or plastic
- 9 plastic colors
- Arm and armless styles stack 5 on the floor and 5 on the optional cart
- Black or silver frame
- Wall-saver frame design
- 250 lb. weight capacity
- Lifetime Warranty

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sales@sitonit.net • sitonit.net

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Detailed Reserve

Reservation Detail Report

AIM Reserve # 421409 for BSI - Cheaney

AIM Reserve # 421409
 Sif Links Reserve Sif Order Sif
 Client Ref No 94457
 Work Order No Diane 955-6294
 Tag Demo Training Chair
 Comments Deliver to chief Peter Hoell phoell@germantownpolice.org (262) 253-7780: Germantown Police Dept. N112 W16877 Mequon Road Germantown

Project Name Germantown Police Department

Reservation Date 1/19/2018 4:36:19 PM

Needed By 1/26/2018

Sys. Code	781398	Description	Relay Upholstered Guest	Series	Rep Demo - Larry Fehrm
Part #		Category	Seating	Mfg	Sit On It
1st Color		Mfg 1st Color Code		1st Material	
2nd Color		Mfg 2nd Color		Trim	
Height		Width		Depth	
Total Reserved: 1		Cond: Used - Usable		Whse: BSI Main Warehouse	
Comment: By Diane's Workstation					

Customer Sign Off:

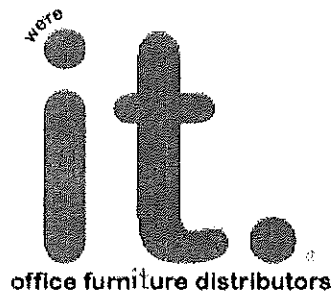
Dealer Sign Off:

Date:

Diane H. Back

x

01/29/18



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Quote

✓ Cart updated.

		Product	Price	Quantity	Total
x		85640-30 4 Leg Guest Chair with Castors	\$260.00	25	\$6,500.00

[Update Quote](#)

Quote Totals

Subtotal	\$6,500.00
Shipping	Local Pickup
Total	\$6,500.00

Proceed to Quote

Casegoods

Madison Series Kent Series Nexus Series Ultra Series

Seating

Space It Big & Tall It Raise It Nest It Mesh It
Screen It Task It Leather It Manage It Healthcare
It Lounge It Accent It Guest It Stack It

Collaborate It

Connect It Series Bench It Series Lift It Series
Collaborate It Gallery

Training Room

Train It

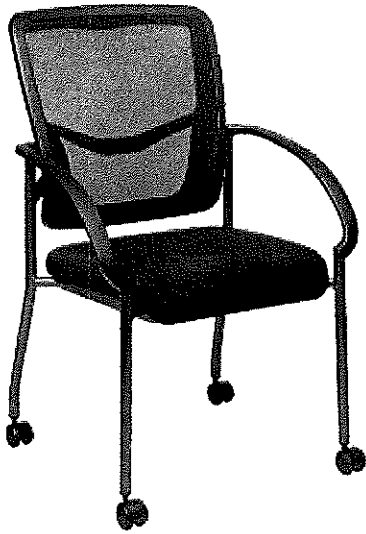
Breakroom Systems/Cubicles Systems/Cubicles – Gallery

Conference Reception Filing Accent Monitor Arms &

Accessories

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↑





Item

Price

Line Total



25 x \$475.00 CT = \$11875.00

LLR84572

Lorell Stackable Guest Chairs - Black Seat - Black Back -
Metal Powder Coated Frame - Four-legged Base - 22.3"
Width x 23.5" Depth x 32.5" Height

TOTAL: \$11875.00

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

MEETING DATE: March 5th, 2018

AGENDA ITEM: New Business

ITEM TITLE: New School Resource Officer Position

SUBMITTED BY: Chief Peter Hoell 

SUMMARY EXPLANATION:

On Monday, February 26th, 2018 The Germantown School Board voted in favor of funding a fulltime School Resource Officer position to be primarily assigned, but not limited to, Kennedy Middle School. The funding would be the same agreement that currently exists with the School Resource Officer primarily assigned to the High School. The School District funds 75% of the wages and benefits and the Village funds 25%.

This position was obviously not part of the 2018 Police Department budget. According to the 2018 budget, a School Resources Officer's wages and benefits is approximately 112,000. Of that, the Village pays 25% which is approximately \$28,000 if the officer is at the highest pay grade. The School District voted that funding would be available effective March 1st, 2018. Due to staffing, the Police Department would not be able to assign a SRO until Mid-April. To fill the vacancy, and hire a new officer, the process would take at least 6 months. The unbudgeted income the School District would be paying to fund the SRO position for 2018 would more than cover the costs of a new officer for the three remaining months of the 2018 budget. The 25% increase in officer wages would be built into the 2019 budget.

The School District along with the Police Department is constantly planning and evaluating school safety. As a result, the District believes a fulltime SRO will greatly enhance the safety and security of the students and staff. The Police Department is in full agreement with the District.

Attached is a copy of the current agreement with the District and job description.

ATTACHMENT: ORDINANCE___ RESOLUTION___ OTHER__X__

RECOMMENDATION:

The Police Department is seeking the Public Safety Committee to send a positive recommendation to the Village Board.

**AMENDMENT TO INTERGOVERNMENTAL AGREEMENT BY AND
BETWEEN THE VILLAGE OF GERMANTOWN AND THE GERMANTOWN
SCHOOL DISTRICT REGARDING THE SCHOOL RESOURCE OFFICER
PROGRAM**

WHEREAS, the Village of Germantown (Village) and the Germantown School District (District), did on _____, 20_____, enter into an intergovernmental agreement, as authorized pursuant to Section §66.30, Wisconsin Statutes, for the purpose of creating a School Resource Officer position, and providing and implementing a School Resource Officer program in the schools (the Agreement); and

WHEREAS, the parties are desirous of amending that agreement in only the following respects;

A. Section 5 of the Agreement shall be amended to read as follows:

5. **COMMAND STRUCTURE.** The Village will supply one full time equivalent and one part time sworn, certified officers to act as SROs. The SROs will remain at all times employees of the Village of Germantown Police Department, and will report directly to the Support Services Lieutenant. In the absence of the Support Services Lieutenant, the SROs will report to the on-duty shift commander. The District Administrator may provide evaluative information regarding the performance of the SROs, and the Village Chief of Police shall consider such information when making assignment or reassignment decisions.

B. Section 7 of the Agreement shall be amended to read as follows:

7. **COST SHARING.**

a. The parties shall jointly assume the cost of the full time equivalent SRO position, with the Village paying twenty-five percent (25%) and the District the remaining seventy-five percent (75%) of the aggregate costs for the salary and all benefits for the full time equivalent SRO position.

b. The District will pay the cost for salary and all benefits for the number of hours during which the part-time SRO is engaged in performing SRO duties. The number of hours for which the part-time SRO may be engaged is, as of the time of this Amendment to Agreement, uncertain, however, the parties will work cooperatively to determine a mutually acceptable schedule, which may flex and vary as the need arises.

c. The Village shall administer and provide all benefits to which the SROs are entitled under collective bargaining agreements, and the Village's employment policies and practices.

d. The Village shall invoice the District at monthly intervals for the District's share of such amounts broken down by discrete pay periods or other convenient period. All invoices shall be due and payable within thirty (30) days after receipt.

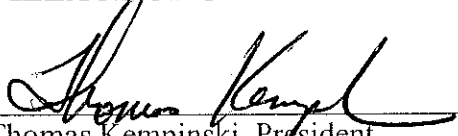
e. The Village agrees to indemnify, defend and hold the District harmless from any claims of any kind made by (i) a SRO in connection with his/her assignment or reassignment as a SRO; (ii) a SRO in connection with his/her discipline or termination by the Village; or (iii) any applicant for the position of SRO.

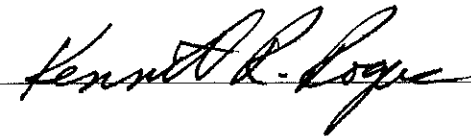
C. The remaining provisions of the Agreement shall remain in full force and effect unless and until amended as provided therein, or until termination of the agreement by the parties.

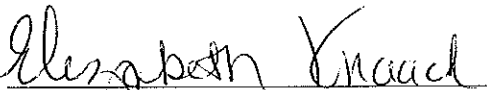
Dated this 16 day of July, 2009.

VILLAGE OF GERMANTOWN

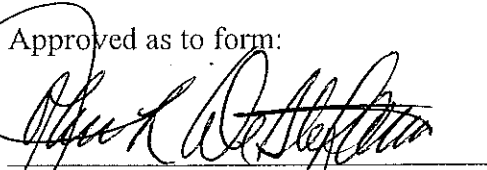
GERMANTOWN SCHOOL DISTRICT


Thomas Kempinski, President




Elizabeth Knaack, Clerk

Approved as to form:


John L. Destefanis, Village Attorney

GERMANTOWN POLICE DEPARTMENT

**** DIRECTIVE ****

TO: All Police Personnel

FROM: Chief Peter Hoell *PH*

DATE: July 28, 2004

SUBJECT: SCHOOL RESOURCE OFFICER JOB DESCRIPTION, GOALS AND OBJECTIVES

School Resource Officer

I. INTRODUCTION

The basic function of the School Resource Officer (SRO) is to develop a rapport and understanding between youth and law enforcement. The SRO is able to give students an opportunity to get acquainted with an Officer in an informal, non-authoritarian setting and explain the roll of law enforcement in society. The SRO will help youth and adults to view the police department as a "helping agency" with the responsibility to educate, protect and serve all citizens.

Through a cooperative effort with school personnel, students, and parents, the SRO will also focus on prevention of crime and prevention of school code of conduct violations in and around the Germantown Schools. The primary responsibility of keeping order within the school rests with the school employees. The SRO is not an arm of school discipline. The SRO's primary goal is prevention; however, there are instances when the SRO will make arrests in and around the school.

While on duty, the SRO will investigate, report and follow up, as necessary, all complaints that occur on the grounds of Germantown Schools that lie within the boundaries of the Village of Germantown. At the discretion of the SRO, specialized investigations (child abuse, child neglect, sexual assault, etc.) may be referred to the Youth Aid Officer for investigation and follow-up.

The existence of a SRO position at the Germantown Police Department does not relieve patrol officers from their responsibility of handling school-related incidents if the SRO is unavailable to investigate an incident.

The SRO is directly responsible to the Support Services Lieutenant. In the absence of the Support Services Lieutenant, the SRO is responsible to the

on-duty shift commander. To ensure the success of the SRO program, it is very important that the SRO fosters a cooperative working relationship with all school administrators and staff at the Germantown Schools.

II. DUTIES AND RESPONSIBILITIES

The SRO should be completely familiar with the rules, regulations, policies and procedures of the Germantown Police Department, as well as laws governing criminal procedures of arrest, search and seizure, and the rights of individuals under investigation for any matter. A strong working knowledge of the Children's Code and Juvenile Justice Code is essential.

The SRO should become acquainted with all Germantown Schools, building and school district administration and staff. This is essential in maintaining a strong cooperative relationship between the schools and the Germantown Police Department. The SRO should maintain regular communication with all school administrators to ensure that the SRO program is acting in the best interests of the students. The SRO must abide by all policies and procedures of the Germantown Police Department and also abide by school rules.

The specific duties of the SRO include, but are not limited to the following:

- The SRO will provide preventative patrol in and around school areas in order to prevent criminal activity and school code of conduct violations. Preventative patrols will occur while school is in session and during special functions such as dances, athletic events, and concerts.
- At the request of school administration or staff, the SRO will be available to perform classroom presentations on issues related to law enforcement or issues of concern to school, students, or the police department.
- When appropriate, the SRO will refer students and/or parents to counseling resources within Germantown Schools (Student Assistance Program, etc.). The SRO will also be a referral source to public and private counseling/educational resources in the greater Germantown area.
- During the school year, the SRO will attend most of the school's activities, such as athletic events, dances and concerts. This will give the SRO an opportunity to interact with the student body on an informal basis, and to show the SRO's interest and enthusiasm in the school. The SRO will be available to assist the school with handling any problems that might arise during these special events.

- The SRO should maintain affiliations with all juvenile organizations in the Germantown area, such as Kids Klub and Youth Futures.
- During the school year, the SRO will spend 100% of his/her work time in and around all of the Germantown schools within the limits of the Village of Germantown. When school is not in session, the SRO will be temporarily reassigned to duties at the discretion of the Chief of Police.
- The SRO will work closely with the police department's Youth Aid Officer and school officials to ensure that the SRO program successfully meets the needs of the students served by the program.
- The SRO will follow the guidelines set forth in WI SS 938.396 and WI SS 48.396, which address "the confidential exchange of information between the police and the officials of the school attended by the child."
- The SRO will keep building administrators informed about all incidents that the SRO investigates in and around school property. The SRO will be encouraged to discuss enforcement options with the building administrator prior to taking enforcement action against students. If the SRO takes a student into custody, the building administrator should be notified as soon as possible. The SRO should also not remove students from school grounds without first notifying the building administrator. If the SRO takes enforcement action against a student or takes a student into custody, the SRO should notify the student's parent or guardian.

III. GOALS AND OBJECTIVES FOR SCHOOL RESOURCE OFFICER PROGRAMS

The following is a list of suggested goals and objectives from the Wisconsin Juvenile Officers Association for the development of SRO programs. While it is not necessary for a program to incorporate all of the following, it should be noted that the successful SRO programs do encompass a majority of them. This list is not meant to be all-inclusive. These goals and objectives can only be accomplished with the cooperation and assistance of the police department, school administrators, teachers, and staff. This spirit of cooperation is consistent and, in fact, the cornerstone of all successful school resource officer programs.

FACT: MANY VIOLATIONS OF LAW (STATE AND MUNICIPAL) TAKE PLACE IN AND AROUND SCHOOL PROPERTY.

GOAL I: TO DECREASE THE AMOUNT OF FUTURE CRIME BY A CONCENTRATED CRIME PREVENTION EFFORT AIMED AT THE SENIOR/JUNIOR HIGH AND ELEMENTARY LEVEL STUDENTS.

Objective (A): To give the students an opportunity to get acquainted with a police officer in an informal, non-authoritarian setting, placing a SRO within a school and/or the feeder system.

Objective (B): To allow any student who so desires to privately converse with a liaison officer conveniently at the school. Many students have personal questions relative to the law, the school, and the community, which they may not care to air in the normal school setting.

Objective (C): To allow students the opportunity to discuss with the liaison officer conditions in the community that he/she feels may affect them negatively.

Objective (D): The SRO will provide appropriate feedback information on referrals regarding the disposition of cases.

FACT: MANY VIOLATIONS OF THE LAW (STATE AND MUNICIPAL) TAKE PLACE IN AND AROUND SCHOOL PROPERTY.

GOAL II: TO DECREASE THE NUMBER OF CRIMES COMMITTED IN SCHOOLS OR NEAR SCHOOL PROPERTY.

Objective (A): To give the students an opportunity to get acquainted with a police officer in an informal, non-authoritarian setting, placing a SRO within a school and/or the feeder system.

Objective (B): To allow any student who so desires to privately converse with a liaison officer conveniently at the school. Many students have personal questions relative to the law, the school, and the community, which they may not care to air in the normal school setting.

Objective (C): To allow students the opportunity to discuss with the liaison officer conditions in the community that he/she feels may affect them negatively.

Objective (D): To provide classroom presentations and discussion periods with students in the areas of mutual concern. To present multi-media programs relative to the above, along with appropriate field trips.

Objective (E): To provide for parent/student conferences in a school setting rather than the police station, which in many cases may be more comfortable for the student and parent alike.

Objective (F): Provide the opportunity to appropriately divert students from the juvenile justice system and to assure adequate follow-up to that diversion by the police/school liaison officer when needed.

Objective (G): To provide an opportunity for other police officers to better understand the actions and problems of youth in the community. (It is recommended that provisions be made that allow members of the local police department to make visits to the school in which the SRO is located. They may become involved in informal discussions with students, including panel discussions, etc. This, in turn, would promote a positive understanding between juveniles and police.)

Objective (H): To provide teachers, administrators, and other school officials information concerning the law and to answer other questions they may have about the juvenile justice system, where deemed appropriate. This may be accomplished through faculty meetings, in-service training, or on an individual basis.

Objective (I): To conduct classes and seminars for police officers concerning problems and perspectives of youth.

FACT: MANY CRIMES ARE COMMITTED AGAINST YOUTH THAT GO UNREPORTED BECAUSE OF THE VICTIMS' HESITANCY TO CONTACT THE POLICE, THE POLICE DEPARTMENT, OR TO BRING IT TO THE ATTENTION OF THEIR PARENTS OR SCHOOL OFFICIALS.

GOAL III: TO INCREASE THE REPORTING OF CRIMES COMMITTED AGAINST JUVENILES AND THEIR PROPERTY AND TO INCREASE THE REPORTING OF PHYSICAL AND SEXUAL CHILD ABUSE AND/OR NEGLECT.

Objective (A): To provide a convenient and confidential setting where a child may feel at ease in reporting crimes against him/her or his/her property. (Many crimes are committed against juveniles that go unreported because of the victim's hesitancy to contact the police or to bring it to the attention of school officials. School personnel may also be reluctant to report crimes that are brought to their attention.)

Objective (B): The SRO will help juveniles deal with concerns brought to his/her attention in cooperation with other helping professionals.

Objective (C): The SRO will help educators become aware of reportable crimes against youths and will either make or assist other educators in presentations pertaining to the reporting of these crimes.

Objective (D): The SRO will provide appropriate feedback information on referrals regarding the disposition of cases.

FACT: MANY VIOLATIONS OF THE LAW (STATE AND MUNICIPAL) TAKE PLACE IN AND AROUND SCHOOL PROPERTY.

GOAL IV: TO DECREASE THE NUMBER OF CRIMES COMMITTED IN SCHOOLS OR NEAR SCHOOL PROPERTY.

Objective (A): To provide preventative patrol in the school area in order to reduce loitering on the school premises, drug and alcohol traffic, assaults, and other actions of anti-social behavior. (We cannot overemphasize that the police/school liaison officer's legal responsibility lie in the areas of direct violations of the law and that he/she will not be used as an arm of school discipline.)

Objective (B): To provide personal preventive patrol for special school functions such as athletic events, school dances, band concerts, field trips, etc.

Objective (C): To contact or assist any person living in or any businessman operating in school areas who is having difficulty interacting with students attending that particular school.

Objective (D): Informing merchants serving school-age clientele of ways to prevent vandalism and shoplifting.

FACT: MANY PEOPLE (JUVENILES AND ADULTS) SEE THE LOCAL POLICE DEPARTMENT IN AN ADVERSARIAL ROLE AND DO NOT VIEW IT AS A HELPING AGENCY.

GOAL V: TO HELP JUVENILES AND ADULTS VIEW THE POLICE DEPARTMENT AS A HELPING AGENCY WITH THE RESPONSIBILITY TO PROTECT AND SERVE ALL CITIZENS.

Objective (A): To provide the student and faculty input to aid the police in establishing certain written policy guidelines relative to handling of juvenile matters, especially in the area of student/police contacts within the school.

Objective (B): To enable the SRO to maintain regular contact with representatives of youth-serving agencies to coordinate prevention efforts.

Objective (C): To make presentations before community groups and service clubs, parent groups, etc.

SCHOOL RESOURCE OFFICER ACTIVITIES IN RELATION TO INDIVIDUAL SEGMENTS OF THE COMMUNITY

The previous section has stated general goals and objectives for SRO programs. However, another way of stating these objectives in terms of activities that benefit particular segments of the community can be stated as follows:

I. SCHOOL RESOURCE OFFICER ACTIVITIES THAT BENEFIT SCHOOLS AND SCHOOL PERSONNEL:

A. The SRO should provide preventive patrol within the school area to reduce:

- * Loitering
- * Assaults
- * Thefts

- * Vandalism
- * Drug and alcohol traffic
- * Other anti-social behavior

B. The SRO should develop, with the assistance of the school district, a Safe Schools Crisis Plan. A resource for this plan can be the "Safe Schools Legal Resource Manual" provided by Wisconsin Department of Justice.

- C. The SRO will contact and assist students, teachers, counselors, and administrators in matters of interaction concerning the law.
1. The SRO should be available for school functions including:
 - *Athletic events
 - * Dances
 - *Concerts
 - * Special functions
 - * Field trips
 2. The SRO will provide classroom presentations involving the law, the juvenile system, the courts, and student rights and responsibilities as they relate to the law.
 3. The SRO program will give students, K-12, an opportunity to get acquainted with a police officer in a non-authoritarian setting.
 4. The SRO program will provide any student the opportunity to converse with a SRO in a confidential setting.
 5. The SRO will work in conjunction with school personnel (guidance counselors, school social workers, and psychologists) in making appropriate referrals to other community agencies.
 6. The SRO will share and preview appropriate films, slide presentations, and written material with students, teachers and counselors.
 7. The SRO can be available for parent/student conferences in a school setting or at the police department.
 8. The SRO will be a liaison between the police department, school, and the community.
 9. The SRO will provide an opportunity for other police officers to present programs and better understand the problems of youth in the community. Provisions should be made for members of the law enforcement community to make visits in schools served by the police/school liaison officer. This provides for better understanding between youth, community, police, and the school.
 10. The SRO should be invited to attend formal faculty meetings. This will promote positive communication between school staff and the SRO.
 11. The SRO may invite any concerned teachers, counselors, or administrator to any activity/seminar that deals with youth problems and perspectives. The school, in turn, should feel free to invite the SRO to any mutual program within their system.

12. The SRO shall provide, upon request, a copy of statutes and other pertinent information he/she has available. The SRO can consult with library and media staff regarding appropriate law-related material that they may wish to have.
13. The SRO can handle problems within the school setting that fall within the scope of juvenile delinquency investigations. Although the SRO's prime responsibility is prevention, frequently the SRO will be involved in the investigation of cases.

II. SCHOOL RESOURCE OFFICER ACTIVITIES THAT WILL BENEFIT BUSINESS ESTABLISHMENTS WITHIN THE SCHOOL AREA. (SCHOOL AREA IS DEFINED AS THOSE AREAS, USUALLY IN THE IMMEDIATE AREA OF THE SCHOOL, WHERE THE STUDENTS CONGREGATE DURING THEIR FREE TIME, BEFORE AND AFTER SCHOOL AND AT NOON HOUR.):

1. The SRO will contact local businesses and explain his/her function as to the type of situation he/she (SRO) will handle and which situations are more appropriately handled by other officers in the police department.
2. The SRO will contact businesses operating within the school area to discuss problems involving students, potential solutions, and any other area of concern the businesses may have regarding the students.
3. The merchants will have the SRO's card with telephone number for ready contact in case of problems pertaining to students.
4. The SRO will advise youth as to appropriate behavior expected of any person who enters business establishments.
5. The SRO will use his/her discretion in controlling situations or violations of law involving students who are causing problems for business places. He may recommend various solutions to existing problems and act as a liaison between the student and the business establishments.
6. The SRO can assist and be available to other investigative units when working with students on crimes that involve businesses. The SRO will know the modus operandi of youth because of his/her exposure to them on a daily basis.
7. The SRO can conduct classroom discussions on shoplifting and other law violations and their consequences. These discussions will educate students and increase awareness.

III. SCHOOL RESOURCE OFFICER ACTIVITIES THAT BENEFIT THE RESIDENTIAL AREA AROUND THE SCHOOL:

1. The SRO will become the neighborhood police officer. His/her presence will afford the residents an opportunity to air their feelings about students along with any other concerns they may have.
2. The SRO will discourage trespassing and vandalism in the residential community around the school area.
3. The SRO will know the area where youth live and congregate and the problems this may pose for neighbors in the school area. He/she will enforce laws and communicate to youth, proper behavior, and attitudes toward the residential community.
4. The SRO will investigate any and all suspicious persons seeking to utilize students for their own gains.
 - a. Drugs/alcohol consumption
 - b. Sexual activities
 - c. Contributing to delinquency, etc.
5. Because of the officer's liaison responsibility, he/she is able to utilize the resources of the residential community when solving problems involving youth. This, at times, requires confidentiality between the SRO and the neighborhood residents. He/she will seek to gain their confidence and trust by the professional handling of the various problems.
6. The SRO will be a link between school area residents and school authorities.
 - a. He/she will assist school authorities regarding problems neighbors may have with students during their free time.
 - b. The SRO will generate communications between neighborhood and school to minimize rumors and prevent future problems.
7. The SRO can be available during the school year to provide preventive patrol around the school area.
8. The SRO's name, business telephone number, and other information will be made available to residents within the school area. Residents shall be encouraged to contact the SRO for any problem or concern they have involving students.
9. The SRO can be a resource to residents in regard to the availability of

other agencies in the community that may more appropriately solve their problem.

IV. SCHOOL RESOURCE OFFICER ACTIVITIES THAT BENEFIT PARENTS AND FAMILIES:

(Parents in this context mean biological parent, adoptive parent, guardian, or legal custodian)

1. The SRO will provide a liaison between family members and the police department in a non-stressful situation. Juveniles will have the opportunity to openly discuss their positive relationships with a police officer.
2. The SRO provides parents with a trustworthy and confidential source of counsel if problems are occurring with their children and serves as a resource person for them (information and referral).
3. The SRO will be available to make presentations to parent groups concerning topics within his/her area of expertise.
4. The SRO will arrange for student/parent conferences when appropriate.
5. The SRO will work in conjunction with other school personnel to aid parents with necessary referrals to community agencies.

V. SCHOOL RESOURCE OFFICER ACTIVITIES THAT BENEFIT YOUTH:

1. The SRO will serve as a contact person for students who have questions or concerns regarding the law as it affects them.
2. The SRO will be available to students in a convenient and confidential setting wherein a student may feel at ease in reporting crimes committed against him/her or his/her property.
3. The SRO program will provide students with an opportunity to get acquainted with a police officer in an informal non-authoritarian setting by placing a SRO within a school and/or its feeder system.
4. The SRO provides students with the opportunity to discuss conditions in the home, school, or community that they feel affect them.
5. The SRO arranges for student/parent conferences when appropriate.
6. The SRO works in conjunction with other school personnel to facilitate appropriate referrals to community agencies.
7. The SRO serves as an additional reference that students can use for

employment purposes.

8. The SRO will provide, when necessary, for the safety and protection that some students need from others.

VI. SCHOOL RESOURCE OFFICER ACTIVITIES THAT BENEFIT MEMBERS OF THE POLICE DEPARTMENT:

1. The SRO will assist with in-service training for other officers regarding juveniles, their problems, concerns, and frame of reference.
2. The SRO will provide in-service training for other officers regarding the school, its goals, procedures, and problems.
3. The SRO will provide in-service training for other officers regarding parental response to problems that juveniles experience.
4. The SRO will act as an in-house officer to serve as a resource to the juvenile division in investigative work, when appropriate.
5. The SRO will alert the police department to potential problems in the community before they erupt.
6. The activities of the SRO in other areas of the community should enhance the image of the individual officer and the department as a whole. This, in turn, should better enable the department, from the chief to patrol officers, to more effectively carry out their respective responsibilities.
7. The school resource officer program enables the police department to engage in prevention activities.