

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

MEETING: **PUBLIC SAFETY COMMITTEE**

DATE AND TIME: **MONDAY, JULY 7, 2014** **6:00 p.m.**

LOCATION: **Germantown Village Hall Board Room**

- 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 Werderman, Trustees Daniels, Hughes and Warren.
- III. **PUBLIC COMMENT:** Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this municipality that there be a three minute time period, per person, with time extensions per the Chief Presiding Officer's discretion; be further advised that there may be limited discussion on the information received. However, NO ACTION will be taken under public comments.
- IV. **APPROVAL OF MINUTES:** June 2, 2014 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. Code of Conduct/Sworn Personnel - Police
    2. Code of Conduct/Non-Sworn Personnel - Police
- VI. **UNFINISHED BUSINESS:**
- VII. **NEW BUSINESS:**
  - A. "Class A" Fermented Malt Beverage and Intoxicating Liquor License August 1, 2014 – June 30, 2015:  
**(New/Transfer)** Sycon Inc., Zohaib Hussain Syed, 4137 W Martinton Drive, Franklin, WI, d/b/a Willow Creek BP, W201 N10451 Appleton Avenue, Germantown, WI 53022

VII. **NEW BUSINESS continued:**

- B. Application for Amendment of "Class B" Fermented Malt Beverage & Intoxicating Liquor License Outside Premises Extension, Gamroth's Kuhburg Junction, W140 N10385 Fond Du Lac Ave., Germantown WI, 20' x 30' tent, back yard area, southwest of building, August 9, August 16 & September 20, 2014, 2:00 p.m. – 10:00 p.m.
- C. Application for Amendment of "Class B" Fermented Malt Beverage & Intoxicating Liquor License Outside Premises Extension, KJ's Bar & Grill, N112 W21209 Mequon Road, Germantown WI, 20' x 30' tent, west of building adjacent to parking lot, July 19, 2014, 4:00 p.m. – 10:00 p.m. and August 23, 2014, 2:00 p.m. – 10:00 p.m.
- D. Application for Temporary Class "B"/"Class B" Retailer's License, Dheinsville Olde Time Bier Garden, Germantown Historical Society, Dheinsville Park, N128 W18780 Holy Hill Road, Germantown, WI, Entire Park – July 26, 2014 and August 23, 2014, 1:00 pm – 9:00 pm
- E. Application for Dance License, Germantown Historical Society, N128 W18780 Holy Hill Road, Germantown, WI – September 27 & 28, 2014, 11:00 a.m. – 11:00 p.m.
- F. Application for Dance License, St. Boniface Congregation, W204 N11940 Goldendale Rd., Germantown, WI, tent in parking lot – August 29 & 30, 2014, 4:00 p.m. – 11:00 p.m. and August 31, 2014, 10:00 a.m. – 10:30 p.m.
- G. Server Array/Cluster Purchase – Police Dept.
- H. New Rescue Engine – Fire Department
- I. NFPA1 Long driveways Regulated – Fire Department

VIII. **NEXT MEETING:** Set August 2014 Meeting Date and Time

IX. **ADJOURNMENT:**

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

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

**MEETING MINUTES  
PUBLIC SAFETY COMMITTEE MEETING  
JUNE 2, 2014  
GERMANTOWN VILLAGE HALL BOARD ROOM**

CALL: The meeting was called to order at 6:00 p.m. by Chairman Werderman.

ROLL CALL: Chairman Werderman, Trustees Hughes and Warren were present. Trustee Daniels was absent and excused. Also present were Chief Hoell, Fire Chief Weiss, Deputy Fire Chief Maury, Deputy Fire Chief Stark and Clerk Goeckner.

PUBLIC COMMENT: No discussion.

APPROVAL OF MINUTES: a motion was made by Hughes, seconded by Warren, to approve the minutes of the May 5, 2014 Public Safety Committee Meeting. Motion carried unanimously.

A motion was made by Hughes, seconded by Warren, to move to New Business next. Motion carried unanimously.

RECOMMENDATION FOR DENIAL OF OPERATOR LICENSES:

1. Kenneth M. Bolvin
2. Adam L. Gauthier

Hoell advised the police department was recommending denial of these applications due to the fact that Mr. Bolvin has 5 OWI convictions on his record and Mr. Gauthier has 2 OWI convictions and a cocaine possession on his record. He added that Gauthier only disclosed 1 arrest on his application.

A motion was made by Warren, seconded by Hughes to deny the operator license applications for Bolvin and Gauthier. Both applicants were present and requested to speak before the committee.

Kenneth Bolvin of N1427 State Rd. 67, Neosho, stated he is currently employed at Kwik Trip and cannot move up in the company unless he obtains an operator's license. He advised he no longer drinks and has been at Kwik Trip for 5 years and would like to apply for more advanced positions which are not available to him now.

Motion was amended by Hughes, seconded by Warren, to discuss the applicants separately. Amended motion carried unanimously.

Original motion to deny did not carry, all committee members voted nay. Werderman advised the application for Bolvin would go before the Village Board on June 16<sup>th</sup>.

Adam Gauthier of 2605 Northwoods Ct. in Port Washington advised he is currently the cook at Ivey's and has been employed there for 7 years. He is requesting this license so he can serve as a backup bartender when needed.

Motion to deny this application failed with Hughes voting aye, Werderman and Warren voting nay. Werderman stated this license application would go before the Village Board on June 16<sup>th</sup>.

NEW UNIFORMS - FIRE DEPARTMENT: Weiss stated the department is requesting to purchase new uniform shirts for staff which is a budgeted item. He said they would like to purchase the shirts through Lark Uniform in the amount of \$7136.85 which is under budget and does include some extra shirts for new employees.

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

Weiss stated that he had not included the line item number in his request but would include that information in future requests.

AMUSEMENT ARCADE LICENSE RENEWALS JULY 1, 2014 - JUNE 30, 2015: the following submitted applications for Amusement Arcade License Renewals.

1. Barley Pop Pub & Restaurant, N116 W16137 Main Street for 16 devices
2. Bubs Irish Pub, N116 W16218 Main Street for 14 devices
3. Buzdum's Pub, W188 N10515 Maple Road for 11 devices
4. EKM Moose Lodge #1238, W198 N10217 Appleton Avenue for 15 devices
5. Gamroth's Kuhburg Junction, W140 N10385 Fond du Lac Avenue for 8 devices
6. Ivey's at Main, W157 N11618 Fond du Lac Avenue for 8 devices
7. Sports Corner Bar & Grill, W187 N12793 Fond du Lac Avenue for 13 devices

A motion was made by Hughes, seconded by Warren, to forward these applications to Village Board with a positive recommendation, motion carried unanimously.

CLASS B FERMENTED MALT BEVERAGE AND INTOXICATING LIQUOR LICENSES - JULY 1, 2014 - JUNE 30, 2015: the following submitted applications for Class B Liquor Licenses.

1. Gamroth's Kuhburg Junction, W140 N10385 Fond du Lac Avenue - Renewal
2. KJ's Bar & Grill, N112 W21209 Mequon Road - Renewal which includes outside deck and side patio to be open until 10:00 p.m.
3. Metro Cigars, W182 N9606 Appleton Avenue #104 - Renewal
4. Old Town Inn, N116 W15841 Main Street - New which includes outdoor deck open until 10:00 p.m.
5. Von Rothenburg Bier Stube, N116 W15863 Main Street - New which includes outside fenced beer garden extended to parking lot open until 10:00 p.m.

Hughes questioned why the licenses for Old Town and Bier Stube are listed as new, Clerk Goeckner advised that Old Town is new and Bier Stube changed the LLC name so are technically new, and the outside premise is a renewal.

Werderman read into the record a letter received from David and Wendy Iverson, owners of Ivey's at Main, which objected to the licenses for Old Town Inn and Bier Stube due to their

lack of adequate customer parking. The Iverson's stated in their letter that the patrons of Old Town and Bier Stube are using their parking lot which is restricted for Ivey's customers only.

Nancy Lietzau of N116 W15925 Main Street was present and voiced her concerns regarding the license applications for Old Town Inn and Bier Stube. She stated the noise issues continue and they - the neighbors - are still looking for a solution. She said the music is loud, the patrons are loud and obnoxious and the open air bar creates additional noise. Lietzau said she has called the police department with her complaints but the excessive noise usually stops prior to their arrival. She went on to say she would like the following to happen:

- No beer garden
- A sound barrier to be erected similar to a bandshell
- No microphones
- No amplifiers

Ed Schuster of N116 W15881 Main Street was present and expressed concerns with the loudness of the music played. He advised he has called the police department with complaints of the loud music and is just looking for some control to be put in place regarding this. He added that on weekends the music starts at 10:00 a.m. and continues during the day.

Discussion followed with the following items discussed:

- Attaching additional restrictions on the outdoor premise extension
- Previous discussions on this topic
- Revocation process was detailed by village attorney
- Applying modifications to the license

A motion was made by Hughes to approve all the license applications for the Class B Fermented Malt Beverage and Intoxicating Liquor except for Bier Stube and Old Town Inn, and to table these two and discuss at a Special Public Safety Meeting prior to the Village Board meeting on June 16<sup>th</sup>. Motion failed for lack of a second.

Further discussion followed with Hughes advising he would like to see the problems resolved without looking at a revocation of the license. Attorney Sajdak suggested that Mr. Hastings, owner of Bier Stube, attend the next meeting for this discussion.

Carrie Schuster of N116 W15881 Main Street stated they had complaints last year and were told to attend this meeting so their complaints could be addressed.

A motion was made by Hughes, seconded by Warren, to approve the license applications for the Class B Fermented Malt Beverage and Intoxicating Liquor except for Bier Stube and Old Town Inn. Motion carried unanimously. A motion was made by Hughes, seconded by Warren, to approve the license application for Bier Stube and Old Town Inn. Motion did not carry unanimously with Hughes voting aye, Werderman and Warren voting nay, and will be forwarded to Village Board and placed on the non-consent agenda.

CLASS A FERMENTED MALT BEVERAGE AND INTOXICATING LIQUOR LICENSE JULY 1, 2014 - JUNE 30, 2015: a motion was made by Warren, seconded by Hughes, to forward this license application to Village Board with a recommendation of approval. Hoell and Weiss stated there were no objections from the police and fire departments. Motion carried unanimously.

PROSPECTIVE IMPROVEMENT OF FREISTADT-MAPLE INTERSECTION: Warren informed the committee he would need to abstain from discussion/decisions on this agenda item due to his employment with the agency doing this traffic study.

Village Engineer Brionne Bischke was present and advised that the Public Works Committee authorized a traffic study of this intersection at their January 7<sup>th</sup> meeting due to concerns expressed by Chief Hoell and Highways Superintendent Olszewski. He advised that a traffic study was conducted by Graef and their analysis showed that the intersection was performing at an "F" level which is unacceptable. He added the study also concluded that the intersection would not benefit from improvements to the current 2-way stop or from a 4-way stop, he said staff agrees with that conclusion. Bischke stated that a roundabout or traffic signals would be the preferred method of control at that intersection.

Werderman requested that this item be placed on the agenda for the Village Board meeting on June 16<sup>th</sup> and that a representative from Graef attend that meeting to answer questions from the Board members.

REPORTS: due to time constraints, Werderman advised the Reports would be carried over to next month's meeting.

Weiss stated he would like to recognize Deputy Chief Maury for his excellent work as interim fire chief and present a plaque to him for his service. Werderman requested that this presentation be made during the public comments section at the Village Board meeting and Weiss agreed.

Weiss advised he had changed the monthly report format and would look forward to any input from the committee on this change at next month's meeting.

NEXT MEETING: Werderman advised next month's meeting would be held on Monday, July 7, 2014 at 6:00 p.m. at the Village Hall Boardroom.

ADJOURNMENT: there being no further business, the meeting was adjourned at 7:02 p.m.

Recorded by,



Julie L. Barth  
Secretary

# May 2014 Monthly Report

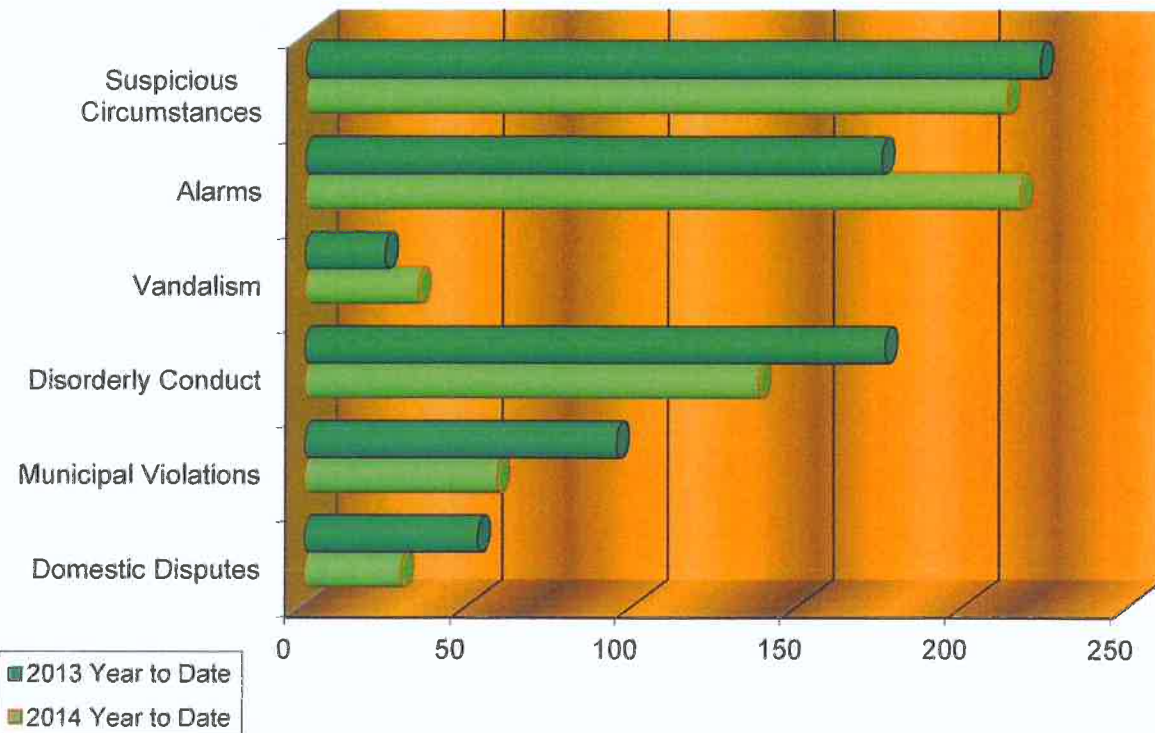


## GERMANTOWN POLICE DEPARTMENT

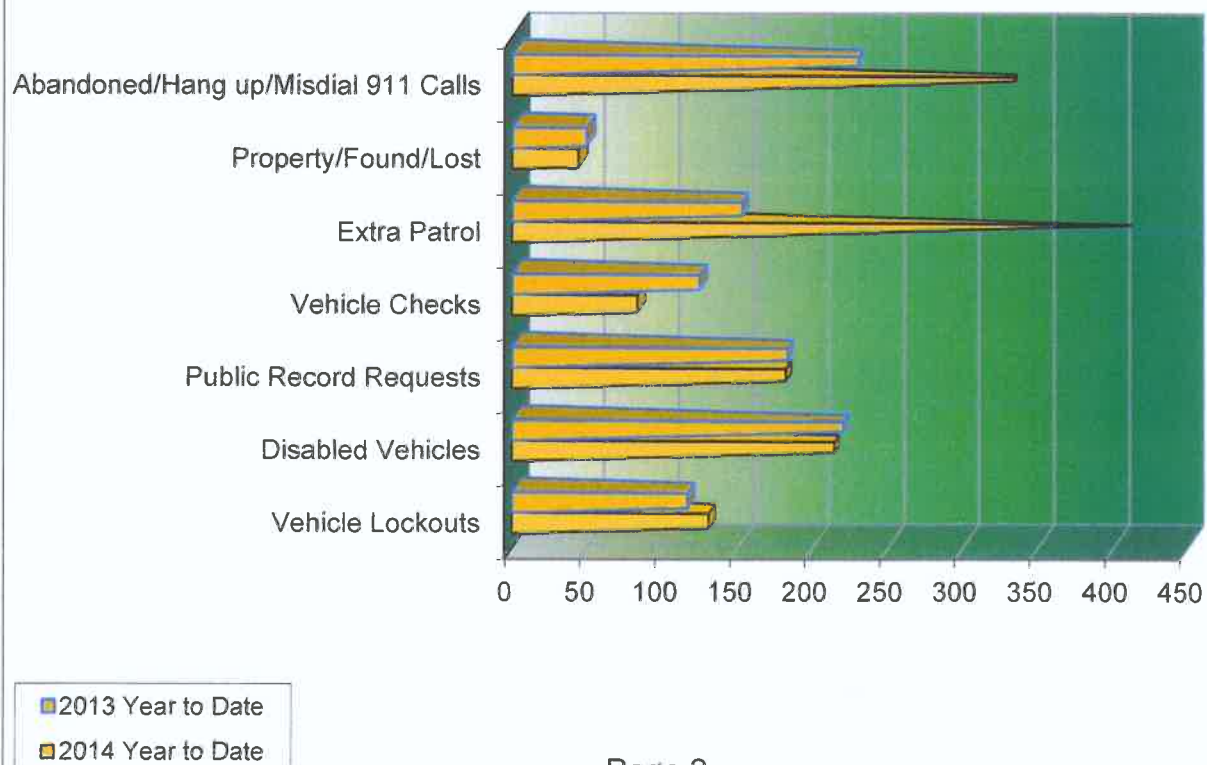
Prepared By:  
Lynn A.Z. Schmidt  
Communications Supervisor

| REPORTED CRIMES                     |            |                   |                   |                            |
|-------------------------------------|------------|-------------------|-------------------|----------------------------|
|                                     | May 2014   | Year to Date 2014 | Year to Date 2013 | % Change from 2013 to 2014 |
| Homicide                            | 0          | 0                 | 0                 | --                         |
| Aggravated Assault                  | 0          | 5                 | 13                | -61.54%                    |
| Sexual Assault/Offenses             | 0          | 6                 | 2                 | 200.00%                    |
| Robbery                             | 0          | 1                 | 1                 | 0.00%                      |
| Arson                               | 0          | 0                 | 0                 | --                         |
| Burglary                            | 9          | 14                | 16                | -12.50%                    |
| Theft                               | 52         | 220               | 162               | 35.80%                     |
| Motor Vehicle Theft                 | 0          | 7                 | 5                 | 40.00%                     |
| <b>TOTAL ---&gt;</b>                | <b>61</b>  | <b>253</b>        | <b>199</b>        | <b>27.14%</b>              |
| NON CRIMINAL CALLS                  |            |                   |                   |                            |
|                                     | May 2014   | Year to Date 2014 | Year to Date 2013 | % Change from 2013 to 2014 |
| Domestic Disputes                   | 4          | 29                | 52                | -44.23%                    |
| Municipal Violations                | 18         | 58                | 94                | -38.30%                    |
| Disorderly Conduct                  | 41         | 137               | 175               | -21.71%                    |
| Vandalism                           | 10         | 34                | 24                | 41.67%                     |
| Alarms                              | 45         | 216               | 174               | 24.14%                     |
| Suspicious Circumstances            | 68         | 212               | 222               | -4.50%                     |
| <b>TOTAL ---&gt;</b>                | <b>186</b> | <b>686</b>        | <b>741</b>        | <b>-7.42%</b>              |
| CALLS FOR SERVICE                   |            |                   |                   |                            |
|                                     | May 2014   | Year to Date 2014 | Year to Date 2013 | % Change from 2013 to 2014 |
| Vehicle Lockouts                    | 30         | 130               | 116               | 12.07%                     |
| Disabled Vehicles                   | 45         | 213               | 219               | -2.74%                     |
| Public Record Requests              | 29         | 181               | 182               | -0.55%                     |
| Vehicle Checks                      | 14         | 83                | 124               | -33.06%                    |
| Extra Patrol                        | 86         | 410               | 152               | 169.74%                    |
| Property/Found/Lost                 | 9          | 44                | 49                | -10.20%                    |
| Abandoned/Hang up/Misdial 911 Calls | 95         | 333               | 229               | 45.41%                     |
| <b>TOTAL ---&gt;</b>                | <b>308</b> | <b>1394</b>       | <b>1071</b>       | <b>30.16%</b>              |

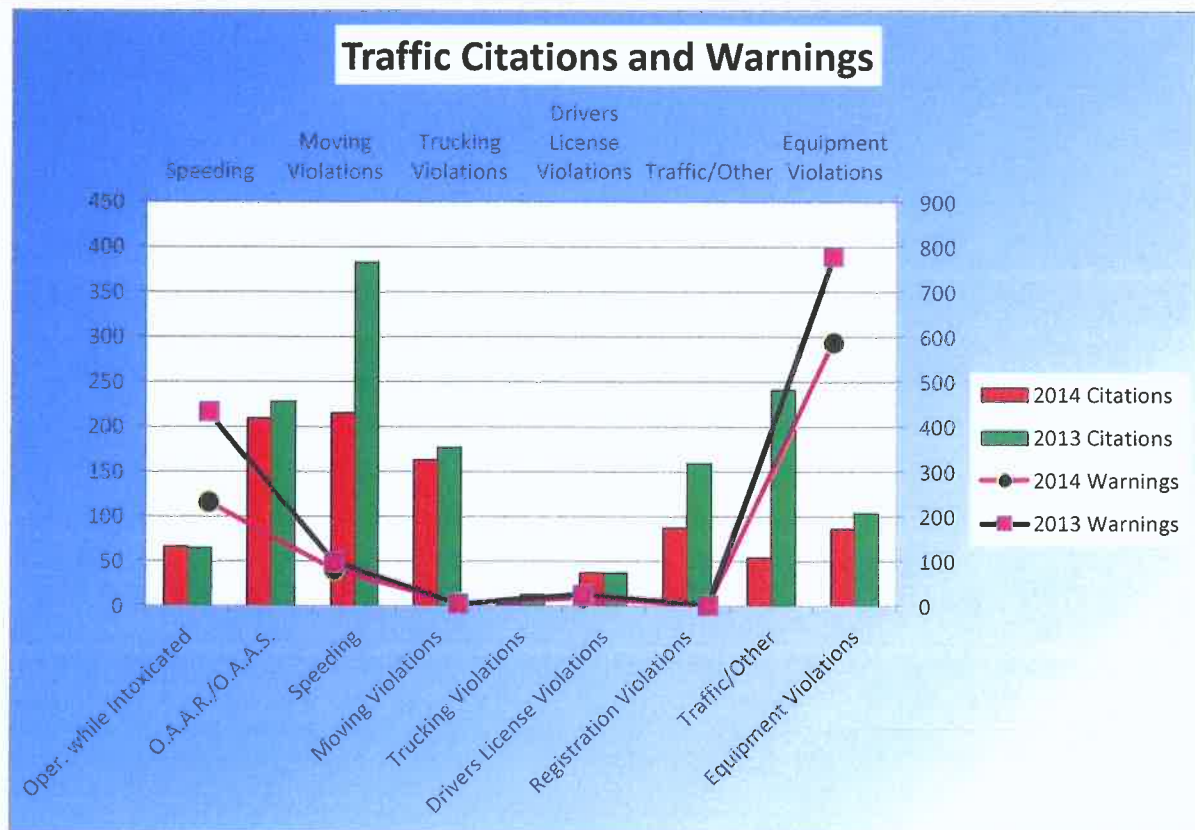
## Non-Criminal Calls



## Calls For Service



| TRAFFIC WARNINGS           |            |                      |                      |                              |
|----------------------------|------------|----------------------|----------------------|------------------------------|
|                            | May 2014   | Year to Date<br>2014 | Year to Date<br>2013 | %Change from<br>2013 to 2014 |
| Speeding                   | 58         | 231                  | 433                  | -46.65%                      |
| Moving Violations          | 11         | 81                   | 98                   | -17.35%                      |
| Trucking Violations        | 5          | 7                    | 6                    | 16.67%                       |
| Drivers License Violations | 5          | 19                   | 26                   | -26.92%                      |
| Traffic/Other              | 0          | 2                    | 3                    | -33.33%                      |
| Equipment Violations       | 117        | 587                  | 779                  | -24.65%                      |
| <b>TOTAL ---&gt;</b>       | <b>196</b> | <b>927</b>           | <b>1345</b>          | <b>-31.08%</b>               |
| TRAFFIC CITATIONS          |            |                      |                      |                              |
|                            | May 2014   | Year to Date<br>2014 | Year to Date<br>2013 | %Change from<br>2013 to 2014 |
| Oper. while Intoxicated    | 10         | 66                   | 65                   | 1.54%                        |
| O.A.A.R./O.A.A.S.          | 36         | 209                  | 228                  | -8.33%                       |
| Speeding                   | 47         | 215                  | 383                  | -43.86%                      |
| Moving Violations          | 18         | 163                  | 177                  | -7.91%                       |
| Trucking Violations        | 1          | 2                    | 13                   | -84.62%                      |
| Drivers License Violations | 5          | 37                   | 37                   | 0.00%                        |
| Registration Violations    | 17         | 87                   | 159                  | -45.28%                      |
| Traffic/Other              | 5          | 54                   | 241                  | -77.59%                      |
| Equipment Violations       | 13         | 86                   | 104                  | -17.31%                      |
| <b>TOTAL ---&gt;</b>       | <b>152</b> | <b>919</b>           | <b>1407</b>          | <b>-34.68%</b>               |

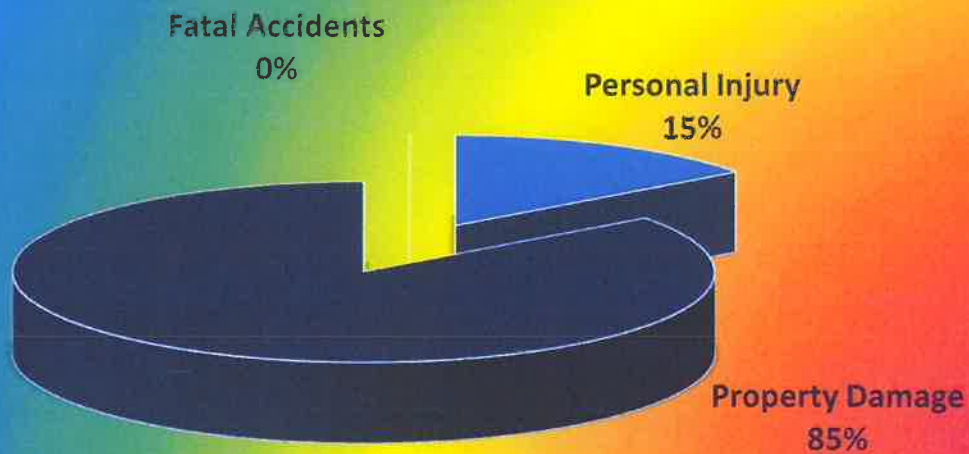


| OTHER ARRESTS ADULTS                   |          |                   |                   |                            |
|----------------------------------------|----------|-------------------|-------------------|----------------------------|
|                                        | May 2014 | Year to Date 2014 | Year to Date 2013 | % Change from 2013 to 2014 |
| Burglary                               | 2        | 3                 | 0                 | --                         |
| Battery                                | 0        | 3                 | 13                | -76.92%                    |
| Theft                                  | 21       | 126               | 99                | 27.27%                     |
| Criminal Damage                        | 0        | 2                 | 7                 | -71.43%                    |
| Disorderly Conduct                     | 5        | 39                | 68                | -42.65%                    |
| Drug Offenses                          | 8        | 74                | 83                | -10.84%                    |
| TOTAL --->                             | 36       | 247               | 270               | -8.52%                     |
|                                        |          |                   |                   |                            |
|                                        |          |                   |                   |                            |
| OTHER ARRESTS JUVENILES                |          |                   |                   |                            |
|                                        | May 2014 | Year to Date 2014 | Year to Date 2013 | % Change from 2013 to 2014 |
| Burglary                               | 0        | 0                 | 0                 | --                         |
| Battery                                | 0        | 0                 | 0                 | --                         |
| Theft                                  | 3        | 14                | 6                 | 133.33%                    |
| Juvenile Alcohol Violations            | 0        | 6                 | 9                 | -33.33%                    |
| Criminal Damage                        | 0        | 0                 | 1                 | -100.00%                   |
| Disorderly Conduct                     | 6        | 18                | 27                | -33.33%                    |
| Smoking/Possession of Tobacco Products | 0        | 1                 | 5                 | -80.00%                    |
| Possess/Use Electronic Device          | 1        | 8                 | 5                 | 60.00%                     |
| Runaway                                | 4        | 9                 | 10                | -10.00%                    |
| Drug Offenses                          | 2        | 11                | 23                | -52.17%                    |
| Truancy                                | 2        | 25                | 33                | -24.24%                    |
| TOTAL --->                             | 18       | 92                | 119               | -22.69%                    |

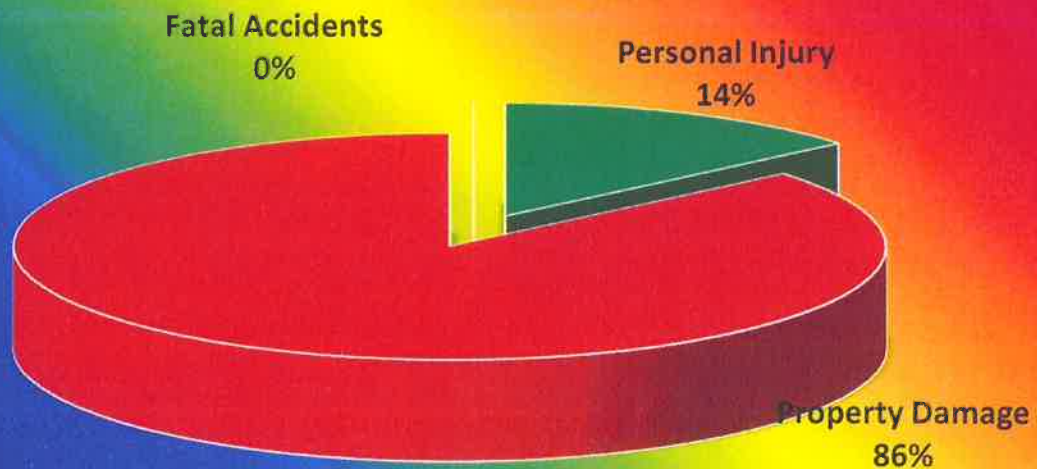
# ACCIDENT STATISTICS

|                      | May 2014 | Year to Date<br>2014 | Year to Date<br>2013 | % Change from<br>2013 to 2014 |
|----------------------|----------|----------------------|----------------------|-------------------------------|
| Fatal Accidents      | 0        | 0                    | 0                    | --                            |
| Personal Injury      | 6        | 37                   | 33                   | 12.12%                        |
| Property Damage      | 31       | 213                  | 205                  | 3.90%                         |
| <b>TOTAL ---&gt;</b> | 37       | 250                  | 238                  | 5.04%                         |

## 2014 Accident Statistics



## 2013 Accident Statistics



# May 2014 Training

|                          |                                                                                                                                                             |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>May 1, 2014</b>       | Officer Shawn Jones - Basic SWAT training                                                                                                                   |
| <b>May 1 -2, 2014</b>    | Detective Brian Ball and Officer Jeff Gonzalez - Vascular Neck Restraint Instructor training                                                                |
| <b>May 12 - 16, 2014</b> | Detective Brian Ball - Evidence Technician training                                                                                                         |
| <b>May 15, 2014</b>      | Communications Officer Laurie Schultz - State Interoperable Mobile Communications - SIMCOM 2014 exercise                                                    |
| <b>May 15, 2014</b>      | Communications Officer Eric Hanson, Communications Officer Carrie Ross and Communications Officer Chris Cleveland - TIME System refresher                   |
| <b>May 16, 2014</b>      | Lieutenant Pat Merten, Officer Dave Pierzchalski, Officer Adam Suedkamp, Officer Jeff Gonzalez, Officer Dan Moschea and Officer Shawn Jones - SWAT training |
| <b>May 19 - 23, 2014</b> | Communications Officer Laurie Schultz - Emergency Telecommunicators Certification course                                                                    |
| <b>May 20, 2014</b>      | Officer Bob Case, Officer Ryan Bloch. Officer Dan Moschea and Officer Darren Von Bereghy - Bulletproof Mind                                                 |
| <b>May 20 - 21, 2014</b> | Officer Jim Theep, Officer Dave Pierzchalski - Pharmaceutical Drug Diversion training                                                                       |
| <b>May 21, 2014</b>      | Officer Bob Case - Personal and Professional Breakthroughs for Police Officers                                                                              |
| <b>May 22 - 23, 2014</b> | Officer Ryan Bloch and Officer Dan Mikulec - Operation R.U.S.H training - Recognizing, Understanding Substances on Highways                                 |
| <b>May 27 - 30, 2014</b> | Lieutenant Dave Huesemann and K9 Rambo - Annual K9 Recertification                                                                                          |

# MAY 2014 SPEED LOG

| Date/Time of Stop    | Offense                        | Location                                    |
|----------------------|--------------------------------|---------------------------------------------|
| 5/1/2014 11:40:00AM  | EXCEEDING SPEED ZONES, ETC.    | HIGHWAY 167 EAST / MEQUON RD / MONTGOMERY D |
| 5/1/2014 1:05:00PM   | SPEEDING ON FREEWAY            | HIGHWAY 041 NORTH / HOLY HILL RD            |
| 5/1/2014 5:01:00PM   | EXCEEDING SPEED ZONES, ETC.    | LANNON RD / APPLETON AVE                    |
| 5/2/2014 8:58:00AM   | EXCEEDING SPEED ZONES, ETC.    | HIGHWAY 167 EAST / MEQUON RD / MONTGOMERY D |
| 5/2/2014 10:51:00AM  | SPEEDING ON FREEWAY            | HWY 041 SOUTH / MEQUON RD                   |
| 5/2/2014 12:03:00PM  | SPEEDING ON FREEWAY            | HIGHWAY 041 SOUTH / MEQUON RD               |
| 5/2/2014 11:29:00PM  | EXCEEDING SPEED ZONES, ETC.    | MAPLE RD / LILAC LN                         |
| 5/3/2014 4:12:00AM   | SPEEDING ON FREEWAY            | HWY 041 SOUTH / MEQUON RD                   |
| 5/3/2014 8:24:00AM   | EXCEEDING SPEED ZONES, ETC.    | COUNTY LINE RD / EMERALD LN                 |
| 5/3/2014 10:15:00AM  | EXCEEDING SPEED ZONES, ETC.    | HIGHWAY 167 EAST / MEQUON RD / MONTGOMERY D |
| 5/3/2014 11:41:00AM  | SPEEDING ON FREEWAY            | HIGHWAY 041 NORTH / HOLY HILL RD            |
| 5/3/2014 11:59:00AM  | SPEEDING ON FREEWAY            | HIGHWAY 041 / LANNON RD                     |
| 5/3/2014 11:59:00AM  | SPEEDING ON FREEWAY            | HIGHWAY 041 / LANNON RD                     |
| 5/3/2014 12:09:00PM  | SPEEDING ON FREEWAY            | HIGHWAY 041 NORTH / HOLY HILL RD            |
| 5/3/2014 1:53:00PM   | EXCEEDING SPEED ZONES, ETC.    | HIGHWAY 167 EAST / MEQUON RD / MONTGOMERY D |
| 5/4/2014 12:28:00AM  | EXCEEDING SPEED ZONES, ETC.    | COUNTY LINE RD / TREE TOPS DR               |
| 5/4/2014 6:30:00PM   | SPEEDING ON FREEWAY            | HIGHWAY 041 SOUTH / MEQUON RD               |
| 5/4/2014 9:53:00PM   | EXCEEDING SPEED ZONES, ETC.    | COUNTY LINE RD / LANNON RD                  |
| 5/6/2014 12:00:00AM  | EXCEEDING SPEED ZONES, ETC.    | WASAUKEE RD / DONGES BAY RD                 |
| 5/6/2014 5:04:00AM   | EXCEEDING SPEED ZONES, ETC.    | WASAUKEE RD / DONGES BAY RD                 |
| 5/6/2014 5:42:00AM   | EXCEEDING SPEED ZONES, ETC.    | WASAUKEE RD / ELM LN                        |
| 5/6/2014 10:55:00AM  | SPEEDING ON FREEWAY            | HWY 041 / MEQUON RD                         |
| 5/7/2014 4:29:00PM   | EXCEEDING SPEED ZONES, ETC.    | FREISTADT RD / COUNTRY AIRE DR              |
| 5/7/2014 10:52:00PM  | EXCEEDING SPEED ZONES, ETC.    | COUNTY LINE RD / LANNON RD                  |
| 5/7/2014 11:29:00PM  | EXCEEDING SPEED ZONES, ETC.    | LANNON RD / COUNTY LINE RD                  |
| 5/9/2014 12:59:00AM  | EXCEEDING SPEED ZONES, ETC.    | FREISTADT RD / COUNTRY AIRE DR              |
| 5/9/2014 10:14:00AM  | EXCEEDING SPEED ZONES, ETC.    | LANNON RD / COUNTY LINE RD                  |
| 5/9/2014 10:35:00AM  | EXCEEDING SPEED ZONES, ETC.    | LANNON RD / COUNTY LINE RD                  |
| 5/9/2014 11:09:00AM  | EXCEEDING SPEED ZONES, ETC.    | LANNON RD / COUNTY LINE RD                  |
| 5/9/2014 12:10:00PM  | SPEEDING ON FREEWAY            | HIGHWAY 041 SOUTH / MEQUON RD               |
| 5/10/2014 8:34:00AM  | EXCEEDING SPEED ZONES, ETC.    | FREISTADT RD / PILGRIM RD                   |
| 5/10/2014 10:36:00AM | EXCEEDING SPEED ZONES, ETC.    | MAPLE RD / APPLETON AVE                     |
| 5/10/2014 10:40:00AM | SPEEDING ON FREEWAY            | HIGHWAY 041 NORTH / HOLY HILL RD            |
| 5/10/2014 11:04:00AM | SPEEDING ON FREEWAY            | HIGHWAY 041 NORTH / HOLY HILL RD            |
| 5/10/2014 12:14:00PM | EXCEEDING SPEED ZONES, ETC.    | HIGHWAY 167 EAST / MEQUON RD / MONTGOMERY D |
| 5/11/2014 12:13:00AM | UNREASONABLE AND IMPRUDENT SPE | HIGHWAY 167 / MEQUON RD / SQUIRE DR         |
| 5/11/2014 7:45:00AM  | EXCEEDING SPEED ZONES, ETC.    | LANNON RD / APPLETON AVE                    |
| 5/11/2014 9:55:00AM  | SPEEDING ON FREEWAY            | HIGHWAY 041 / LANNON RD                     |
| 5/11/2014 12:07:00PM | SPEEDING ON FREEWAY            | HIGHWAY 041 / LANNON RD                     |
| 5/11/2014 7:50:00PM  | SPEEDING ON FREEWAY            | HIGHWAY 041 / LANNON RD                     |
| 5/11/2014 10:35:00PM | SPEEDING ON FREEWAY            | HIGHWAY 041 / HOLY HILL RD                  |
| 6/20/2014            |                                |                                             |

## MAY 2014 SPEED LOG

| Date/Time of Stop    | Offense                     | Location                               |
|----------------------|-----------------------------|----------------------------------------|
| 5/12/2014 7:18:00AM  | EXCEEDING SPEED ZONES, ETC. | COUNTY LINE RD / EMERALD LN            |
| 5/12/2014 7:47:00AM  | EXCEEDING SPEED ZONES, ETC. | COUNTY LINE RD / SHADY LN              |
| 5/12/2014 8:36:00AM  | EXCEEDING SPEED ZONES, ETC. | FREISTADT RD / PARK AVE                |
| 5/12/2014 9:09:00AM  | EXCEEDING SPEED ZONES, ETC. | FREISTADT RD / PARK AVE                |
| 5/13/2014 5:03:00AM  | EXCEEDING SPEED ZONES, ETC. | COUNTY LINE RD / RIVERSBEND LN         |
| 5/13/2014 4:22:00PM  | EXCEEDING SPEED ZONES, ETC. | HWY 167 NORTH / HWY 175 (APPLETON AVE) |
| 5/13/2014 4:22:00PM  | EXCEEDING SPEED ZONES, ETC. | LANNON RD / APPLETON AVE               |
| 5/14/2014 5:21:00AM  | EXCEEDING SPEED ZONES, ETC. | FREISTADT RD / RIVER LN                |
| 5/14/2014 8:46:00AM  | EXCEEDING SPEED ZONES, ETC. | DIVISION RD / JUNIPER DR               |
| 5/14/2014 9:00:00AM  | EXCEEDING SPEED ZONES, ETC. | FREISTADT RD / PILGRIM RD              |
| 5/14/2014 12:43:00PM | EXCEEDING SPEED ZONES, ETC. | PILGRIM RD / HUDSON DR                 |
| 5/14/2014 11:20:00PM | EXCEEDING SPEED ZONES, ETC. | MAPLE RD / CLINTON DR                  |
| 5/14/2014 11:59:00PM | EXCEEDING SPEED ZONES, ETC. | FREISTADT RD / MC CORMICK DR           |
| 5/15/2014 9:04:00AM  | EXCEEDING SPEED ZONES, ETC. | FREISTADT RD / PILGRIM RD              |
| 5/15/2014 10:51:00PM | EXCEEDING SPEED ZONES, ETC. | HWY 167 WEST / FOREST DR               |
| 5/16/2014 4:19:00AM  | EXCEEDING SPEED ZONES, ETC. | FOND DU LAC AVE / DIVISION RD          |
| 5/16/2014 4:38:00AM  | EXCEEDING SPEED ZONES, ETC. | WASAUKEE RD / ELM LN                   |
| 5/16/2014 5:35:00AM  | SPEEDING ON FREEWAY         | HIGHWAY 041 SOUTH / MEQUON RD          |
| 5/16/2014 8:45:00AM  | EXCEEDING SPEED ZONES, ETC. | DIVISION RD / LONEOAKS DR              |
| 5/16/2014 9:07:00AM  | EXCEEDING SPEED ZONES, ETC. | COUNTY LINE RD / EMERALD LN            |
| 5/16/2014 7:22:00PM  | EXCEEDING SPEED ZONES, ETC. | WASAUKEE RD / TRILLIUM WAY             |
| 5/17/2014 8:32:00AM  | EXCEEDING SPEED ZONES, ETC. | COUNTY LINE RD / EMERALD LN            |
| 5/17/2014 1:26:00PM  | EXCEEDING SPEED ZONES, ETC. | HOLY HILL RD / GOLDENDALE RD           |
| 5/17/2014 1:47:00PM  | EXCEEDING SPEED ZONES, ETC. | PILGRIM RD / LYLE LN                   |
| 5/17/2014 1:47:00PM  | EXCEEDING SPEED ZONES, ETC. | PILGRIM RD / LYLE LN                   |
| 5/17/2014 7:56:00PM  | SPEEDING ON FREEWAY         | HIGHWAY 041 SOUTH / MEQUON RD          |
| 5/17/2014 9:09:00PM  | SPEEDING ON FREEWAY         | HIGHWAY 041 SOUTH / MEQUON RD          |
| 5/18/2014 8:54:00AM  | SPEEDING ON FREEWAY         | HIGHWAY 041 / LANNON RD                |
| 5/18/2014 9:20:00AM  | SPEEDING ON FREEWAY         | HIGHWAY 041 / LANNON RD                |
| 5/18/2014 9:37:00AM  | EXCEEDING SPEED ZONES, ETC. | LANNON RD / APPLETON AVE               |
| 5/18/2014 10:17:00AM | EXCEEDING SPEED ZONES, ETC. | LANNON RD / APPLETON AVE               |
| 5/18/2014 10:40:00AM | EXCEEDING SPEED ZONES, ETC. | COUNTY LINE RD / EMMER RD              |
| 5/18/2014 11:20:00AM | EXCEEDING SPEED ZONES, ETC. | WASAUKEE RD / TRILLIUM WAY             |
| 5/19/2014 11:36:00PM | EXCEEDING SPEED ZONES, ETC. | DIVISION RD / DONGES BAY RD            |
| 5/20/2014 11:15:00AM | EXCEEDING SPEED ZONES, ETC. |                                        |
| 5/21/2014 5:03:00AM  | EXCEEDING SPEED ZONES, ETC. | MEQUON RD / EISENHOWER DR              |
| 5/22/2014 4:13:00AM  | SPEEDING ON FREEWAY         | HWY 041 SOUTH / MEQUON RD              |
| 5/22/2014 4:42:00AM  | SPEEDING ON FREEWAY         | HWY 041 SOUTH / MEQUON RD              |
| 5/22/2014 5:33:00AM  | EXCEEDING SPEED ZONES, ETC. | MAPLE RD / EDISON DR                   |
| 5/22/2014 7:45:00AM  | EXCEEDING SPEED ZONES, ETC. | COUNTRY AIRE DR / FREISTADT RD         |
| 5/22/2014 9:21:00AM  | EXCEEDING SPEED ZONES, ETC. | FREISTADT RD / MARY BUTH LN            |
| 6/20/2014            |                             |                                        |

## MAY 2014 SPEED LOG

| Date/Time of Stop    | Offense                     | Location                       |
|----------------------|-----------------------------|--------------------------------|
| 5/22/2014 7:53:00PM  | SPEEDING ON FREEWAY         | HIGHWAY 041 SOUTH / MEQUON RD  |
| 5/22/2014 8:11:00PM  | SPEEDING ON FREEWAY         | HIGHWAY 041 SOUTH / MEQUON RD  |
| 5/24/2014 10:51:00AM | SPEEDING ON FREEWAY         | HWY 041 SOUTH / MEQUON RD      |
| 5/24/2014 10:47:00PM | EXCEEDING SPEED ZONES, ETC. | COUNTY LINE RD / LANNON RD     |
| 5/25/2014 12:35:00AM | EXCEEDING SPEED ZONES, ETC. | HWY 175 / MAPLE RD             |
| 5/25/2014 8:54:00AM  | EXCEEDING SPEED ZONES, ETC. | WILLOW CREEK RD / PARKLAND CIR |
| 5/25/2014 10:26:00AM | EXCEEDING SPEED ZONES, ETC. | MAIN ST / PARK AVE             |
| 5/26/2014 5:30:00AM  | SPEEDING ON FREEWAY         | HWY 041 NORTH / LANNON RD      |
| 5/27/2014 7:48:00AM  | EXCEEDING SPEED ZONES, ETC. | LILAC LN / MAPLE RD            |
| 5/28/2014 12:31:00AM | EXCEEDING SPEED ZONES, ETC. | PILGRIM RD / STARLITE DR       |
| 5/28/2014 11:35:00AM | EXCEEDING SPEED ZONES, ETC. | FREISTADT RD / GOLDENDALE RD   |
| 5/29/2014 4:50:00AM  | SPEEDING ON FREEWAY         | HWY 041 SOUTH / MEQUON RD      |
| 5/29/2014 5:30:00AM  | SPEEDING ON FREEWAY         | HIGHWAY 041 SOUTH / MEQUON RD  |
| 5/29/2014 7:43:00AM  | EXCEEDING SPEED ZONES, ETC. | HOLY HILL RD / GOLDENDALE RD   |
| 5/29/2014 7:59:00AM  | EXCEEDING SPEED ZONES, ETC. | HOLY HILL RD / GOLDENDALE RD   |
| 5/29/2014 8:48:00AM  | EXCEEDING SPEED ZONES, ETC. | HOLY HILL RD / GOLDENDALE RD   |
| 5/29/2014 9:37:00AM  | EXCEEDING SPEED ZONES, ETC. | HOLY HILL RD / GOLDENDALE RD   |
| 5/29/2014 1:28:00PM  | EXCEEDING SPEED ZONES, ETC. | MAPLE RD / FAWN LN             |
| 5/29/2014 8:45:00PM  | EXCEEDING SPEED ZONES, ETC. | PILGRIM RD / SCHOOL RD         |
| 5/30/2014 4:45:00AM  | EXCEEDING SPEED ZONES, ETC. | FREISTADT RD / COUNTRY AIRE DR |
| 5/30/2014 5:45:00AM  | EXCEEDING SPEED ZONES, ETC. | WASAUKEE RD / MEQUON RD        |
| 5/31/2014 9:03:00AM  | EXCEEDING SPEED ZONES, ETC. | DIVISION RD / LOVERS LN        |
| 5/31/2014 3:12:00PM  | EXCEEDING SPEED ZONES, ETC. | FOND DU LAC AVE / PARK AVE     |

**Total Citations: 105**

6/20/2014

## Germantown Police Department

## Roll Call Log



|                                                                                                                                 |                                   |                                |                                               |
|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------------------|-----------------------------------------------|
| <b>14-007395</b>                                                                                                                | <b>Public Relations/Education</b> | Disposition<br>Unit<br>Officer | <b>Police Assist Given<br/>739<br/>TEO138</b> |
| 05/01/14 07:2400                                                                                                                | N112W16877 Mequon Rd              |                                |                                               |
| Car seat install at the Germantown Police Department<br>WI Reg MUVB2 black 2006 Jeep Cherokee<br>Andrew P Mcardle MW/07-06-1979 |                                   |                                |                                               |
| <b>14-007414</b>                                                                                                                | <b>Public Relations/Education</b> | Disposition<br>Unit<br>Officer | <b>Police Assist Given<br/>739<br/>TEO138</b> |
| 05/01/14 14:4459                                                                                                                | N112W16877 Mequon Rd              |                                |                                               |
| Child seat installation for Gregory S George (m/w 10/14/82)                                                                     |                                   |                                |                                               |
| <b>14-007464</b>                                                                                                                | <b>Public Relations/Education</b> | Disposition<br>Unit<br>Officer | <b>Police Assist Given<br/>733<br/>RJB141</b> |
| 05/02/14 08:5206                                                                                                                | W159N9939 Butternut Rd            |                                |                                               |
| Dare                                                                                                                            |                                   |                                |                                               |
| <b>14-007730</b>                                                                                                                | <b>Public Relations/Education</b> | Disposition<br>Unit<br>Officer | <b>Police Assist Given<br/>733<br/>RJB141</b> |
| 05/06/14 08:1748                                                                                                                | W159N9939 Butternut Rd            |                                |                                               |
| Bike safety event                                                                                                               |                                   |                                |                                               |
| <b>14-007818</b>                                                                                                                | <b>Public Relations/Education</b> | Disposition<br>Unit<br>Officer | <b>Police Assist Given<br/>722<br/>PAS117</b> |
| 05/07/14 13:0223                                                                                                                | W204N11968 Goldendale Rd          |                                |                                               |
| Dare                                                                                                                            |                                   |                                |                                               |
| <b>14-007874</b>                                                                                                                | <b>Public Relations/Education</b> | Disposition<br>Unit<br>Officer | <b>Police Assist Given<br/>733<br/>RJB141</b> |
| 05/08/14 07:3027                                                                                                                | W180N11501 River Ln               |                                |                                               |
| Youth Futures                                                                                                                   |                                   |                                |                                               |
| <b>14-007962</b>                                                                                                                | <b>Public Relations/Education</b> | Disposition<br>Unit<br>Officer | <b>Police Assist Given<br/>733<br/>RJB141</b> |
| 05/09/14 08:5433                                                                                                                | W159N9939 Butternut Rd            |                                |                                               |
| Dare at County Line School                                                                                                      |                                   |                                |                                               |
| <b>14-008027</b>                                                                                                                | <b>Public Relations/Education</b> | Disposition<br>Unit<br>Officer | <b>Police Assist Given<br/>731<br/>SLS126</b> |
| 05/10/14 08:5439                                                                                                                | Bel Aire Ln/Fond du Lac Ave       |                                |                                               |
| Extra patrol for the Blazer Race                                                                                                |                                   |                                |                                               |
| <b>14-008028</b>                                                                                                                | <b>Public Relations/Education</b> | Disposition<br>Unit<br>Officer | <b>Police Assist Given<br/>737<br/>RAC115</b> |
| 05/10/14 08:5516                                                                                                                | W172N12100 Division Rd            |                                |                                               |
| Opening day of Germantown Little League                                                                                         |                                   |                                |                                               |

## Germantown Police Department



## Roll Call Log

|                                                                                                                                       |                                   |                                |                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------------------|-----------------------------------------------------------|
| <b>14-008403</b>                                                                                                                      | <b>Public Relations/Education</b> | Disposition<br>Unit<br>Officer | <b>Police Assist Given</b><br><b>733</b><br><b>RJB141</b> |
| 05/16/14 08:5154                                                                                                                      | W159N9939 Butternut Rd            |                                |                                                           |
| County Line School                                                                                                                    |                                   |                                |                                                           |
| <b>14-008730</b>                                                                                                                      | <b>Public Relations/Education</b> | Disposition<br>Unit<br>Officer | <b>Police Assist Given</b><br><b>722</b><br><b>PAS117</b> |
| 05/21/14 13:0529                                                                                                                      | W204N11968 Goldendale Rd          |                                |                                                           |
| DARE                                                                                                                                  |                                   |                                |                                                           |
| <b>14-008742</b>                                                                                                                      | <b>Public Relations/Education</b> | Disposition<br>Unit<br>Officer | <b>Police Assist Given</b><br><b>746</b><br><b>KCL088</b> |
| 05/21/14 17:5434                                                                                                                      | N112W16877 Mequon Rd              |                                |                                                           |
| Jennifer L. Langenbach fw/03-05-95 requests to speak with officer for a term paper on handling mental illness issues while on a call. |                                   |                                |                                                           |
| <b>14-008854</b>                                                                                                                      | <b>Public Relations/Education</b> | Disposition<br>Unit<br>Officer | <b>Police Assist Given</b><br><b>739</b><br><b>TEO138</b> |
| 05/23/14 10:2718                                                                                                                      | N112W16877 Mequon Rd              |                                |                                                           |
| Cara Ann Maruggi Stawicki fw/07-10-73 came to GPD for car seat installation on her 2004 Toyota, WI reg 687401.                        |                                   |                                |                                                           |
| <b>14-009169</b>                                                                                                                      | <b>Public Relations/Education</b> | Disposition<br>Unit<br>Officer | <b>Police Assist Given</b><br><b>722</b><br><b>PAS117</b> |
| 05/28/14 12:0613                                                                                                                      | W204N11968 Goldendale Rd          |                                |                                                           |
| St Boniface DARE graduation                                                                                                           |                                   |                                |                                                           |
| <b>14-009171</b>                                                                                                                      | <b>Public Relations/Education</b> | Disposition<br>Unit<br>Officer | <b>Police Assist Given</b><br><b>701</b><br><b>PGH111</b> |
| 05/28/14 12:5506                                                                                                                      | W204N11968 Goldendale Rd          |                                |                                                           |
| St Boniface Dare Graduation                                                                                                           |                                   |                                |                                                           |
| <b>14-009294</b>                                                                                                                      | <b>Public Relations/Education</b> | Disposition<br>Unit<br>Officer | <b>Police Assist Given</b><br><b>733</b><br><b>RJB141</b> |
| 05/30/14 08:5543                                                                                                                      | W159N9939 Butternut Rd            |                                |                                                           |
| DARE                                                                                                                                  |                                   |                                |                                                           |
| <b>14-009308</b>                                                                                                                      | <b>Public Relations/Education</b> | Disposition<br>Unit<br>Officer | <b>Police Assist Given</b><br><b>739</b><br><b>TEO138</b> |
| 05/30/14 13:2001                                                                                                                      | W180N11501 River Ln               |                                |                                                           |
| Drill at the high school                                                                                                              |                                   |                                |                                                           |
| <b>14-009330</b>                                                                                                                      | <b>Public Relations/Education</b> | Disposition<br>Unit<br>Officer | <b>Citation Issued</b><br><b>749</b><br><b>SDJ101</b>     |
| 05/30/14 21:0044                                                                                                                      | W166N11541 Abbey Ct               |                                |                                                           |
| Citation delivery                                                                                                                     |                                   |                                |                                                           |

## Germantown Police Department

## Roll Call Log



|                  |                      |             |                            |
|------------------|----------------------|-------------|----------------------------|
| <b>14-007396</b> | <b>K9 Deployment</b> | Disposition | <b>Police Assist Given</b> |
| 05/01/14 07:3352 | 300 Slinger Rd       | Unit        | <b>710</b>                 |
|                  |                      | Officer     | <b>DSH108</b>              |

K9 search Slinger High School

|                  |                      |             |                            |
|------------------|----------------------|-------------|----------------------------|
| <b>14-007488</b> | <b>K9 Training</b>   | Disposition | <b>Police Assist Given</b> |
| 05/02/14 16:3902 | N112W16877 Mequon Rd | Unit        | <b>710</b>                 |
|                  |                      | Officer     | <b>DSH108</b>              |

Drug detection in annex, including blank rooms. Training report filed.

|                  |                      |             |                            |
|------------------|----------------------|-------------|----------------------------|
| <b>14-007759</b> | <b>K9 Deployment</b> | Disposition | <b>Police Assist Given</b> |
| 05/06/14 15:5927 | N112W16877 Mequon Rd | Unit        | <b>710</b>                 |
|                  |                      | Officer     | <b>DSH108</b>              |

Free air sniff of silver Chevrolet sedan in main police garage reference 14-7664. Handler first deployed dog around one blank vehicle (squad car with no drugs hidden on it), and dog did not alert. First pass around suspect Chevrolet was a counter-clockwise low pass starting in vicinity of driver's front bumper. Second mid-level counter-clockwise pass K9 alerted on rear driver's door seam near back of car, indicating presence of odor of narcotics on/inside vehicle. Information TOT 723 for disposition.

|                  |                      |             |                            |
|------------------|----------------------|-------------|----------------------------|
| <b>14-007901</b> | <b>K9 Deployment</b> | Disposition | <b>Police Assist Given</b> |
| 05/08/14 14:3805 | 500 N Schmidt Rd     | Unit        | <b>710</b>                 |
|                  |                      | Officer     | <b>DSH108</b>              |

Commercial Motor Vehicle and passenger vehicle drug interdiction with Washington County. 7 free air sniffs were done on commercial motor vehicles, no alerts.

|                  |                        |             |                            |
|------------------|------------------------|-------------|----------------------------|
| <b>14-007985</b> | <b>K9 Deployment</b>   | Disposition | <b>Police Assist Given</b> |
| 05/09/14 17:1411 | W160N11836 Crusader Ct | Unit        | <b>710</b>                 |
|                  |                        | Officer     | <b>DSH108</b>              |

Youth Futures Lock-In at KMS

|                  |                              |             |                            |
|------------------|------------------------------|-------------|----------------------------|
| <b>14-008599</b> | <b>K9 Deployment</b>         | Disposition | <b>Police Assist Given</b> |
| 05/19/14 13:4237 | Washington Co Sheriff's Dept | Unit        | <b>710</b>                 |
|                  |                              | Officer     | <b>DSH108</b>              |

WASO requests K9 for free air sniff of vehicle, Colgate Road south of County Line Road. Driver gave consent to search upon arrival of K9 Unit. No contraband in car.

|                  |                         |             |                            |
|------------------|-------------------------|-------------|----------------------------|
| <b>14-008619</b> | <b>K9 Deployment</b>    | Disposition | <b>Police Assist Given</b> |
| 05/19/14 21:1018 | W194N11055 Kleinmann Dr | Unit        | <b>710</b>                 |
|                  |                         | Officer     | <b>DSH108</b>              |

Alarm 14-8617 with two open doors on two buildings. K9 did building searches off leash.

|                  |                      |             |                            |
|------------------|----------------------|-------------|----------------------------|
| <b>14-008720</b> | <b>K9 Deployment</b> | Disposition | <b>Police Assist Given</b> |
| 05/21/14 11:5518 | W180N11501 River Ln  | Unit        | <b>710</b>                 |
|                  |                      | Officer     | <b>DSH108</b>              |

K9 sniff GTHS with Mequon PD K9. All student lockers sniffed except gym lockers. One alert, no contraband found.

Friday, June 20, 2014 14:21:04

\*\* For official use only \*\*

## Germantown Police Department

### Roll Call Log



**14-008859**

#### K9 Deployment

Disposition **Police Assist Given**  
Unit **710**  
Officer **DSH108**

05/23/14 12:2250 W204N11968 Goldendale Rd

K9 donation and presentation at St. Boniface School.

**14-009382**

#### K9 Training

Disposition **Police Assist Given**  
Unit **710**  
Officer **DSH108**

05/31/14 14:3503 N112W16877 Mequon Rd

K9 training Steinig Tal 05-06-14. Training report filed.

**14-009383**

#### K9 Training

Disposition **Police Assist Given**  
Unit **710**  
Officer **DSH108**

05/31/14 14:3518 N112W16877 Mequon Rd

Annual K9 recertification Steinig Tal Kennel 05-27-14 to 05-30-14. Certificate issued.

**14-009414**

#### K9 Deployment

Disposition **Police Assist Given**  
Unit **710**  
Officer **DSH108**

05/31/14 23:4641 N108W18500 Lilac Ln

Suspicious vehicle 14-9399. Free air sniff on vehicle, K9 alerted, driver admitted marijuana was in vehicle. Small amount of marijuana located inside vehicle.

**Adm. Sec. Julie Barth**

---

**From:** Adm. Sec. Julie Barth  
**Sent:** Tuesday, June 24, 2014 10:42 AM  
**To:** Chief Peter Hoell  
**Cc:** Officer Ryan Bloch; Officer Shawn Jones  
**Subject:** thanks to officers

Dr. Joseph Haney called re: a rescue call he was a victim of on Sunday, 06/22/14, incident #14-010830. He wanted you to know that the officers were very professional and compassionate when they responded to his request for a rescue squad. He said they arrived prior to rescue and as first responders he was very impressed with their conduct.

The officers who responded to his residence were P.O. Bloch and P.O. Jones.

*Julie L. Barth*  
Administrative Secretary  
Germantown Police Department  
PO Box 96  
Germantown WI 53022  
(262)253-7788  
[jbarth@germantownpolice.org](mailto:jbarth@germantownpolice.org)

# Germantown Fire Department

## April Monthly Report

Gary L. Weiss Fire Chief



### Incident Statistics

|                    | Structure Fires |       | Non-Structure Alarms |      | Medical Alarms |      | YTD Total |
|--------------------|-----------------|-------|----------------------|------|----------------|------|-----------|
|                    | Current         | Last  | Current              | Last | Current        | Last |           |
| Number of Calls    | 3               | 6     | 25                   | 22   | 90             | 103  | 606       |
| Avg. Response Time | 17:30           | 16:36 |                      |      | 6:54           | 6:52 | 11:52     |
| Inspections        | 144             | 132   |                      |      |                |      |           |
| Firefighter        | Injuries        | 0     | Deaths               | 0    |                |      |           |
| Civillian          | Injuries        | 0     | Deaths               | 0/1  |                |      |           |

### Greater Alarms / Mutual Aid

|                 | Mutual Aid Recvd. | Mutual Aid Given | MABAS Alarms |
|-----------------|-------------------|------------------|--------------|
|                 |                   |                  |              |
| Number of Calls | 1                 | 2                | 2            |

### Comments

Began a Company Inspection Program  
 Narcan Ordered for Police Department  
 Working with Wal-Mart to fund Emergency Medical Dispatched Training  
 Beta Test site for Stroke Alert Protocol  
 Stroke Incident (attached memo)  
 Heart Attach Incident (attached memo)  
 Daily Truck Check Sheet/Policy  
 Near Miss Reporting Page  
 Dennis Rubin Program (Ethics & Leadership in the Fire Service)  
 Wal-Mart Public education Program-Approximately 250 visitor

**Response Time** includes both dispatch time and travel time. It begins when dispatch receives the call and when the first unit arrives on scene.

**Structure Fire** – Fires that occur in structures

**Non-Structure Fires** – examples include grass fires, rubbish or motor vehicle fires.

**Medical Alarms** – Alarms that are a request for Emergency Medical Services.

**Greater Alarms** – Alarms that require assistance of the box level or higher.

**Mutual Aid** – Incidents the we needed assistance or provided assistance of another agency.

\*\*\*\*\*NFPA 1720 = < 8 mins. 90% of the time \*\*\*\*\*

# Village of



# Germantown

## Fire Department

N115 W18752 Edison Drive  
Germantown, Wisconsin 53022  
Phone: (262) 502-4701  
Fax: (262) 502-4744

Gary L. Weiss  
Fire Chief

### Stroke Incident May 28, 2014



When a person has a cerebral vascular incident (CVA) commonly call a stroke, it is extremely Important that the person receive a MRI/CAT Scan with one hour of the incident. This is because the administration of a "clot busting medicine" called TPA is required to prevent long term or permanent brain damage. The standard has been from entry into the Emergency Department to MRI/CAT Scan of 40 minutes. In that time blood need to be drawn, a 12 lead EKG and physical exam need to be completed.

Working with Community Memorial Hospital the Germantown Fire Department is participating as the lead fire service agency in a Beta Test to reduce the time to MRI/CAT Scan. The overall goal is 40 minutes from call initiation (911) to MRI/CAT scan.

To accomplish these three areas need to work together.

1. Pre-hospital recognition of a possible stroke and instructions. The Fire Department and Police Department are working together to have the Communication Officers trained as Emergency Medical Dispatcher to provide pre-arrival instructions to callers. This nationally accepted and used program will assist in the teamwork approach to saving lives.
2. Fire Department drawing blood and completing the 12 Lead EKG and transmitting to the Emergency Department. This is already being accomplished by the fire department today.
3. Pre hospital physical exam. Fire Department members have been trained to identify a stroke patient during their pre-hospital physical exam and this information is provided to the hospital so they can prepare for the patient.

If all of these pre-hospital interventions come together we will get the person to the MRI/CAT Scan within the time from call to MRI/CAT scan of 40 minutes.

The Germantown Fire Department has already met this goal with a patient and was commended by the Emergency Department Staff and our Medical Director.

This is just one example of how your Germantown Fire Department is providing cutting edge pre-hospital emergency medical care.

# Village of



# Germantown

## Fire Department

N115 W18752 Edison Drive  
Germantown, Wisconsin 53022  
Phone: (262) 502-4701  
Fax: (262) 502-4744

Gary L. Weiss  
Fire Chief

### Heart Attack Incident

June 5, 2014



On the above listed date your Germantown Fire Department was dispatched to a local business for a report person with chest pain. The fire Department Ambulance had a response time of 2.5 minutes.

During the physical exam, vital signs and EKG it was determined that the patient was having an Inferior Wall Myocardial Infarction, a serious heart attack. Our members notified the hospital (Cardiac Alert), provided pre-hospital care. The patient was transported to Community Memorial Hospital.

Upon arrival at the Emergency Department the patient was routed directly to the cardiac catheterization lab. It was determined that the main artery of the heart was 100% occluded and a catheterization was not feasible. He then was sent for a cardiac artery bypass surgery. He currently is well on his way to a complete recovery.

Due to the excellent pre-hospital care provided by your Germantown Fire Department this patient was on his way to surgery within 1 hour of arrival at the hospital.

This is just another example of how a fast response time, proactive firefighter/EMT's and the total team approach to pre-hospital care worked to save a life.

I have been advised by our medical director that if it was not for the early recognition of a heart attack and the pre hospital treatment by our firefighter/EMT's this patient most likely would not have survived.

# Village of



# Germantown

## Fire Department

N115 W18752 Edison Drive  
Germantown, Wisconsin 53022  
Phone: (262) 502-4701  
Fax: (262) 502-4744

Gary L. Weiss  
Fire Chief

To: Lt. Pete Silvis  
Lt. Robert Asmondy  
Lt. Kevin Schodron  
FF Jeremy Neu  
FF Caitlin Krieg

From: Gary L. Weiss, Fire Chief

Date: June 24, 2014

Subject: Citizen Complement-Job Well Done



Today I received a call today from the patient you treated on Sunday, June 22, 2014 located on Kings Court in Germantown. He was highly complementary of the level of care and professionalism demonstrated by each of you.

As a Doctor he told me that he understands "bed-side-manner" and commented that the care and "bed-side-manner" provided was excellent.

On behalf of the Germantown Fire Department and the Village, please accept my sincere gratitude for a JOB WELL DONE. Your professionalism and high level of patient care truly shows your dedication to the citizens of the Village of Germantown.

Once again, Great job!

Sincerely,

Gary L. Weiss, EFO  
Fire Chief

cc: Personal file

Public Safety Committee



**Chief Gary L. Weiss and the Germantown  
Fire Department**

**Presents**

**ETHICS AND LEADERSHIP FOR THE FIRE  
SERVICE**

**DATE: Saturday, July 12, 2014**

**0830-1700**

**Location: Germantown Public  
Library**

**N112 W16957 Mequon Rd.  
Germantown, WI 53022**

**Instructor: Chief Dennis Rubin**



**Former Chief of the District of Columbia Fire Department**

**This one day seminar includes is based on the text book written by  
Chief Rubin,**

**Rube's Rules for Leadership and DC Fire**

The morning session will be "*Rube's Rules for Leadership*". Chief Rubin has developed his personal lists of "*rules to live by*" over the past four decades and will share these 13 "Mission Critical" rules in an open, honest, and humorous way. Discussions will include how you can adopt these 13 rules and implement them in your own leadership style. You will get Rubin's insight about these thirteen rules and much more of his leadership philosophy during this guided discussion with a Chief that has served in some of the largest Fire & Rescue Departments.

The afternoon session will be "*DC Fire: Leadership & Accountability Issues*". Chief Dennis Rubin will be sharing some insight of the inter-workings of one of America's largest Fire & EMS Departments. Discussions will include various case studies and he will describe how these issues were resolved and what the outcome was of the solutions that were selected and actually implemented.

**There is no cost for this program, and lunch will be provided.**

**Dress Code: We respectfully request that all attends wear their department uniform with a collared shirt, or dress business casual.**

**Contact Chief Gary L. Weiss at 262-502-4701 or [gweiss@germantownfiredept.com](mailto:gweiss@germantownfiredept.com) to reserve your seat.**

V.C

Overtime Report for Police & Fire Departments

2014 Year to date through:

8-Jun-14

| 2014          |                     |                     |                       |                      |                | 2013                |                      |                                 |                        |
|---------------|---------------------|---------------------|-----------------------|----------------------|----------------|---------------------|----------------------|---------------------------------|------------------------|
| 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         | 48.50               | 2,432.03              | 16.75                | 25.13          | 5.00                | 159.75               | 164.75                          | 250.73                 |
| 92            | Bloch, Ryan         | 52.00               | 2,607.54              | 5.75                 | 8.63           | 260.25              | 39.38                | 299.63                          | 13,050.24              |
| 141           | Borden, Ray         | 24.50               | 1,263.83              | 34.25                | 51.38          | 58.00               | 219.75               | 277.75                          | 2,991.93               |
| 115           | Case, Robert        | 72.00               | 3,610.44              | 10.00                | 15.00          | 247.00              | 158.25               | 405.25                          | 12,385.82              |
| 106           | Eggers, Michael     | 5.50                | 306.65                | 0.00                 | 0.00           | 22.50               | 0.00                 | 22.50                           | 1,254.49               |
| 91            | Gonzalez, Jeff      | 54.00               | 2,707.83              | 11.75                | 17.63          | 268.00              | 17.25                | 285.25                          | 13,438.86              |
| 101           | Jones, Shawn        | 92.75               | 4,258.62              | 0.00                 | 0.00           | 253.75              | 4.50                 | 258.25                          | 11,650.93              |
| 88            | Laux, Kevin         | 6.75                | 338.48                | 29.08                | 43.63          | 40.50               | 108.75               | 149.25                          | 2,030.87               |
| 142           | Marten, Shawn       | 60.00               | 3,008.70              | 11.75                | 17.63          | 141.50              | 38.25                | 179.75                          | 7,095.52               |
| 102           | Mikulec, Dan        | 22.00               | 811.14                | 41.00                | 61.50          | 33.50               | 22.50                | 56.00                           | 1,235.15               |
| 152           | Miller, Timothy     | 45.00               | 2,256.53              | 0.00                 | 0.00           | 362.25              | 46.50                | 408.75                          | 18,165.03              |
| 86            | Moschea, Daniel     | 82.75               | 4,149.50              | 26.00                | 39.00          | 162.50              | 83.25                | 245.75                          | 8,148.56               |
| 138           | Olson, Toni         | 88.00               | 4,539.48              | 36.50                | 54.75          | 129.25              | 142.50               | 271.75                          | 6,667.36               |
| 96            | Pierzchalski, David | 33.00               | 1,654.79              | 52.25                | 78.38          | 72.00               | 235.50               | 307.50                          | 3,610.44               |
| 98            | Rechlicz, Justin    | 14.00               | 702.03                | 64.00                | 96.00          | 67.25               | 165.75               | 233.00                          | 3,372.25               |
| 87            | Schleis, Zachery    | 35.50               | 1,780.15              | 37.50                | 56.25          | 102.75              | 282.75               | 385.50                          | 5,152.40               |
| 117           | Schmitt, Penny      | 4.75                | 264.84                | 28.50                | 42.75          | 5.00                | 86.25                | 91.25                           | 278.78                 |
| 121           | Schubert, Matthew   | 30.75               | 1,541.96              | 8.50                 | 12.75          | 96.00               | 32.63                | 128.63                          | 4,813.92               |
| 126           | Showalter, Steve    | 1.00                | 50.15                 | 20.00                | 30.00          | 0.00                | 91.50                | 91.50                           | 0.00                   |
| 128           | Stieve, Jeffrey     | 0.00                | 0.00                  | 10.25                | 15.38          | 0.00                | 53.25                | 53.25                           | 0.00                   |
| 93            | Suedkamp, Adam      | 2.00                | 100.29                | 35.25                | 52.88          | 52.00               | 84.00                | 136.00                          | 2,607.54               |
| 145           | Theep, James        | 79.75               | 3,999.06              | 42.50                | 63.75          | 140.00              | 32.25                | 172.25                          | 7,020.30               |
| 99            | von Bereghy, Darren | 79.50               | 2,931.17              | 27.75                | 41.63          | 45.00               | 33.38                | 78.38                           | 1,659.15               |
| Total Police  |                     | 45,315.19           |                       |                      |                |                     |                      | *                               | 126,880.25             |
| Annual Budget |                     | 95,000.00           |                       |                      |                |                     |                      |                                 | 95,000.00              |

|                                |           |            |                                                                                     |                                                     |             |
|--------------------------------|-----------|------------|-------------------------------------------------------------------------------------|-----------------------------------------------------|-------------|
| State Aid Reimbursement        | 16,620.67 | 06.18.2014 |  | <b>Total year end actual = \$130,806.59</b>         |             |
| Hunting/Concealed Carry Permit | 400.00    | 06.18.2014 |                                                                                     | * (difference from report due to personnel changes) |             |
|                                |           |            |                                                                                     |                                                     |             |
|                                |           |            |                                                                                     | 2013 State Aid Reimb                                | \$22,980.10 |
|                                |           |            |                                                                                     | 2013 'Hunting/Concealed Carry Permit                | 1,573.50    |

Note: Overtime hours to comp are reflected in regular wages

| Fire Dept - Full Time       |                        |             |            |             |              |             |            |             |              |
|-----------------------------|------------------------|-------------|------------|-------------|--------------|-------------|------------|-------------|--------------|
| *                           | 523 Delain, John       | 236.50      | 7,478.13   | 6.00        | 9.00         | 275.25      | 0          | 275.25      | 8,013.90     |
| *                           | 563 Rossman, Craig     | 74.25       | 2,347.79   | 55.25       | 82.88        | 109.75      | 0          | 109.75      | 3,195.37     |
| *                           | 593 Smith, Steve       | 70.75       | 2,237.12   | 17.00       | 25.50        | 137.75      | 56.25      | 194         | 4,010.59     |
|                             |                        |             |            |             |              |             |            |             |              |
| Fire Dept Regular Part-time |                        |             |            |             |              |             |            |             |              |
|                             |                        | over 60     |            |             |              | over 60     |            |             |              |
|                             |                        | Hrs over 60 | @ Reg Rate | Over 80 hrs | True OT cost | Hrs over 60 | @ Reg Rate | Over 80 hrs | True OT Cost |
| **                          | 625 Goetz, Steve       | 306.00      | 5,318.28   | 146.39      | 3,816.36     | 328.75      | 5,260.00   | 33.00       | 4,440.00     |
| **                          | 617 Hass, Thomas       | 912.50      | 15,859.25  | 733.86      | 19,131.81    | 1407        | 22,512.00  | 445.50      | 22,902.00    |
| **                          | 575 Karpinski, Matthew | 1199.25     | 20,842.97  | 968.11      | 25,238.56    | 1680.25     | 26,884.00  | 848.75      | 32,526.00    |
| **                          | 609 Franke, Jeremy     | 784.25      | 13,630.27  | 610.36      | 15,334.26    | 1066.5      | 17,064.00  | 311.50      | 21,182.10    |
|                             |                        |             |            |             | 63,520.99    |             |            |             |              |
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V. DI



# POLICY & PROCEDURE

## GERMANTOWN POLICE DEPARTMENT

SUBJECT: **CODE OF CONDUCT/SWORN PERSONNEL**

SCOPE: All Department Personnel  
DISTRIBUTION: Policy & Procedure Manual

REFERENCE: WI State Statutes: 62.13, 111.70, and Chapter 164

NUMBER: 1.04

ISSUED: 06/16/2014

EFFECTIVE: 06/23/2014

☐ RESCINDS

☐ AMENDS

WILEAG 4<sup>TH</sup> EDITION

STANDARDS: 1.2.3

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INDEX AS: Code of Conduct, Sworn Personnel  
Dress Code  
Gifts, Gratuities, Bribes, Rewards  
Personal Appearance  
Professional Conduct  
Rules of Conduct  
Uniforms

PURPOSE: The purpose of this Policy & Procedure is to give practical meaning to our stated Department Mission Statement by setting forth for all sworn members of the Germantown Police Department an articulated Code of Conduct which encompasses and describes expectations of behavior and conduct, both on duty and off duty in addition to on duty appearance.

This Policy & Procedure consists of the following numbered sections:

I. DEFINITIONS

II. INTRODUCTION

III. RULES OF CONDUCT

I. DEFINITIONS

A. Member: Any person, regardless of rank, title, sworn or non-sworn position, employed by the Village of Germantown as a member of the Germantown Police Department.

- B. Officer: Any person who is a sworn member of the Germantown Police Department.

## II. INTRODUCTION

- A. Officers of the Germantown Police Department upon appointment and before being assigned to any duties in the Department shall take and subscribe to an oath of office administered by the Village Clerk or other authorized person in such form as may be required, also refer to Policy & Procedure 1.02: Employee Role.
- B. The following rules are intended to regulate the general conduct of all sworn members of the Germantown Police Department in all areas and under all circumstances. These rules form the basic framework of discipline and regulate the expected and accepted behavior of members. The rules contained herein are inherently rigid because they deal with the basic character of law enforcement responsibility and authority. The breach of these rules directly reflects upon the integrity of the Department and all persons connected with it.

Complete and absolute adherence is, of course, impossible because of the infinite number of factors governing the many facets of law enforcement work. Whenever there is doubt as to the meaning or intent of a rule, members should seek interpretation or explanation. In cases not covered by specific rules, members must exercise sound judgment and discretion. These rules require strict compliance by all members.

For the purposes of this Policy, the term member(s) shall apply to all Department employees, and the term(s) officer shall apply to only sworn employees.

- C. All members of the Germantown Police Department will become thoroughly familiar with, and shall comply with all Department written directives in the performance of assigned duties.
- D. Members are subject to disciplinary action for the commission of any act that is prohibited or the omission of any act that is required. Non-compliance with any written directive may also result in disciplinary action.

### E. Types of Discipline

#### 1. Counseling/Oral Reprimand

- a) Any superior officer or any member acting in such capacity may exercise the prerogative of immediate correction or admonishment of a subordinate whenever the nature or circumstances of an incident may not warrant a written reprimand or formal disciplinary action. If the application of immediate correction or admonishment is not effective, a written reprimand can be administered.

- b) Verbal reprimands shall be documented in writing. They shall be kept in each employee's file (for use in the employee's annual performance evaluation).

## 2. Written Reprimand

- a) Written reprimands are used for minor infractions and do not require an internal investigative complaint nor a formal investigation.
- b) Written reprimands may be imposed by any superior officer.
- c) Before a written reprimand is imposed, a review will be made of previous reprimand notifications, if any, in the member's personnel file. If this review indicates repeated infractions, of a similar nature for which a written reprimand was imposed, more formal discipline may be initiated.
- d) When a written reprimand has been imposed, the reprimand will be prepared and will require the member's signature on the form to attest to the member's understanding that he/she has been officially reprimanded. Should the member refuse to sign the reprimand, the reprimand will be marked "REFUSED".
- e) After the forms are signed or marked "REFUSED" as appropriate, the superior officer will sign the reprimand. Written reprimands shall be kept in each officer's file for use in the officer's annual performance evaluation.

## 3. Suspension without Pay

- a) Suspension without pay is a period of time during which a member's salary is withheld for disciplinary reasons.
- b) A superior officer or any member acting in such capacity may recommend a suspension, but the Chief of Police reserves the right to set the severity and impose the suspension.
- c) Suspension without pay is not to be confused with a member being relieved of duty with pay pending an investigation or bringing of formal charges.

## 4. Demotion/Dismissal

- a) Demotion is a transfer of a member from a position in a higher class to a position in a lower class for which the maximum rate of pay is lower.
- b) Dismissal is an involuntary separation of a member from the Department.
- c) All formal charges shall be filed with the Germantown Board of Police and Fire Commissioners.

## 5. Progressive Discipline

- a) The principle of progressive discipline is recognized and, under ordinary circumstances, the Village will proceed with disciplinary actions in the following succession with a copy to the labor representative:
  - (1) Verbal warning.
  - (2) Written warning
  - (3) Suspension, the number of days will be at the discretion of the Police Chief, with written warning.
  - (4) Suspension, the number of days will be at the discretion of the Police Chief, with written warning.
  - (5) Dismissal.
- b) The Department reserves the right not to follow the above when the infraction is of a serious nature.
- c) Written reprimands and/or written notations of verbal reprimands which were not accompanied by any further disciplinary action may be removed from an employee's personnel file after an incident-free twelve-month period from the date of filing such reprimand or notation.

## III. RULES OF CONDUCT

- A. The following Rules of Conduct shall apply to all sworn members of the Germantown Police Department.
  - 1. **CONFORMANCE TO LAW:** All members, on or off duty, shall obey the laws of the United States and of any state and local jurisdiction in which they are present. No member shall commit an intentional breach of an order of a court. A conviction for a felony or any offense punishable by incarceration shall be prima facie evidence of a violation of this rule.
  - 2. **USE OF FORCE:** No officer shall, while on or off duty, use or participate in the use of excessive force against any person; or engage in any unjustified physical assault against any person, including the use of oleoresin capsicum (pepper) spray or a Taser; nor shall they use insulting, unjustifiably threatening words or gestures to any person while on duty.
    - a) Officers shall act at all time within the standards for use of force as stated in the Department's Policy & Procedures Manual, Chapter 5.
  - 3. **CARRYING AND DISPLAY OF FIREARMS:** Officers shall carry firearms in accordance with the law and established Departmental procedures. Officers shall not unlawfully or unnecessarily use or display a firearm or use a weapon

not in conformity with applicable policies or directives.

4. **SEXUAL HARASSMENT:** No member shall sexually harass any employee of the Village or any citizen they come in contact with. Sexual harassment is described as unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature. Sexual conduct, which unreasonably interferes with an individual's work or performance, or creates an intimidating, hostile, or offensive environment for work constitutes sexual harassment, also refer to Policy & Procedure 1.06: Harassment in the Workplace.
5. **UNBECOMING CONDUCT:** Officers will conduct themselves at all times, both on and off duty, so as not to reflect disfavor on the Department. Conduct unbecoming an officer shall include that which brings the Department into disrepute or reflects discredit upon the officer as a member of the Department, or that which impairs the operation or efficiency of the Department or officer.
6. **IMMORAL CONDUCT:** Officers shall not participate in any incident involving moral turpitude which impairs their ability to perform as law enforcement officers or causes the Department to be brought into disrepute.
7. **INSUBORDINATION:**
  - a) No member shall refuse or fail to obey a lawful order or directive from a superior officer or refuse or fail to obey an order or directive relayed from a superior officer or by a member of the same or lesser rank.
  - b) No member shall exhibit disrespectful conduct toward a superior officer by acts or omissions to act or by language, which detracts from the respect due the authority and person of the superior officer.
  - c) Members of the Department must cooperate in any official internal investigation of alleged misconduct, illegal activity or impropriety. Failure to answer questions or submit to proper investigative techniques constitutes insubordination.
8. **CONFLICTING ORDERS:** Officers who are given an otherwise lawful order which is in conflict with a previous order or written directive shall respectfully inform the superior officer issuing the order of the conflict. If the superior officer issuing the order does not alter or retract the conflicting order, the order shall stand. Under these circumstances, the responsibility for the conflict shall be upon the superior officer. Officers shall obey the conflicting order and shall not be held responsible for disobedience of the order or written directive previously issued.
9. **NEGLECT OF DUTY:** Members shall not play games, watch television or movies or otherwise engage in entertainment while on duty, except as may be

permitted in the performance of duty. They shall not engage in any activities or personal business, which would cause them to neglect or be inattentive to duty.

a) Members are in violation of this rule for:

- (1) Intentional failure to take necessary police action and/or failure to make a written report;
- (2) Failure to properly patrol their area and make necessary reports;
- (3) Failure to properly complete an investigation and make necessary reports;
- (4) Failure to appear for court or a hearing when duly notified or subpoenaed;
- (5) Failure to respond to a radio call;
- (6) Conducting personal affairs on duty without supervisory approval;
- (7) Allowing a prisoner to escape through carelessness or neglect;
- (8) Failure to search for, collect and preserve, and identify evidence of persons, property and locations in any arrest or investigation.

#### **10. SUPERVISORY NEGLECT OF DUTY**

a) Supervisors and acting supervisors are in violation of this rule for:

- (1) Failure to properly perform assigned or required supervisory responsibilities;
- (2) Failure to insure subordinates perform assigned or required duties;
- (3) Failure to investigate or report actual or alleged incidents of misconduct or violations of Department written directives;
- (4) Failure to insure proper care of Department property or equipment;
- (5) Failure to advise employee of grievance and appeal process or to apprise superiors of pending or reported grievances;
- (6) Misuse or abuse of supervisory authority or privilege.

**11. LEAVING DUTY POST:** Officers shall not leave their assigned duty posts during a tour of duty except when authorized by proper authority or in case of an emergency where prior consultation with a superior officer is impossible.

**12. SLEEPING ON DUTY:** Members shall remain awake while on duty. If unable

to do so, they shall so report to their superior officer who shall determine the proper course of action.

**13. OFFICIAL REPORTS:**

- a) No member shall fail to write and file required complete reports, supplements or memorandums as soon as possible after the event. Nor shall any member fail to file original or subsequent reports upon the order of a commanding officer or supervisor. Reports will be completed at the time of the event unless permission to postpone completed report is obtained by a superior officer.
- b) Clerical and grammatical errors and inaccuracies in names and addresses in communications and reports shall be carefully avoided. All superior officers signing communications and reports containing such errors and inaccuracies shall be held responsible.

**14. UNSATISFACTORY PERFORMANCE:** Members shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Members shall perform their duties in a manner, which will maintain the highest standards of efficiency in carrying out the functions and objectives of the Department. Unsatisfactory performance may be demonstrated by:

- a) A lack of knowledge of the application of laws required to be enforced;
- b) An unwillingness or inability to perform assigned tasks;
- c) The failure to conform to work standards established for the member's rank, grade, or position;
- d) The failure to take appropriate action on the occasion of a crime, disorder, or other condition deserving Department attention;
- e) An absence without leave.

**15. FALSE REPORTS:**

- a) No member shall make a false written or verbal official report, or knowingly or willingly enter or cause to be entered into any Department report, record, application, interview or hearing, any inaccurate, false or improper information or knowingly make an inaccurate or false verbal report to a fellow or superior officer.
- b) Members shall truthfully answer all questions specifically directed and narrowly related to the scope of employment and operations of the Department which may be asked of them; they shall not make any false statements.

- c) No member shall make any false sick or injury report.

**Comment:** This rule covers both express falsity and withholding of complete information known to the reporter.

- 16. **COMPUTER SYSTEMS:** No member shall access, in any way, any computer program, directory, file, or application unless authorized. No member shall use another member's computer Login name, security password, or other unique identifier. Also refer to Policy & Procedures 1.19 and 1.20.

**Comment:** This does not apply to authorized computer system administrators engaged in their official duties.

#### 17. **TRUTHFULNESS:**

- a) Members are required to speak the truth at all times and under all circumstances, whether under oath or otherwise, except in cases where they are not allowed by the rules of the Department to divulge the facts within their knowledge.
- b) Officers shall not make false accusations of a criminal or traffic charge.

- 18. **MISAPPROPRIATION:** No member shall keep, transfer, retain, or convert to his/her own use, any property of the Village of Germantown or property held by the Department unless authorized by the Chief of Police.

- 19. **MISUSE OF EVIDENCE/PROPERTY:** No officer shall fail to inventory and process recovered property in conformity with Department written directives. Members shall not convert to their use, manufacture, conceal, destroy, remove, tamper with or withhold any property seized, found, or turned into the Department except in conformance with statutes, ordinances, or written directives.

#### 20. **GRATUITIES, GIFTS, BRIBES, REWARDS:**

- a) No member shall solicit or accept, directly or indirectly, any gratuity, fee, reward, gift or other compensation for services rendered as a Department member, or as a condition of rendering such service, or as a condition for not performing required duties as part of their employment with the Department.
- b) No member shall receive anything of value free of charge or at a reduced charge while on duty.
- c) No member shall accept or solicit a bribe or gratuity for permitting an illegal act.
- d) No member of the department shall solicit anything of value for the

Department without permission of the Chief of Police.

**21. REPORTING FOR DUTY:** Members shall report for duty at the time and place required by assignment or orders and shall be physically and mentally fit to perform their duties. They shall be properly equipped and cognizant of information required for the proper performance of duty so that they may immediately assume their duties.

- a) Judicial subpoenas shall constitute an order to report for duty under this section.
- b) Habitual tardiness shall constitute a violation of this Policy & Procedure.
- c) Officers while off-duty and at their place of residence shall report to the station within one (1) hour of receiving notice of recall or order to report.

Note: It shall not be a violation of this sub-section if an officer fails to report for duty, within one (1) hour, due to an emergency or some sudden or unusual circumstances beyond the officer's control. Residency may be a factor taken into consideration when evaluating response time under this section.

**22. USE OF ALCOHOL ON-DUTY:** No member shall report for duty while under the influence of an intoxicating beverage, or use intoxicating beverages, at any time while on duty. The Chief of Police may authorize reasonable exceptions to this rule for bona fide law enforcement investigative purposes.

**23. OFF-DUTY CONDUCT:**

- a) **Subject to call:** Officers shall have regular hours assigned to them for duty, and when not so employed they shall be considered off-duty. However, they shall always be subject to duty by order of the Chief of Police or his/her designee.
- b) **Use of Alcohol:** Officers, while off duty, shall refrain from consuming intoxicating beverages to the extent that it constitutes a violation of the laws of the State of Wisconsin or ordinances adopted in conformity therewith. It is a violation of this rule to use alcoholic beverages off-duty while armed with a firearm or off-duty while in uniform and in a public place.

**24. ALCOHOLIC BEVERAGES AND DRUGS IN POLICE FACILITIES:** Members shall not store or bring into any police facility or vehicle, alcoholic beverages, controlled substances, narcotics or hallucinogens, except alcoholic beverages, controlled substances, narcotics or hallucinogens which are taken and held as evidence.

**25. DRUG ABUSE:** No member shall abuse any legally prescribed drug or

controlled substance on or off duty or abuse any non-prescribed drug.

26. **POSSESSION AND USE OF DRUGS:** Members shall not possess or use any controlled substances, narcotics, hallucinogens, or prescription medications, except when prescribed in the treatment of members by a physician or dentist.
27. **CONTROLLED SUBSTANCES:** No member shall use any controlled substance, or possess any controlled substance, on or off duty except in the course of authorized police duty, or except as prescribed for medication during an illness. Officers shall report to a superior officer the use of prescription medicine, which may adversely affect their ability to perform their duty in any way prior to reporting for duty.
28. **SELF REPORTING OF ARREST:** Members shall promptly submit a written report that any employee, including oneself, has been arrested or is under investigation for a criminal offense by an agency other than the Germantown Police Department. Officers shall maintain a Wisconsin driver's license for employment purposes and shall report the loss of such privilege immediately to the Chief of Police.
29. **COURTESY TO PUBLIC:** All members shall be courteous to the public and be tactful in the performance of their duties, control their tempers, exercise the utmost patience and discretion, even in the face of extreme provocation. When any person requests assistance or advice, or makes a complaint or reports either by telephone or in person, all pertinent information will be obtained in an official and courteous manner and will be properly and judiciously acted upon consistent with established Department procedures.
30. **CITIZEN COMPLAINTS:** Officers shall courteously and promptly record in writing any complaint made by a citizen against any member of the Department. Officers may attempt to resolve the complaint, but shall never attempt to dissuade any citizen from lodging a complaint against any member or the Department. Members shall follow established Departmental procedures for processing complaints.
31. **IDENTIFICATION:** Officers shall carry their identification cards on their person at all times, except when impractical or dangerous to their safety or to an investigation. They shall furnish their name to any person requesting that information, when they are on duty or while acting in an official capacity, except when the withholding of such information is necessary for the performance of police duties or is authorized by proper authority.
32. **DIRECTIONS FROM COMMUNICATION NETWORK:** Officers shall respond to the instructions, directions or assignments received via the Department communications network. No officer shall unnecessarily interfere in, or with, instructions, directions or assignments given other members via the

Department communication network.

33. **TESTIMONY:** No member shall fail to testify or give evidence before any grand jury, John Doe probe, medical examiner's inquiry, coroner's inquest, court of law, or before any investigative agency of a governmental body if the testimony is a direct result of the action(s) or observation(s) by the member while on duty.

34. **DISSEMINATION OF INFORMATION:** Members shall treat the official business of the Department as confidential. Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with established Department procedures.

Members shall not divulge the identity of persons giving confidential information except as authorized by proper authority.

35. **PUBLIC STATEMENTS AND APPEARANCES:**

- a) Officers shall not publicly criticize or ridicule the Department, its policies, or other officers by speech, writing, or other expression, where such speech, writing, or other expression is defamatory, obscene, unlawful, undermines the effectiveness of the Department, interferes with the maintenance of discipline, or is made with reckless disregard for truth or falsity.
- b) Officers shall not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents for a newspaper or a periodical, release or divulge investigative information, or any other matters of the Department while holding themselves out as representing the Department in such matters without proper authority. Officers may lecture on "Law Enforcement" or other related subjects only with the prior approval of the Chief of Police.

36. **CIVIL ACTION:**

- a) **Instituting:** Members shall not commence civil action for damages sustained while on duty without notifying the Chief of Police.
- b) **Serving civil process:** Members of the Department shall not serve civil process.

37. **SEARCH WARRANTS:** Officers shall not apply for any search warrant or other warrant, nor serve any such warrants, without the knowledge and approval of a superior officer.

38. **ABUSE OF POSITION**

- a) Officers shall not use their official position, official identification cards, or badges for:
  - (1) Personal or financial gain;
  - (2) Obtaining privileges not otherwise available to them except in the performance of duty;
  - (3) Avoiding the consequences of illegal acts.
- b) Officers shall not lend to another person their identification cards or badges or permit them to be photographed or reproduced without the approval of the Chief of Police.
- c) Officers shall not authorize the use of their names, photographs, or official titles which identify them as officers, in connection with testimonials or advertisements of any commodity or commercial enterprise, without the approval of the Chief of Police.

#### **39. ASSOCIATIONS:**

- a) Officers shall not have regular or continuous associations with persons whom they know, or should know, are the subject of an ongoing criminal investigation or pending criminal charges, or have been previously convicted of a crime, except as necessary in the performance of official duties, or where unavoidable because of other family relationships of the officers.
- b) Officers shall not join any organization, the object of which is either directly or indirectly to interfere with the established government by force or illegal means.

**40. VISITING PROHIBITED ESTABLISHMENTS:** Officers shall not knowingly visit, enter or frequent a house of prostitution, or establishment wherein the laws of the United States, the state, or the local jurisdiction are regularly violated except in the performance of duty or while acting under proper and specific orders from a superior officer.

**41. GAMBLING:** Officers shall not engage or participate in any form of illegal gambling at any time, except in the performance of duty and while acting under proper and specific orders from a superior officer.

**42. PAYMENT OF DEBTS:** Officers shall not undertake any financial obligations which they know they will be unable to meet, and shall pay all just debts when due. An isolated instance of financial irresponsibility will not be grounds for discipline except in unusually severe cases. However, repeated instances of financial difficulty may be cause for disciplinary action.

Filing for a voluntary bankruptcy petition shall not, by itself, be cause for

discipline. Financial difficulties stemming from unforeseen medical expenses or personal disaster shall not be cause for discipline, provided that good faith effort to settle all accounts is being undertaken.  
Officers shall not co-sign a note for any superior officer.

**43. FINANCIAL DISCLOSURE:** Upon the order of the Chief of Police or his/her designee, officers will submit financial disclosure statements in accordance with state and federal laws. This information may be requested upon filing of a complaint in which this information is material to the investigation.

**44. INTERVENTION:**

a) Officers shall not interfere with cases being handled by other officers or by any other governmental agency unless:

(1) Ordered to intervene by a superior officer;

(2) The intervening officer believes beyond a reasonable doubt that an obvious injustice would result from failure to take immediate action.

b) Officers shall not undertake any investigation or other official action not part of their regular duties without obtaining permission from a superior officer unless the exigencies of the situation require immediate law enforcement action.

c) Members of the Department shall not take part or be concerned, either directly or indirectly, in making or negotiating any compromise or arrangement for any criminal or any person who has suffered by his/her act, with a view of permitting such criminal or other person to escape the penalty of the law; nor shall they seek to obtain any continuance of any trial in court out of friendship for the defendant, or otherwise interfere with the courts of justice.

(1) Any member having knowledge concerning such compromise or arrangement, and failing to inform his/her superior officer shall be subject to charges.

**45. POLITICAL ACTIVITY:**

a) **Officers shall be permitted to:**

(1) Register and vote in any election;

(2) Express opinions as individuals privately and publicly on political issues and candidates;

(3) Attend political conventions, rallies, fund-raising functions and similar political gatherings;

- (4) Actively engage in any nonpartisan political functions;
- (5) Sign political petitions as individuals;
- (6) Make financial contributions to political organizations;
- (7) Serve as election judges or clerks or in a similar position to perform nonpartisan duties as prescribed by state or local laws;
- (8) Hold membership in a political party and participate in its functions to the extent consistent with the law and consistent with this section;
- (9) Otherwise participate fully in public affairs, except as provided by law, to the extent that such endeavors do not impair the neutral and efficient performance of official duties, or create real or apparent conflicts of interest.

**b. Officers are prohibited from:**

- (1) Using their official capacity to influence, interfere with or affect the results of an election.

**46. CANDIDATE FOR PUBLIC OFFICE:** Officers shall be permitted to be candidates for public office.

a) An officer shall be considered to have become a **candidate for public office** upon the occurrence of any of the following:

- (1) The taking out of nomination papers;
- (2) The circulation of nomination papers;
- (3) Registration as a candidate, a statement of candidacy by the employee;
- (4) Other matters of probative value.

**47. LABOR ACTIVITY:** Members shall have the right to join labor organizations, but nothing shall compel the Department to recognize or to engage in collective bargaining with any such labor organizations except as provided by law.

Members shall not institute, authorize, participate in, sanction, encourage, or ratify any strike, work stoppage, work slowdown, or other concerted refusal to perform enforcement of municipal or State laws during their employment with the Department.

**48. OPERATING VEHICLES:**

- a) Members shall operate official vehicles in a careful and prudent manner, and shall obey all laws and all Departmental orders pertaining to such operation.
- b) Suspension or revocation of any member's driving privileges shall be reported immediately to the Chief of Police.

**49. DEPARTMENT EQUIPMENT:**

- a) Members shall utilize Department equipment only for its intended purpose, in accordance with established Department procedures, and shall not lose, abuse, damage, neglect, or wrongfully dispose of any equipment. All Department equipment issued to members shall be maintained in proper order. Members shall not lend to another person their badges or identification cards or reproduce them in any way.
- b) No member shall use, possess, or duplicate any departmental key without permission of the Chief of Police.
- c) Whenever any member of the Department terminates employment, he/she shall surrender to the Chief of Police or his/her designee, all property belonging to the Department.

**50. PERSONS IN CUSTODY:** No member shall, while on duty or off, conduct any personal business whatsoever with any person who is in the custody of this Department. No member shall attempt to negotiate a release or reduction of penalty for any prisoner in Departmental custody because of friendship, relationship to the accused, personal gain or any other reason. No member shall recommend to any person in Departmental custody any specific attorney for employment as counsel, nor shall they interfere with regard to employment of any attorney.

**51. TREATMENT OF PERSONS IN CUSTODY:** Officers shall not mistreat persons who are in their custody. Officers shall handle such persons in accordance with law and the Department procedures.

**52. DEFACEMENT OF NOTICES:** No member shall mark, alter, mar, change, deface or remove without permission any printed matter or written notices, memoranda, order or directive posted within the confines or under the control of the Department.

**53. PERSONAL APPEARANCE:**

- a) Officers on duty shall wear uniforms or other clothing in accordance with established Department procedures.
- b) Members will strive to maintain high standards of personal appearance

and hygiene. Clothing and personal equipment will be clean and in good repair.

- c) Proper business attire, as prescribed by the Chief of Police, shall be worn at all times.
- d) Only authorized personal property or equipment may be utilized while on duty.
- e) Officers may wear items of jewelry providing the items are discreet and do not expose the wearer to undue risk or hazard.
- f) Officers shall conform to the established procedures for hair style as outlined in Department policy.
- g) Members will strive to maintain high standards of personal appearance and hygiene. Clothing and personal equipment will be clean and in good repair.
- h) Proper business attire, as prescribed by the Chief of Police, shall be worn at all times.

**54. USE OF TOBACCO:**

- a) Officers are not to use tobacco or tobacco products while on duty.
- b) Tobacco or tobacco products may not be used in any police vehicles.
- c) Tobacco or tobacco products may not be used in any areas of the police facility.

**55. MEALS:** Officers shall be permitted to have a meal during their tour of duty, but only for such period of time, and at such locations as Department procedures or operational necessity may dictate.

**56. PERSONAL INFORMATION AND RESIDENCY:** Members of the Department shall report any changes in address, domestic status, or telephone number within twenty-four (24) hours after making such changes by promptly submitting such information on an inter-office report to the office of the Chief of Police.

All members of the Department shall maintain telephones in their homes. In the event an officer is unable to obtain a telephone promptly after having changed residence, he/she shall notify the Chief of Police of a telephone number at which he/she may be reached in cases of emergency.

**57. PART-TIME EMPLOYMENT:** Members of the Department may engage in part-time private employment outside of their services for the Department

subject to the following terms and conditions:

- a) Application for permission to engage in part-time private employment shall be made upon forms to be provided by the Department. Application shall be submitted to the Chief of Police for approval or rejection. Approval or rejection of each application shall be based on its individual merits.
- b) No part-time employment shall be allowed which will impair the efficiency of any member in performing his/her services for the Department or result in any increased hazard to himself/herself, other members of the Department or the public; nor shall such part-time private employment detract from the reputation, character or dignity of the member or of the Department, nor shall such employment be such as to require any city license or permit or give the private employer any special advantage over competitors in his/her dealings with the Village of Germantown; nor be in any way antagonistic to or cause a conflict of interests with the Village of Germantown or employment of the members by the Village of Germantown; nor shall such part-time private employment be allowed in any way to interfere with members of the Department while on duty for the Department (in thoughts, interests, telephone calls, or visits).
- c) Members engaged in part-time private employment will continue to be subject to call to duty at all times and must be available to the Department by telephone at the place of part-time employment. The part-time private employer shall agree prior to the commencement of such part-time private employment to release a member of the Police Department at any time upon notification from the Department.
- d) Part-time private employment requiring trade union affiliation or authorization shall be arranged by the member with the appropriate trade union so that no embarrassment in such matters will accrue to the Department or the Village.

#### **58. GENERAL PROVISIONS:**

- a) The rules and regulations herein set forth are compiled, adopted and published by the Board of Police and Fire Commissioners for the guidance and government of the Germantown Police Department and its members, pursuant to the provisions of the ordinances of the Village and the laws of Wisconsin.

By the same authority any of the rules and regulations may be amended or rescinded or additional ones may be added from time to time as the circumstances and good of the service may require. The provisions of these rules and regulations are binding upon all members of the Department as they may apply to the individual ranks and positions held by them.

- b) These rules and regulations are as complete and comprehensive as it is possible to make them in view of the many varying circumstances which

make specific instructions to cover every conceivable situation practically impossible.

A great deal must necessarily be left to the intelligence and discretion of the individual with due regard for the circumstances encountered.

- c) Any act of omission contrary to good order and discipline or constituting a violation of any of the provisions of Department rules and regulations, or any Department orders may subject the member to disciplinary charges and penalty of reprimand, suspension, demotion, suspension and demotion or dismissal from the Police Department, or may otherwise be dealt with as directed by the Chief of Police.

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 06/16/2014



# POLICY & PROCEDURE

## GERMANTOWN POLICE DEPARTMENT

SUBJECT: **CODE OF CONDUCT/NON-SWORN PERSONNEL**

NUMBER: 1.05

SCOPE: All Department Personnel  
DISTRIBUTION: Policy & Procedure Manual

ISSUED: 06/16/2014

EFFECTIVE: 06/23/2014

☐ RESCINDS

☐ AMENDS

REFERENCE: WI State Statutes: 62.13, 111.70

WILEAG 4<sup>TH</sup> EDITION

STANDARDS: 1.2.3

INDEX AS: Civilian Code of Conduct  
Code of Conduct, Non-Sworn Personnel  
Dress Code  
Gifts, Gratuities, Bribes, Rewards  
Personal Appearance  
Professional Conduct  
Rules of Conduct  
Uniforms

PURPOSE: The purpose of this Policy & Procedure is to give practical meaning to our stated Department Mission Statement by setting forth for all non-sworn personnel of the Germantown Police Department articulated Rules of Conduct and a Departmental Dress Code which encompass and describe expectations of behavior and conduct.

This Policy & Procedure consists of the following numbered sections:

I. DEFINITIONS

II. INTRODUCTION

III. RULES OF CONDUCT/NON-SWORN PERSONNEL

I. DEFINITIONS

A. Member: Any person, regardless of rank, title, sworn or non-sworn position, employed by the Village of Germantown as a member of the Germantown Police Department.

- B. Officer: Any person who is a sworn member of the Germantown Police Department.

## II. INTRODUCTION

- A. The following rules are intended to regulate the general conduct of all members of the Germantown Police Department in all areas and under all circumstances. These rules form the basic framework of discipline and regulate the expected and accepted behavior of members. The rules contained herein are inherently rigid because they deal with the basic character of police responsibility and authority. The breach of these rules directly reflects upon the integrity of the Department and all persons connected with it.

Complete and absolute adherence is, of course, an impossibility because of the infinite number of factors governing the many facets of police work. Whenever there is doubt as to the meaning or intent of a rule, members should seek interpretation or explanation. In cases not covered by specific rules, members must exercise sound judgment and discretion.

These rules require strict compliance by all members.

- B. All members of the Germantown Police Department will become thoroughly familiar with, and shall comply with all Department written directives in the performance of assigned duties.
- C. Members are subject to disciplinary action for the commission of any act that is prohibited or the omission of any act that is required. Non-compliance with any written directive may also result in disciplinary action.

### D. Types of Discipline

#### 1. Verbal Reprimand

- a) The Chief of Police or any superior officer may exercise the prerogative of immediate correction or admonishment of a subordinate whenever the nature or circumstances of an incident may not warrant a written reprimand or formal disciplinary action. If the application of immediate correction or admonishment is not effective, a written reprimand can be administered.
- b) Verbal reprimands shall be noted in writing. They shall be kept in each member's personnel file for use in the member's annual performance evaluation. Unless otherwise noted, verbal reprimands may be referred to for any further disciplinary action up to 12 months of the reprimand, however the notation shall remain in the personnel file and may be referred to if a pattern of violations and/or misconduct should arise. There is no signature required by the member for a verbal reprimand.

#### 2. Written Reprimand

- a) Written reprimands are used for minor infractions and do not require an internal investigative complaint nor a formal investigation.
- b) Written reprimands may be imposed by any superior officer.
- c) Before a written reprimand is imposed, a review will be made of previous reprimand notifications, if any, in the member's personnel file. If this review indicates repeated infractions, of a similar nature for which a written reprimand was imposed, more formal discipline may be initiated.
- d) When a written reprimand has been imposed, the reprimand will be prepared and will request the member's signature on the form to attest to the member's understanding that he/she has been officially reprimanded. It is important to note that the member's signature is neither an acknowledgement of guilt or innocence, nor does it prohibit or limit the member's ability to contest the reprimand. The signature is solely to acknowledge the receipt of the reprimand as a matter of procedure. Should the member refuse to sign the reprimand, the reprimand will be marked "REFUSED".
- e) After the forms are signed or marked "REFUSED" as appropriate, the Chief of Police or superior officer will sign and date the reprimand. Written reprimands shall be kept in each employee's permanent personnel file for use in the employee's annual performance evaluation or may be referred to in any future disciplinary actions.

### 3. Suspension without Pay

- a) Suspension without pay is a period of time during which a member's salary is withheld for disciplinary reasons.
- b) A superior officer may recommend a suspension, but the Chief of Police reserves the right to set the severity and impose the suspension.
- c) Suspension without pay is not to be confused with a member being relieved of duty with pay pending an investigation or bringing of formal charges.

### 4. Demotion/Dismissal

- a) Demotion is a transfer of a member from a position in a higher class to a position in a lower class for which the maximum rate of pay is lower.
- b) Dismissal is an involuntary separation of a member from the Department.
- c) Members in a probationary status are at will employees and may be dismissed without cause as determined by the Chief of Police.

## III. RULES OF CONDUCT/NON-SWORN PERSONNEL

A. The following Rules of Conduct shall apply to all non-sworn members of the Germantown Police Department.

1. **CONFORMANCE TO LAW:** All members, on or off duty, shall obey the laws of the United States and of any state and local jurisdiction in which they are present. No member shall commit an intentional breach of an order of a court. A conviction for a felony or any offense punishable by incarceration shall be prima facie evidence of a violation of this rule.

2. **SEXUAL HARASSMENT:** No member shall sexually harass any employee of the Village or any citizen they come in contact with. Sexual harassment is described as unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature. Sexual conduct which unreasonably interferes with an individual's work or performance, or creates an intimidating, hostile, or offensive environment for work constitutes sexual harassment.

3. **INSUBORDINATION:**

a) No member shall refuse or fail to obey a lawful order or directive from the Chief of Police or a superior officer, refuse or fail to obey an order or directive relayed from the Chief of Police or a superior officer by an employee of the same or lesser rank.

b) No member shall exhibit disrespectful conduct toward the Chief of Police or any superior officer of the Department by acts or omissions to act or by language which detracts from the respect due the authority and person of the position held.

c) Members of the Department must cooperate in any official internal investigation of alleged misconduct, illegal activity or impropriety. Failure to answer questions or submit to proper investigative techniques constitutes insubordination.

4. **NEGLECT OF DUTY:** Members shall not play games, watch television or movies or otherwise engage in entertainment while on duty, except as may be permitted in the performance of duty. They shall not engage in any activities or personal business which would cause them to neglect or be inattentive to duty.

5. **SUPERVISORY NEGLECT OF DUTY**

a) Supervisors and acting supervisors are in violation of this rule for:

(1) Failure to properly perform assigned or required supervisory responsibilities;

(2) Failure to insure subordinates perform assigned or required duties;

- (3) Failure to investigate or report actual or alleged incidents of misconduct or violations of Department orders;
- (4) Failure to insure proper care of Department property or equipment;
- (5) Failure to advise employee of grievance and appeal process or to apprise superiors of pending or reported grievances;
- (6) Misuse or abuse of supervisory authority or privilege.

**6. SLEEPING ON DUTY:** Members shall remain awake while on duty. If unable to do so, they shall so report to the Chief of Police or a superior officer who shall determine the proper course of action.

**7. OFFICIAL REPORTS:**

- a) No member shall fail to write and file required complete reports, supplements or memorandums as soon as possible after the event. Nor shall any member fail to file original or subsequent reports upon the order of a superior officer. Reports will be completed at the time of the event unless permission to postpone completed report is obtained by the a superior officer.
- b) Clerical and grammatical errors, and inaccuracies in names and addresses in communications and reports shall be carefully avoided. All superior officers signing communications and reports containing such errors and inaccuracies shall be held responsible.

**8. UNSATISFACTORY PERFORMANCE:** Members shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Members shall perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the Department.

**9. FALSE REPORTS:**

- a) No member shall make a false written or verbal official report, or knowingly or willingly enter or cause to be entered into any Department report, record, application, interview or hearing, any inaccurate, false or improper information or knowingly make an inaccurate or false verbal report to a fellow or superior officer.
- b) Members shall truthfully answer all questions specifically directed and narrowly related to the scope of employment and operations of the Department which may be asked of them; they shall not make any false statements.
- c) No member shall make any false sick or injury report.

**Comment:** This rule covers both express falsity and withholding of complete information known to the reporter.

**10.COMPUTER SYSTEMS:** No member shall access, in any way, any computer program, directory, file, or application unless authorized.

No member shall use another member's computer Login name, security password, or other unique identifier.

**Comment:** This does not apply to authorized computer system administrators engaged in their official duties.

**11.TRUTHFULNESS:**

- a) Members are required to speak the truth at all times and under all circumstances, whether under oath or otherwise, except in cases where they are not allowed by the rules of the Department to divulge the facts within their knowledge.

**12.MISAPPROPRIATION:** No member shall keep, transfer, retain, or convert to his/her own use, any property of the Village of Germantown or property held by the Department unless authorized by the Chief of Police.

**13.MISUSE OF EVIDENCE/PROPERTY:** Members shall not convert to their use, manufacture, conceal, destroy, remove, tamper with or withhold any property seized, found, or turned into the Department except in conformance with policy, ordinance, or directive.

**14.GRATUITIES, GIFTS, BRIBES, REWARDS:**

- a) No member shall solicit or accept, directly or indirectly, any gratuity, fee, reward, gift or other compensation for services rendered as a Department member, or as a condition of rendering such service, or as a condition for not performing required duties as part of their employment with the Department.
- b) No member shall receive anything of value free of charge or at a reduced charge while on duty.
- c) No member shall accept or solicit a bribe or gratuity for permitting an illegal act.
- d) No member of the Department shall solicit anything of value for the Department without permission of the Chief of Police.

**15.REPORTING FOR DUTY:** Members shall report for duty at the time and place required by assignment or orders and shall be physically and mentally fit to perform their duties. Members shall have all equipment prepared and at the ready at the start of and through their assigned duty assignment.

- 16. USE OF ALCOHOL ON-DUTY:** No member shall report for duty while under the influence of an intoxicating beverage, or use intoxicating beverages, at any time while on duty.
- 17. ALCOHOLIC BEVERAGES AND DRUGS IN DEPARTMENT FACILITIES:** Members shall not store or bring into any Department facility or vehicle, alcoholic beverages, controlled substances, narcotics or hallucinogens, except alcoholic beverages, controlled substances, narcotics or hallucinogens which are taken and held as evidence.
- 18. DRUG ABUSE:** No member shall abuse any legally prescribed drug or controlled substance on or off duty or abuse any non-prescribed drug.
- 19. POSSESSION AND USE OF DRUGS:** Members shall not possess or use any controlled substances, narcotics, hallucinogens, or prescription medications, except when prescribed in the treatment of members by a physician or dentist.
- 20. CONTROLLED SUBSTANCES:** No member shall use any controlled substance, or possess any controlled substance, on or off duty except in the course of authorized police duty, or except as prescribed for medication during an illness.
- 21. SELF REPORTING OF ARREST:** Members shall promptly submit a written report that any employee, including oneself, has been arrested or is under investigation for a criminal offense by an agency other than the Germantown Police Department.
- 22. COURTESY TO PUBLIC:** All members shall be courteous to the public and be tactful in the performance of their duties, control their tempers, exercise the utmost patience and discretion, even in the face of extreme provocation. When any person requests assistance or advice, or makes a complaint or reports either by telephone or in person, all pertinent information will be obtained in an official and courteous manner and will be properly and judiciously acted upon consistent with established Department procedures.
- 23. CITIZEN COMPLAINTS:** Members shall follow established Departmental procedures for processing complaints.
- 24. TESTIMONY:** No member shall fail to testify or give evidence before any grand jury, John Doe probe, medical examiner's inquiry, coroner's inquest, court of law, or before any investigative agency of a governmental body if the testimony is a direct result of the action(s) or observation(s) by the member while on duty.
- 25. DISSEMINATION OF INFORMATION:** Members shall treat the official business of the Department as confidential. Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with established Department procedures.

Members shall not divulge the identity of persons giving confidential information or the identity of persons involved in police reports except as authorized by proper authority.

**26. CIVIL ACTION:**

- a) **Instituting:** Members shall not commence civil action for damages sustained while on duty without notifying the Chief of Police.
- b) **Serving civil process:** Members of the Department shall not serve civil process.

**27. INTERVENTION:**

- a) Members of the Department shall not take part or be concerned, either directly or indirectly, in making or negotiating any compromise or arrangement for any criminal or any person who has suffered by his/her act, with a view of permitting such criminal or other person to escape the penalty of the law; nor shall they seek to obtain any continuance of any trial in court out of friendship for the defendant, or otherwise interfere with the courts of justice.
  - (1) Any member having knowledge concerning such compromise or arrangement, and failing to inform a superior officer or supervisor shall be subject to charges.

**28. LABOR ACTIVITY:** Members shall have the right to join labor organizations, but nothing shall compel the Department to recognize or to engage in collective bargaining with any such labor organizations except as provided by law. Members shall not institute, authorize, participate in, sanction, encourage, or ratify any strike, work stoppage, work slowdown, or other concerted refusal to perform enforcement of municipal or State laws during their employment with the Department.

**29. OPERATING VEHICLES:**

- a) Members shall operate official vehicles in a careful and prudent manner, and shall obey all laws and all Departmental written directives pertaining to such operation.
- b) Suspension or revocation of any member's driving privileges shall be reported immediately to the Chief of Police.

**30. DEPARTMENT EQUIPMENT:**

- a) Members shall utilize Department equipment only for its intended purpose, in accordance with established Department procedures, and shall not lose, abuse, damage, neglect, or wrongfully dispose of any equipment. All Department equipment issued to members shall be maintained in

proper order. Members shall not lend to another person their badges or identification cards or reproduces them in any way.

- b) No member shall use, possess, or duplicate any Departmental key without permission of the Chief of Police.
- c) Whenever any member of the Department terminates employment, he/she shall surrender to the Chief of Police or his/her designee, all property belonging to the Department.

**31. PERSONS IN CUSTODY:**

- a) No member shall, while on duty or off, conduct any personal business whatsoever with any person who is under investigation by or in the custody of this Department.
- b) No member shall attempt to negotiate a release or reduction of penalty for any prisoner is under investigation by or in Departmental custody because of friendship, relationship to the accused, personal gain or any other reason.
- c) No member shall recommend to any person who is under investigation by or in Departmental custody any specific attorney for employment as counsel, nor shall they interfere with regard to employment of any attorney.

**32. DEFACEMENT OF NOTICES:** No member shall mark, alter, mar, change, deface or remove without permission any printed matter or written notices, memoranda, order or directive posted within the confines or under the control of the Department.

**33. PERSONAL APPEARANCE:**

- a) Members will strive to maintain high standards of personal appearance and hygiene. Clothing and personal equipment will be clean and in good repair.
- b) Proper business attire, as prescribed by the Chief of Police, shall be worn at all times.

**34. MEALS:** Members shall be permitted to have a meal during their tour of duty, but only for such period of time, and at such locations as Department procedures or operational necessity may dictate.

**35. PERSONAL INFORMATION AND RESIDENCY:** Members shall report any changes in address, domestic status, or telephone number within twenty-four (24) hours after making such changes by promptly submitting such information on an inter-office report to the office of the Chief of Police. All members of the Department shall maintain telephones in their homes.

**36. PART-TIME EMPLOYMENT:** Members of the Department may engage in part-time private employment outside of their services for the Department subject to the following terms and conditions:

- a) Application for permission to engage in part-time private employment shall be made in the form of an inter-office memo. Application shall be submitted to the Chief of Police for approval or rejection. Approval or rejection of each application shall be based on its individual merits.
- b) No part-time employment shall be allowed which will impair the efficiency of any member in performing his/her services for the Department or result in any increased hazard to himself/herself, other members of the Department or the public; nor shall such part-time private employment detract from the reputation, character or dignity of the member or of the Department, nor shall such employment be such as to require any Village license or permit or give the private employer any special advantage over competitors in his/her dealings with the Village of Germantown; nor be in any way antagonistic to or cause a conflict of interests with the Village of Germantown or employment of the members by the Village of Germantown; nor shall such part-time private employment be allowed in any way to interfere with members of the Department while on duty for the Department (in thoughts, interests, telephone calls, or visits).
- c) Members engaged in part-time private employment will continue to be subject to call to duty at all times and must be available to the Department by telephone at the place of part-time employment. The part-time private employer shall agree prior to the commencement of such part-time private employment to release a member of the Police Department at any time upon notification from the Department.
- d) Part-time private employment requiring trade union affiliation or authorization shall be arranged by the member with the appropriate trade union so that no embarrassment in such matters will accrue to the Department or the Village.

**37. GENERAL PROVISIONS:**

- a) The rules and regulations herein set forth are compiled, adopted and published by the Board of Police and Fire Commissioners for the guidance and government of the Germantown Police Department and its members, pursuant to the provisions of the ordinances of the Village and the laws of Wisconsin.  
By the same authority any of the rules and regulations may be amended or rescinded or additional ones may be added from time to time as the circumstances and good of the service may require. The provisions of these rules and regulations are binding upon all members of the department as they may apply to the individual ranks and positions held by them.

- b) These rules and regulations are as complete and comprehensive as it is possible to make them in view of the many varying circumstances which make specific instructions to cover every conceivable situation practically impossible. A great deal must necessarily be left to the intelligence and discretion of the individual with due regard for the circumstances encountered.
- c) Any act of omission contrary to good order and discipline or constituting a violation of any of the provisions of Department rules and regulations, or any Department orders may subject the member to disciplinary charges and penalty of reprimand, suspension, demotion, suspension and demotion or dismissal from the Police Department, or may otherwise be dealt with as directed by the Chief of Police.

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 06/16/2014

RECEIVED

JUN 30 2014

VII. A

OFFICE OF VILLAGE CLERK  
**ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION**

Submit to municipal clerk.

For the license period beginning August 1 20 14 ;  
 ending August 30, 2015 em

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

County of Washington Aldermanic Dist. No. \_\_\_\_\_ (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):

SYED, ZAHID H. HUSSAIN

SY CORP. 712/14 SYCAN INC 12

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>PRESIDENT</u>     | <u>ZAHID H. SYED</u> | <u>4137 W. MARTIN L. FRANKLIN</u> |
| Vice President/Member |                      |                      |                                   |
| Secretary/Member      |                      |                      |                                   |
| Treasurer/Member      |                      |                      |                                   |
| Agent                 | <u>ZAHID H. SYED</u> |                      |                                   |
| Directors/Managers    |                      |                      |                                   |

3. Trade Name SY CORP. WILLOW CREEK BP Business Phone Number \_\_\_\_\_
4. Address of Premises W. 201 NIGUSI APPLETON AVE Post Office & Zip Code 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 WISCONSIN 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, and/or storage of alcohol beverages and records: (Alcohol beverages may be sold and stored only on the premises described.) \_\_\_\_\_
10. Legal description (omit if street address is given above): \_\_\_\_\_
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? KAL SERVICE, KALEEM BEG
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 a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in Section 2, above? [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 30th day of June, 20 14

Immedy Samelson  
 (Clerk/Notary Public)

My commission expires Reputy Clerk

Zahid H. Syed  
 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)

\_\_\_\_\_  
 (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 | Date reported to council/board | Date provisional license issued | Signature of Clerk / Deputy Clerk |
| Date license granted                         | Date license issued            | License number issued           |                                   |

## KAL SERVICE

9425 W. BROWN DEER ROAD  
MILWAUKEE, WI 53224  
(414)354-5578  
(414)354-7256 (FAX)  
KALSERVICE@AOL

VILLAGE OF GERMANTOWN  
CLERKS OFFICE

I Kalim Beg owner of Kal Service will surrender the beer and liquor license for Willow Creek B.P.  
located at W201 N10451 Appleton Ave. Germantown, WI 53022. If the new beer & liquor license for the same location  
is issued to the new operator SYCON INC.

Sincerely,

 7/2/14

GERMANTOWN POLICE DEPARTMENT

MEMORANDUM

TO: Chris Micka  
Deputy Clerk

FROM: Peter G. Hoell  
Chief of Police 

DATE: July 2, 2014

SUBJECT: NEW CLASS A BEER & LIQUOR LICENSE – SY CORP.

The police department has no objections for a New Class A Fermented Malt Beverage and Intoxicating Liquor License for Sy Corp., Willow Creek BP.

VILLAGE OF GERMANTOWN  
N112 W17001 Mequon Road; P.O. Box 337  
Germantown WI 53022

RECEIVED

VII. B

JUN 23 2014

OFFICE OF VILLAGE CLERK  
VILLAGE OF GERMANTOWN

**APPLICATION FOR AMENDMENT OF "CLASS B"  
FERMENTED MALT BEVERAGE & INTOXICATING LIQUOR LICENSE  
OUTSIDE PREMISES EXTENSION**

SEE ATTACHED GUIDELINES

Administrative Fee: \$25.00

NAME of Licensed Premises: LAMROTH'S KUHBAUR JUNC

ADDRESS: W 140 N 10385 FOND DU LAC AVE

CITY / STATE / ZIP: GERMANTOWN, WI 53022

Person in Charge of Event: JOHN R. LAMROTH

Phone Number: 414-758-9065

Current Liquor License Number: 13-8

Purpose for requesting the outside extension:

40<sup>th</sup> BIRTHDAY PARTY CUST APPRECIATION PARTY  
BIRTHDAY PARTY

Dates of Event: AUGUST 16, 2014 SEPT 20, 2014  
AUGUST 9, 2014

Time of Event: ~~4:00~~ - 2:00 PM - 10:00 PM

Describe area of outside extension (INCLUDE A DETAILED DRAWING OF THE AREA with dimensions):

SAME AS ALL PREVIOUS  
20'x30' tent, back yard area, southwest of building

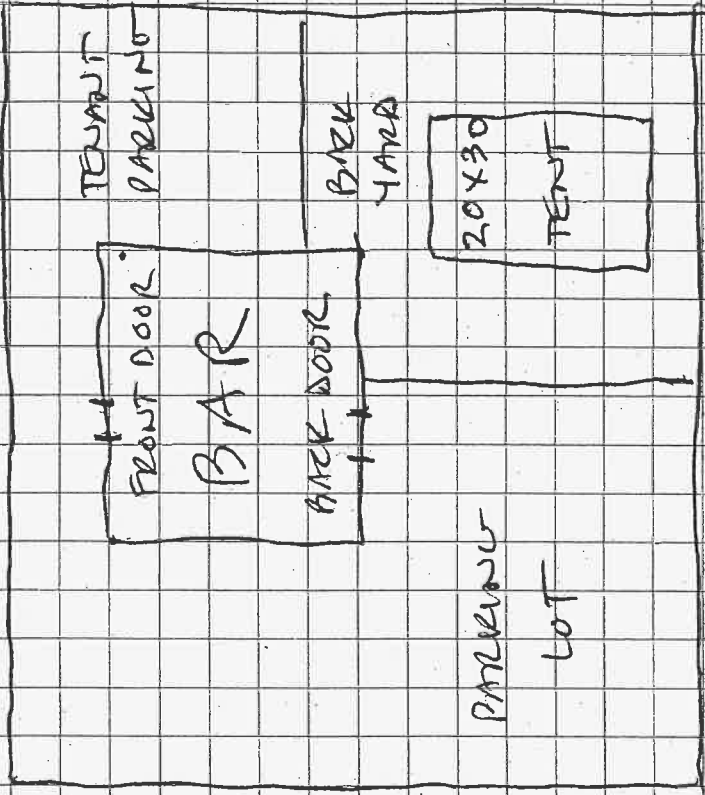
**PLEASE NOTE:** Additional permits or approvals may be required by other Village Departments (sign permits, temporary use permits, electrical permits, etc.). You are responsible for obtaining those permits prior to your event. Contact the Community Development Department at 262-250-4735 for further information.

John R. Lamroth  
Signature of Owner

6-23-14  
Date

|                                          |                                        |
|------------------------------------------|----------------------------------------|
| Referred to Police Chief: <u>6-25-14</u> | Referred to Fire Chief: <u>6-25-14</u> |
| Public Safety Committee Recommendation:  |                                        |
| Approve: _____;                          | Deny: _____;                           |
| Date: <u>7-7-14</u>                      |                                        |
| Village Board Action:                    |                                        |
| Approve: _____;                          | Deny: _____;                           |
| Date: <u>7-7-14</u>                      |                                        |

FORD DU LAZ AVE



TENT  
PARKING

FRONT DOOR

BAR

BACK DOOR

BACK  
YARD

20x30

TENT

PARKING

LOT

ROADS WAY

Village of



Germantown

**OFFICE OF THE VILLAGE CLERK**

N112 W17001 Mequon Road, P.O. Box 337

Germantown, Wisconsin 53022-0337

Phone (262) 250-4740

FAX (262) 253-8255

June 25, 2014

Dear Adjacent Property Owner:

The Village of Germantown has adopted a policy in which property owners within 300 feet of an application for an outside premises extension would be notified, giving them an opportunity to voice their concerns and/or approval.

On that basis, please be advised that Gamroth's Kuhburg Junction has applied for an outside premises extension on their property located at W140 N10385 Fond du Lac Avenue for Saturday, August 9, 2014; Saturday, August 16, 2014; and Saturday, September 20, 2014 from 2:00 p.m. to 10:00 p.m.

The Public Safety Committee will review this application at a meeting on Monday, July 7<sup>th</sup> at 6:00 p.m. at the Germantown Village Hall, N112 W17001 Mequon Road. If you have any objections to this application, you may contact our office in writing and your letter will be forwarded to the Public Safety Committee for discussion, or you may attend the meeting.

If you have any questions, please feel free to call.

Sincerely,

Christine M. Micka, CMC/WCMC  
Deputy Village Clerk

cc: Gamroth's Kuhburg Junction  
Police Chief Hoell

GERMANTOWN POLICE DEPARTMENT

MEMORANDUM

TO: Chris Micka  
Deputy Clerk

FROM: Peter G. Hoell  
Chief of Police 

DATE: June 30, 2014

SUBJECT: OUTSIDE PREMISE EXTENSIONS – GAMROTH’S KUHBURG JUNCTION

The police department has no objections to the outside premise extensions for Gamroth’s Kuhburg Junction.

VILLAGE OF GERMANTOWN  
N112 W17001 Mequon Road; P.O. Box 337  
Germantown WI 53022

RECEIVED

JUN 23 2014

VII. C

OFFICE OF VILLAGE CLERK  
VILLAGE OF GERMANTOWN

**APPLICATION FOR AMENDMENT OF "CLASS B"  
FERMENTED MALT BEVERAGE & INTOXICATING LIQUOR LICENSE  
OUTSIDE PREMISES EXTENSION**

SEE ATTACHED GUIDELINES

Administrative Fee: \$25.00

NAME of Licensed Premises: KJ'S BAR & GRILL

ADDRESS: N112 W 21209 MEQUON RD

CITY / STATE / ZIP: GERMANTOWN, WI 53022

Person in Charge of Event: KIM A GAMROTH

Phone Number: 414-758-9066

Current Liquor License Number: 13-12

Purpose for requesting the outside extension:

① GRADUATION PARTY

② CUSTOMER APPRECIATION PARTY

Dates of Event: ① JULY 19, 2014 ② AUG 23, 2014

Time of Event: ① 4:00 PM - 10:00 PM ② 2:00 PM - 10:00 PM

Describe area of outside extension (INCLUDE A DETAILED DRAWING OF THE AREA with dimensions):

SAME AS ALL PREVIOUS

20'x30' tent, west of building adjacent to parking lot

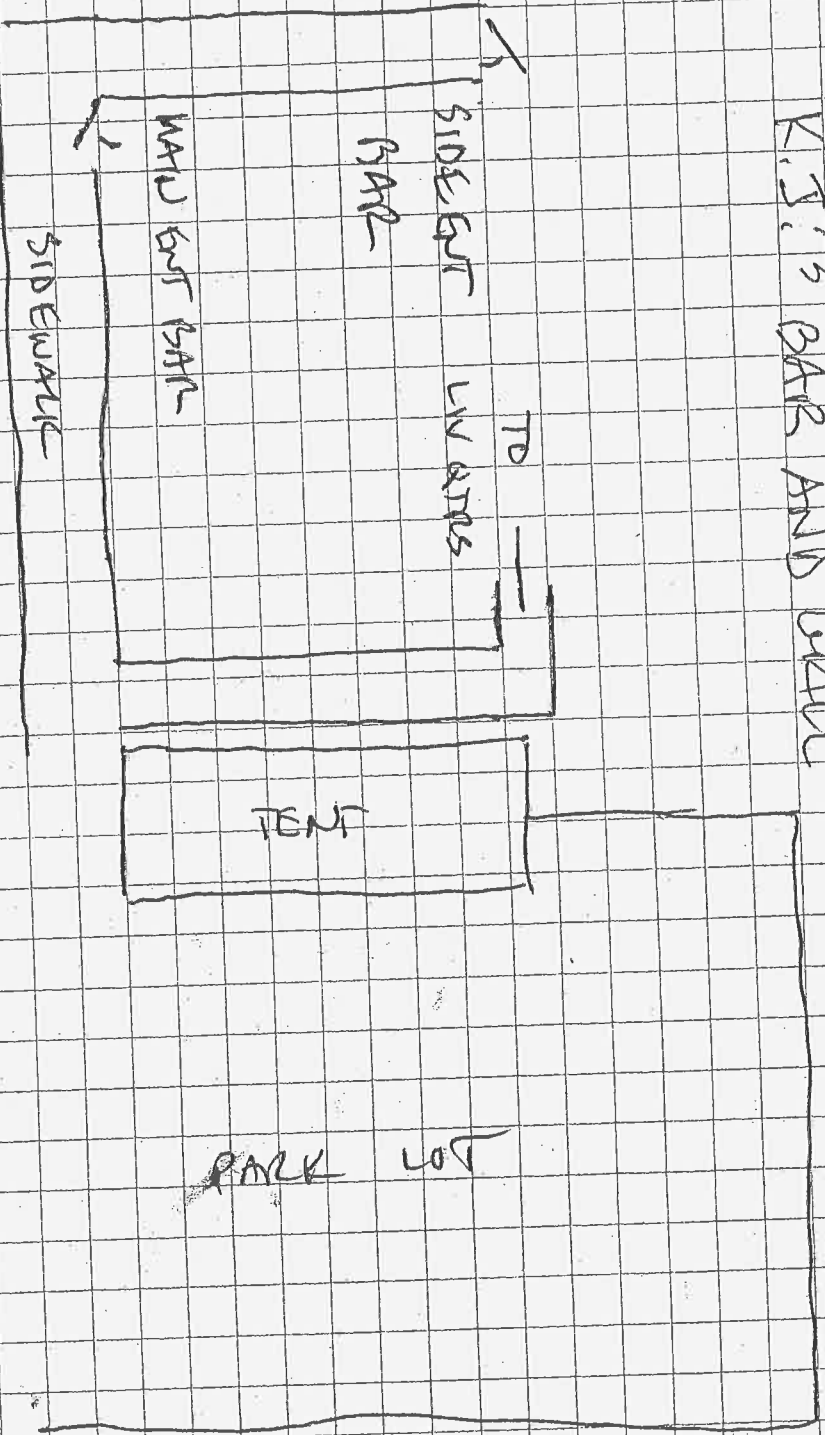
**PLEASE NOTE:** Additional permits or approvals may be required by other Village Departments (sign permits, temporary use permits, electrical permits, etc.). You are responsible for obtaining those permits prior to your event. Contact the Community Development Department at 262-250-4735 for further information.

Kim A. Gamroth  
Signature of Owner

6/23/14  
Date

|                                          |                                        |
|------------------------------------------|----------------------------------------|
| Referred to Police Chief: <u>6-25-14</u> | Referred to Fire Chief: <u>6-25-14</u> |
| Public Safety Committee Recommendation:  |                                        |
| Approve: _____;                          | Deny: _____;                           |
| Date: <u>7-7-14</u>                      |                                        |
| Village Board Action:                    |                                        |
| Approve: _____;                          | Deny: _____;                           |
| Date: <u>7-7-14</u>                      |                                        |

K.J.'s BAR AND WELL



NEW PLAN  
 STEVE SMITH & CREW OK WITH THIS PLAN (PREFER IT TO OLD  
 CHIEF IDEAL HAS NO PROBLEM WITH THIS PLAN  
 NO FENCE WITH WASH BANDS

Village of



**OFFICE OF THE VILLAGE CLERK**

N112 W17001 Mequon Road, P.O. Box 337

Germantown, Wisconsin 53022-0337

Phone (262) 250-4740

FAX (262) 253-8255

June 25, 2014

Dear Adjacent Property Owner:

The Village of Germantown has adopted a policy in which property owners within 300 feet of an application for an outside premises extension would be notified, giving them an opportunity to voice their concerns and/or approval.

On that basis, please be advised that KJ's Bar and Grill has applied to amend their liquor license to include an outdoor premises extension on Saturday, July 19, 2014 from 4:00 p.m. to 10:00 p.m.; and Saturday, August 23, 2014 from 2:00 p.m. to 10:00 p.m. on their property located at N112 W21209 Mequon Road.

The Public Safety Committee will review this application at a meeting on Monday, July 7<sup>th</sup> at 6:00 p.m. at the Germantown Village Hall, N112 W17001 Mequon Road. If you have any objections to this application, you may contact our office in writing and your letter will be forwarded to the Public Safety Committee for discussion, or you may attend the meeting.

If you have any questions, please feel free to call me at 262-250-4740.

Sincerely,

A handwritten signature in cursive script that reads 'Christine M. Micka'.

Christine M. Micka, CMC/WCMC  
Deputy Village Clerk

cc: KJ's Bar and Grill  
Police Chief Hoell

GERMANTOWN POLICE DEPARTMENT

MEMORANDUM

TO: Chris Micka  
Deputy Clerk

FROM: Peter G. Hoell  
Chief of Police 

DATE: June 30, 2014

SUBJECT: OUTSIDE PREMISE EXTENSIONS – KJ'S

The police department has no objections to the outside premise extensions for KJ's Bar & Grill.

VII. D

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

MEETING DATE: JULY 7, 2014

PLACEMENT: NEW BUSINESS

ITEM TITLE: APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B"  
RETAILER'S LICENSE, DHEINSVILLE OLDE TIME BIER  
GARDEN, GERMANTOWN HISTORICAL SOCIETY,  
DHEINSVILLE PARK, N128 W18780 HOLY HILL ROAD,  
GERMANTOWN, WI, ENTIRE PARK – JULY 26, 2014 AND  
AUGUST 23, 2014, 1:00 PM – 9:00 PM

SUBMITTED BY: BARB GOECKNER, VILLAGE CLERK

SUMMARY EXPLANATION:

Jeffrey J. Dhein on behalf of Germantown Historical Society is requesting a Temporary Class "B"/"Class B" Retailer's License, commonly referred to as a Picnic License to hold a Bier Garden in the Dheinsville Park on two separate dates, July 26 and August 23, 2014. In this application a request has been made to waive any requirement to limit the area within the park or the 'premises'

Normally the Village Clerk has authorization to issue this license internally without going to committee. However, Dheinsville Park is Village owned property and I have concerns and am uncomfortable with authorizing a license for the entire park and not requiring a limited premises and description, fencing or wrist banding of some type to regulate the serving of alcohol. Limiting the request to a specified and fenced area or requiring some type of wrist banding could limit exposure of sales to underage persons and would be easier to police and/or monitor.

I have posed this question to Village Attorney Brian Sajdak and following is his response regarding liability issues, underage persons and location recommendation:

Brian C. Sajdak Mon 6/9/2014 1:57 PM

*Initial thought on liability is that it is covered in the statutes:*

*125.037. Civil liability exemption for municipalities*

*No municipality, as defined in s. 67.01(5), or municipal governing body, committee, official or employee is civilly liable for damage to any person or property caused by the*

consumption of alcohol beverages by that person or any other person, by reason of any of the following:

- (1) Issuing a license to sell alcohol beverages.
- (2) Allowing the holder of a license or permit to sell, dispense or give away alcohol beverages on property owned or leased by the municipality.
- (3) Failing to monitor or supervise the activities of the licensee or permittee.

*It would seem from a liability perspective, we're covered (although we might want to check with the insurance carrier to be sure from their perspective).*

*For underage persons, the statutes provide:*

125.26(6):

*An official or body authorized by a municipal governing body to issue temporary Class "B" licenses may, upon issuance of any temporary Class "B" license, authorize the licensee to permit underage persons to be on the premises for which the license is issued.*

*Liability for serving underage persons would appear to lie with the organization per the above statute.*

*As for the location, the law is pretty clear that we can limit the location to anywhere we desire. From my personal perspective, it makes sense to limit it to a certain area as opposed to the whole park -- I would think they would want that too because it's a lot easier to police/monitor it.*

*Lastly, on dates, I think they would need to identify dates specifically. A blanket license effectively changes a "temporary" license into a year-long one.*

ATTACHMENT:    ORDINANCE\_\_\_\_ RESOLUTION \_\_\_\_ OTHER   X  

RECOMMENDATION:

To approve the application and limit the premises to a specific area and request it to be fenced or roped off in some manner so the distinction is visible. And require the premises description to be written in specified detail so a review by State Personnel of the license, if it were to occur, would make the premises description recognizable.

And to forward this application with recommendations to Village Board for final approval.

BOARD ACTION:

## APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

RECEIVED

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ \_\_\_\_\_

Application Date: JUN 24 2014

Village of GermantownCounty of WashingtonOFFICE OF VILLAGE CLERK  
VILLAGE OF GERMANTOWN

The named organization applies for: (check appropriate type)

- ☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
- ☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 7-1-14 and ending 10-1-14 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (check type) ☐ Bona fide Club ☐ Church ☒ Lodge/Society ☐ Veteran's Organization ☐ Fair Association

(a) Name GERMANTOWN HISTORICAL SOCIETY

(b) Address P.O. Box 31 City, State, Zip Germantown WI 53022

(c) Date organized 1976

(d) If corporation, give date of incorporation 1976

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54(7m), Wis. Stats, check here ☒

(f) Names and addresses of all officers:

President: SECRECY J. DHEIN D.O.B. \_\_\_\_\_

Vice President: Gordon E. Bast D.O.B. \_\_\_\_\_

Secretary: Peggy S. Bast D.O.B. \_\_\_\_\_

Treasurer: Peggy S. Bast D.O.B. \_\_\_\_\_

(g) Name and address of manager or person in charge of affair:

SECRECY J. DHEIN D.O.B. \_\_\_\_\_

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

(a) Street number DHEINSVILLE PARK

(b) Do premises occupy all or part of building? NO

(c) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover.

If an outside area, include fencing and dimension of area: REQUESTING WAIVER

3. NAME OF EVENT:

(a) List name of the event DHEINSVILLE OLDE TIME BEER GARDEN

(b) Dates of event 7-26 AND 8-23 2014

(c) Hours of event 1 PM - 9 PM

**PLEASE NOTE:** Additional permits or approvals may be required by other Village Departments (sign permits, temporary use permits, electrical permits, etc). You are responsible for obtaining those permits prior to your event. Contact the Community Development Department at 262-250-4735 for further information.

## DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information in this application is true and correct to the best of their knowledge and belief.

Name of Organization: GERMANTOWN HISTORICAL SOCIETY

Signature of Officer: [Signature] Date: 6-17-14

Signature of Officer: Gordon E. Bast Date: 6-17-14

Signature of Officer: Peggy S. Bast Date: 6-17-14

Date Filed with Clerk: 6-24-14 Date Reported to Police Chief and Fire Chief: 6-24-14

Date Granted by Village Clerk \_\_\_\_\_ License Number \_\_\_\_\_

GERMANTOWN POLICE DEPARTMENT

MEMORANDUM

TO: Chris Micka  
Deputy Clerk

FROM: Peter G. Hoell  
Chief of Police *PH*

DATE: June 30, 2014

SUBJECT: DANCE LICENSE/CLASS B PICNIC LICENSE APPLICATIONS

The Police Department has no objections for the licensing of Oktoberfest and the two Olde Bier Garden events at Dheinsville.

VII. E  
RECEIVED

VILLAGE OF GERMANTOWN  
N112 W17001 Mequon Road, P.O. Box 337  
Germantown, Wisconsin 53022

JUN 24 2014

**APPLICATION FOR DANCE LICENSE**

Fee: \$10.00/day or \$100.00/annual (Amount Paid \$ \_\_\_\_\_)  
\$5.00 Investigation Fee on Initial License Application

OFFICE OF VILLAGE CLERK  
VILLAGE OF GERMANTOWN

Name: GERMANTOWN HISTORICAL SOCIETY Date: 6-17-14  
(Individual, Partnership, Corporation or Club)

Address: P.O. BOX 31 City: GERMANTOWN State: WI Zip: 53022

**List Officers of Partnership, Club, or Organization:**

**President:** Name: (First) JEFFREY (Middle Initial) J. (Last) DIETZ  
Address: W196N13704 HWY 145 City: RICHTFELD State: WI Zip: 53076  
Date of Birth: \_\_\_\_\_ Phone: 262-689-0537

**Secretary:** Name: (First) Peggy (Middle Initial) S (Last) BAST  
Address: W55N453 LENOX PI #3 City: Cedarburg State: WI Zip: 53012  
Date of Birth: \_\_\_\_\_ Phone: 414.418.6496

**Treasurer:** Name: (First) Peggy (Middle Initial) S (Last) BAST  
Address: W55N453 LENOX PI #3 City: Cedarburg State: WI Zip: 53012  
Date of Birth: \_\_\_\_\_ Phone: 414.418.6496

**Manager, Agent or Person in Charge:**

Name: (First) JEFFREY (Middle Initial) J. (Last) DIETZ  
Address: W196N13704 HWY 145 City: RICHTFELD State: WI Zip: 53076  
Date of Birth: \_\_\_\_\_ United States Citizen? Yes Wisconsin Resident? Yes

Have you ever been convicted of a felony or misdemeanor for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any municipality, or are there any criminal charges presently pending against you? Yes X No \_\_\_\_\_. If yes, give law or ordinance violated, date, description and status of charge:

DRIVING AFTER SUSPENSION 1980'S SERVED PENALTY  
Date when dance will be held: SEPT 27-28 Time of Dance: 11 AM/PM to 11 AM/PM  
Premises where dance will be held: DANVILLE PARK

Name and address of the person, firm or corporation owning premises for which license is applied:

Name: VILLAGE OF GERMANTOWN Address: \_\_\_\_\_

I understand that omission, false information or untrue information submitted by me on this application will be grounds for the Village Board to deny this license at issue; OR revoke any such license after issue, when such error or omission is revealed upon investigation.

I understand that the license is issued subject to approval by the Inspection Department prior to the event, and it is my responsibility to contact the department when set-up is complete.

Date: 6-17-14 Signature of Applicant: [Signature]

**Office Use Only:**

Date submitted to Police Department and Fire Department for Investigation: 6-24-14  
Date submitted to Public Safety Committee for recommendation: 7-7-14 Date Submitted to Village Board: 7-21-14  
Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ License No. \_\_\_\_\_ Date license issued: \_\_\_\_\_

GERMANTOWN POLICE DEPARTMENT

MEMORANDUM

TO: Chris Micka  
Deputy Clerk

FROM: Peter G. Hoell  
Chief of Police *gth*

DATE: June 30, 2014

SUBJECT: DANCE LICENSE/CLASS B PICNIC LICENSE APPLICATIONS

The Police Department has no objections for the licensing of Oktoberfest and the two Olde Bier Garden events at Dheinsville.

RECEIVED

JUN 30 2014

OFFICE OF VILLAGE CLERK  
VILLAGE OF GERMANTOWN

VILLAGE OF GERMANTOWN  
N112 W17001 Mequon Road, P.O. Box 337  
Germantown, Wisconsin 53022

**APPLICATION FOR DANCE LICENSE**

Fee: \$10.00/day or \$100.00/annual (Amount Paid \$ \_\_\_\_\_)  
\$5.00 Investigation Fee on Initial License Application  
per individual

Name: St. Boniface Congregation Date: 6/26/14  
(Individual, Partnership, Corporation or Club)

Address: W204N11940 Goldendale Rd City: Germantown State: WI Zip: 53022

**List Officers of Partnership, Club, or Organization:**

**President:** Name: (First) Loyola (Middle Initial) NIA (Last) Amalraj

Address: N114 W110474 Crown Ct. East City: Germantown State: WI Zip: 53022

Date of Birth: \_\_\_\_\_ Phone: 262-628-2040

**Secretary:** Name: (First) Cari (Middle Initial) L (Last) Brust

Address: 2184 Scenic Rd City: Richfield State: WI Zip: 53076

Date of Birth: \_\_\_\_\_ Phone: 262-628-4002

**Treasurer:** Name: (First) Patrick (Middle Initial) J (Last) Crain

Address: W144 N9802 Sun Valley Trail City: Germantown State: WI Zip: 53022

Date of Birth: \_\_\_\_\_ Phone: 262-255-4661

**Manager, Agent or Person in Charge:**

Name: (First) Mike (Middle Initial) \_\_\_\_\_ (Last) Kesler

Address: W212 N10815 Appleton Ave City: Germantown State: WI Zip: 53022

Date of Birth: \_\_\_\_\_ United States Citizen? yes Wisconsin Resident? yes

Have you ever been convicted of a felony or misdemeanor for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any municipality, or are there any criminal charges presently pending against you? Yes \_\_\_\_\_ No X. If yes, give law or ordinance violated, date, description and status of charge:

Date when dance will be held: 8/29-8/31/14 Time of Dance: 4 AM/PM to 11 AM/PM 8/29-8/31/14

Premises where dance will be held: Tent in parking lot 10am to 10:30pm 8/31/14

Name and address of the person, firm or corporation owning premises for which license is applied:

Name: St. Boniface Congregation Address: W204N11940 Goldendale Rd

I understand that omission, false information or untrue information submitted by me on this application will be grounds for the Village Board to deny this license at issue; OR revoke any such license after issue, when such error or omission is revealed upon investigation.

I understand that the license is issued subject to approval by the Inspection Department prior to the event, and it is my responsibility to contact the department when set-up is complete.

Date: 6/26/14 Signature of Applicant: [Signature]

**Office Use Only:**

Date submitted to Police Department and Fire Department for Investigation: 6-30-14  
Date submitted to Public Safety Committee for recommendation: 7-7-14 Date Submitted to Village Board: 7-21-14  
Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ License No. \_\_\_\_\_ Date license issued: \_\_\_\_\_

GERMANTOWN POLICE DEPARTMENT

MEMORANDUM

TO: Chris Micka  
Deputy Clerk

FROM: Peter G. Hoell  
Chief of Police 

DATE: July 2, 2014

SUBJECT: DANCE LICENSE – ST. BONIFACE PARISH

The police department has no objections to the Dance License for St. Boniface Parish annual festival.

## MEMORANDUM

TO: Police Chief Hoell  
Fire Chief Weiss  
Building Inspector Guttman

FROM: Christine Micka, Deputy Village Clerk

DATE: June 30, 2014

SUBJECT: Dance License

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Attached is an application for a Dance License from St. Boniface Parish for their annual festival to be held on the parish grounds at W204 N11940 Goldendale Road. The dance will be held on Saturday, August 29<sup>th</sup> from 4:00 p.m. to 11:00 p.m. and Sunday, August 31<sup>st</sup> from 10:00 a.m. to 10:30 p.m.

I am submitting the application to you for your review and recommendation. Discussion will take place at the Public Safety Committee meeting on Monday, July 7<sup>th</sup> at 6:00 p.m. Approval of the license will be on the Village Board meeting agenda on Monday, July 21<sup>st</sup>.

If you have any questions, please call me at 250-4740.

Thanks!

*any fenced-in or controlled access  
areas to have a minimum  
of 2 exits to be located remote  
from one another.  
C.M. Guttman*

BUSINESS OF THE PUBLIC SAFETY COMMITTEE  
GERMANTOWN, WI

MEETING DATE: July 7, 2014

AGENDA ITEM: New Business

ITEM TITLE: Server Array/Cluster Purchase

SUBMITTED BY: Communications Supervisor Lynn Schmidt

SUMMARY EXPLANATION: The 2014 budget includes \$29,915.00 for the purchase, configuration and installation of the hardware and software to provide a mirrored system to the one currently in place I have received the two attached quotes that reflect government contract pricing. The quote from CDW-G is for hardware and software only – excluding fiber optic cabling. The quote from Schultz-Bernstein & Associates is all inclusive for everything needed, included setup, configuration, delivery and installation.

ATTACHMENT: ORDINANCE\_\_\_\_\_ RESOLUTION\_\_\_\_\_ OTHER\_X\_\_\_\_\_

RECOMMENDATION:\_. I am requesting approval to make this purchase from Schultz-Bernstein & Associates for \$26,045.00.

VII. H

BUSINESS OF THE PUBLIC SAFETY COMMITTEE  
GERMANTOWN, WI

MEETING DATE: July 7, 2014

AGENDA ITEM: New Business

ITEM TITLE: New Rescue-Engine

SUBMITTED BY: Chief Gary L. Weiss

SUMMARY EXPLANATION:

Under capital items this year there is the purchase of a new Rescue-Engine (40-522-570-8520), the fire department sent out bid packages to 4 fire apparatus manufactures on May 9, 2014. Only one company (Pierce Manufacturing, Inc.) returned the bid by the due date of May 30, 2014.

The bid for the new Rescue-Engine is \$770,061.00. This includes all equipment to make the truck ISO compliant and a 100% Performance Bond.

With the purchase of this truck, the Village will not have to purchase another primary Engine or Heavy Rescue for approximately 20 years.

ATTACHMENT: ORDINANCE\_\_\_\_ RESOLUTION\_\_\_\_ OTHER\_\_X\_\_

RECOMMENDATION:

To receive unanimous approval to recommend to the Village Board to award the bid to Pierce Manufacturing for the new Rescue-Engine at an estimated cost of \$770,061.00. This is below the amount budgeted.

# PROPOSAL FOR FURNISHING FIRE APPARATUS

June 25, 2014

Germantown Fire Department  
N115 W18752 Edison Drive  
Germantown, WI 53022

The undersigned is prepared to manufacture for you, upon an order being placed by you, for final acceptance by Pierce Manufacturing, Inc., at its home office in Appleton, Wisconsin, the apparatus and equipment herein named and for the following prices:

|                                                                                       |                            |
|---------------------------------------------------------------------------------------|----------------------------|
| <u>PAYMENT OPTION #8: 100% PREPAYMENT, NO PERFORMANCE BOND,</u>                       | \$                         |
| <u>PLUS \$100,000.00 LOOSE EQUIPMENT</u>                                              | 799,322.00                 |
| <u>One (1) Pierce Velocity Rescue Pumper per Attached Proposal #380 from Reliant</u>  |                            |
| <u>Fire Apparatus Dated May 30, 2014, less deductions in attached proposal change</u> |                            |
| <u>order form, plus \$100,000.00 loose equipment.</u>                                 |                            |
| <u>LESS: 100% Prepayment Discount</u>                                                 | (31,420.00)                |
| <u>PAYMENT TERMS: Payment in the amount of \$770,061.00 to be paid in full at</u>     |                            |
| <u>time of contract signing.</u>                                                      |                            |
| <u>ADD: 100% Performance Bond</u>                                                     | 2,159.00                   |
| <u>Total Vehicle Cost with Payment Option #8 Including 100% Performance Bond</u>      | Total \$ <u>770,061.00</u> |

Said apparatus and equipment are to be built and shipped in accordance with the specifications hereto attached, delays due to strikes, war, or intentional conflict, failures to obtain chassis, materials, or other causes beyond our control not preventing, within about 9 months after receipt of this order and the acceptance thereof at our office at Appleton, Wisconsin, and to be delivered to you at F.O.B. Pierce Manufacturing, Appleton, WI.

The specifications herein contained shall form a part of the final contract, and are subject to changes desired by the purchaser, provided such alterations are interlined prior to the acceptance by the company of the order to purchase, and provided such alterations do not materially affect the cost of the construction of the apparatus.

The proposal for fire apparatus conforms with all Federal Department of Transportation (DOT) rules and regulations in effect at the time of bid, and with all National Fire Protection Association (NFPA) Guidelines for Automotive Fire Apparatus as published at the time of bid, except as modified by customer specifications. Any increased costs incurred by first party because of future changes in or additions to said DOT or NFPA standards will be passed along to the customers as an addition to the price set forth above.

Unless accepted within 30 days from date, the right is reserved to withdraw this proposition.

Pierce Manufacturing, Inc.

By: \_\_\_\_\_  
AUTHORIZED SALES REPRESENTATIVE  
Brett Krueger

