

PERSONNEL COMMITTEE AGENDA
Monday, July 13, 2015 – 7:05 p.m.
(or immediately following previously scheduled meeting)
Lincoln Center – 1519 Water Street

[A quorum of the City Council may attend this meeting]

Discussion and possible action on:

1. Request to create a part-time Ordinance Enforcement Officer position in Community Development.
2. Request to fill vacancy in the Streets Division.
3. Request to fill vacancy in the Police Department.
4. Memorandum of Agreement with the Stevens Point Police Officer's Organization.
5. Amendment to City Ordinance 5.04 – Officers of Department (Police).
6. Adjournment.

Any person who has special needs while attending this meeting or needs agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1560, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Copies of the ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 A.M. to 4:00 P.M.

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594
Fax: 715-346-1530



Mike Wiza
Mayor
mwiza@stevenspoint.com
715-346-1570

July 7, 2015

MEMORANDUM

TO: Personnel Committee Members

FROM: Mayor Wiza

RE: Request to Create Part-Time Ordinance Control Officer-
Community Development

Per City Administrative Policy 2.04, I am recommending the approval of the creation of a part-time (up to 1,200 hours per year) Ordinance Control Officer position in the City of Stevens Point. Based on a review of internal comparables, the position will be placed in Grade D of the pay plan. (Based on the 2015 matrix, Grade D has a starting pay rate of \$12.92 per hour).

The position will be responsible for investigating and enforcing municipal ordinances relating to private property. The creation of this position will allow the Building Inspectors to focus more on inspections related to new construction and remodeling projects in the City.

Thank you for your consideration and please feel free to contact me with any questions regarding this request.

A handwritten signature in black ink, appearing to be "MW", is written below the text.

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594



Scott A. Schatschneider
Director of Public Works
Phone: 715-346-1561
Fax: 715-346-1650

June 30, 2015

TO: Mayor Wiza and Personnel Committee
FROM: Scott Schatschneider, Director of Public Works
RE: Request to fill vacant position

Dear Mayor and Personnel Committee;

I am requesting approval to fill a Street's Maintenance Worker position vacancy in the Streets Division of the Public Works Department.

Sincerely,


Scott Schatschneider
Director of Public Works

Cc: Lisa Jakusz-City Personnel Manager

Approved: _____


Mayor Mike Wiza



Stevens Point Police Department

1515 Strongs Avenue
Stevens Point, WI 54481
Phone 715-346-1500
Fax 715-346-1509

*"Innovative Policing
through Partnerships
with the Community"*



July 7, 2015

Mayor Michael Wiza
City Hall
1515 Strongs Avenue
Stevens Point WI. 54481

Dear Mayor Wiza,

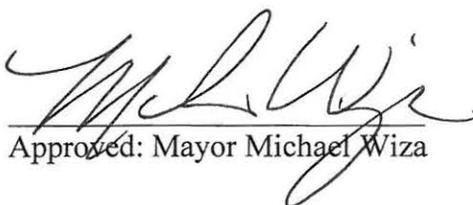
The Department received a formal written notification of resignation from Community Service Officer Kevin Leahy effective July 7th, 2015. With Kevin's resignation a Community Service Officer vacancy occurs within the Police Department.

I respectfully request permission to fill the vacant Community Service Officer Position.

Sincerely,

Martin E. Skibba
Interim Chief of Police

Cc: Lisa Jakusz, Human Resources Manager


Approved: Mayor Michael Wiza

**MEMORANDUM OF AGREEMENT
REGARDING
CORPORAL AND LEAD SUPERVISOR POSITIONS
IN
STEVENS POINT POLICE DEPARTMENT**

IT IS HEREBY AGREED by and between the City of Stevens Point/Stevens Point Police Department (“City”) and the Stevens Point Police Officers Organization (“SPOOO”) that the following changes to the Labor Agreement between the parties shall be made to implement the position of Corporal and the position of Lead Officer in the Stevens Point Police Department.

1. The City and SPOOO agree to the creation of a Corporal position in the Stevens Point Police Department and the assignment of Lead Officer in the Police Department for the purpose of modifying the management structure in the Department.
2. The position of Corporal is summarized as follows:
 - Supervisory position assigned to patrol, directly reporting to Patrol Sergeant. Primary assignments are to assist Patrol Sergeant, supervise in the absence of Sergeant and patrol function.
 - 1 Corporal assigned to each patrol shift.
 - Total of 4 positions.
 - \$1.20 (per hour) increase over 12 yrs. Officer step (set by Agreement).
3. The assignment of Lead Officer shall be summarized as follows:
 - Supervisory position assigned to patrol, directly reporting to Patrol Sergeant. Primary assignment is one of patrol function, with limited supervisory role to fill vacancy of Shift Sergeant and/or Corporal as needed.
 - 1 Lead Officer assigned to each patrol shift.
 - 1 Lead Officer assigned to Investigative Bureau.
 - Total of 5 positions.
 - \$0.55 (per hour) increase over current officer rate of pay (set by Agreement).

4. The parties agree to delete Article 36 -- Reserve Shift Supervisor language from the current Labor Agreement.
5. The parties agree to add the Corporal/Lead Officer language to Lexipol Policy 1004 regarding Promotions.
6. The parties agree that this revised structure of Supervisors within the Police Department shall be implemented pursuant to an agreed upon schedule between the Police Chief and SPOOO. Selection of individuals to fill the Corporal position and the Lead Officer assignment shall be made based upon current promotional procedures.

Dated this ____ day of June 2015.

CITY OF STEVENS POINT

STEVENS POINT POLICE
OFFICERS ORGANIZATION

Mayor

<NAME>, President

Police Chief

<NAME>

5.04 OFFICERS OF DEPARTMENT.

(1) Responsibility of Command.

(a) Commanding Officer. A commanding officer is any member of the department designated by the chief of police to exercise command.

(b) Chain of Command. During the temporary absence of a commanding officer, when no other provision is made by competent authority, the command automatically devolves upon the subordinate present next in seniority to such commanding officer. Seniority is determined first by rank, second by continuous service in the rank.

The relative rank in positions of officers of the department shall be as numerically designated:

- 1 Chief of Police
- 2 Assistant Chiefs of Police
- ~~87~~ Sergeants of Police
- 4 Corporals**
- 5 Lead Police Officers**
- ~~34~~ **25** Police Officers

(2) Acting Chief. During the absence of the Chief of Police a Assistant Chief shall perform all the duties of the Chief except the making of appointments, promotions or demotions of members or employees of the department.

An acting chief shall be particularly careful to carry out the order of the chief previously given. Such orders shall not, except in cases of extreme emergency, be countermanded or set aside; and when such action is taken, the acting chief shall report in writing to the chief the reasons in each instance.