

CHAPTER 3 POLICE DEPARTMENT

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3.01 SUPERVISORY CONTROL

The general and supervisory control of the Village Police Department shall be exercised by the Village President, as chief executive officer of the Village, and the chairman of the Protective Services Committee, with the approval of the Village Board.

3.02 APPOINTMENTS

The Village Board shall appoint the Chief of Police, and all subordinate officers. Before appointment, the candidate must pass a satisfactory examination as to physical and educational qualifications, habits, reputation and experience. Every applicant must be able to perform the essential job functions of a police officer for the Village of Williams Bay as defined by the Police Department and the Village Board. The Village Board may provide competitive examinations for candidates.

(1) Wisconsin Law Enforcement, Employment Standards Adopted.

- Possess a valid Wisconsin driver's license or its equivalent from another state.
- Be at least 18 years of age.
- Have no felony convictions.
- Possess a high school diploma or GED. In addition, law enforcement officers first employed after February 1, 1993, must obtain at least 60 college credits or an associate degree within five years of initial law enforcement employment.
- Be of good moral character, as determined from the results of a thorough background investigation.
- Be free of any physical, emotional, or mental condition, which might adversely affect law enforcement performance.
- Complete a satisfactory oral interview with the employing agency.
- Pass a pre-employment drug test.
- Certification is granted by the Law Enforcement Standards Board only upon employment (full or part time), upon meeting all employment standards outlined above, and after successfully completing the 400 hour basic law enforcement course, or other training contingency specified by the Board.

- Recruitment qualifications are defined in LES 2, Administrative Rules of the Wisconsin Law Enforcement Standards Board.
- Under 165.85(4)(e). Wis. Stats., any law enforcement or tribal law enforcement agency or sheriff may set recruit training and standards which are higher than the minimum standards set by the Board.

3.03 DUTIES OF CHIEF OF POLICE

It shall be the duty of the Police Chief to cause the public peace to be preserved and see that all ordinances of the Village and laws of the State of Wisconsin are enforced and obeyed. He shall be responsible for the efficient and general good conduct of his department and shall promptly report in writing to the Village President and Chairman of the Protective Services Committee all complaints made to him in writing against any member of the Police Department.

3.04 EXAMINATION

Each police officer, including the Chief, must submit to a physical and mental examination when requested by the Village Board.

3.05 TRAINING

The Chief and each officer is required to attend a minimum of 24 hours of re-certification training each year as required by the Wisconsin Law Enforcement Standards Board. Officers are also required to attend specialized training as approved and assigned by the Police Chief. They are also expected to study all publications concerning their work which are made available by the Village Board.

3.06 RECORDS AND REPORTS

The Chief shall keep a record of all complaints and applications calling for the services of the Police Department. He shall cause a daily record of all violations of laws and ordinances, fires, dangerous places and accidents with cause and proofs. The Chief shall render a bi-monthly report of the principal activities of the Police Department to the Village Board through the Protective Services Committee Chairman.

3.07 HOURS OF DUTY

The Chief shall regulate the hours of duty of himself and subordinates with the approval of the Village Board.

3.08 GENERAL RULES

Vacations will be granted as near as possible to dates requested and as working conditions permit.

Sickness in excess of 3 days must be supported by a note from a doctor.

Causes for suspension or dismissal:

- (1) Intoxication.
- (2) Cowardice.
- (3) Insubordination or disrespect toward a superior officer or and member of the Village Board.
- (4) Neglect of duty-failure to act.
- (5) Neglect or disobedience of any order.
- (6) Absence from duty without leave.

- (7) Immorality.
- (8) Conduct unbecoming an officer.
- (9) Communicating information relating to police work or the Village Board without permission.
- (10) Making a false official statement or entry in official records.
- (11) Willful mistreatment of a prisoner.
- (12) Discourtesy or insolence toward the public.
- (13) Untruthfulness.
- (14) Use of profane language.
- (15) Sleeping while on duty.
- (16) Uncleanliness in person or dress.
- (17) Accepting a bribe.
- (18) Criticizing orders by the Village Board.
- (19) Refusing to give name or badge number when requested.
- (20) Any other act or omission contrary to good order and discipline.
- (21) Violation of any of the Police Department's rules and regulations contained within the Department's Rules and Regulations Manual.