

CHAPTER 3 - POLICE DEPARTMENT

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3.01 SUPERVISORY CONTROL

The general oversight of the Village Police Department shall be exercised by the Village President and the chairperson of the Protective Services Committee, with the approval of the Village Board. The supervision of the Chief of Police and the Village Police Department shall be delegated to the Village Administrator. (Amend. 2-15-16)

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 Standards as set forth in Chapter LES 2, Wisconsin Administrative Code, are hereby adopted by reference.

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. The Chief of Police shall follow the instructions of the Village Administrator who reports to the Board. He/she shall be responsible for the efficient and general good conduct of his/her department and shall promptly investigate all complaints made against any member of his/her department in the manner set forth in the police department's policies and procedures. If the complainant is not satisfied with the Chief's conclusion regarding the complaint, then the Chief shall promptly forward the complaint and all investigatory reports to the Village President and the Chairperson of the Protective Services Committee for review by the Committee and the Village Board. (Amend. 2-15-16)

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. The Chief of Police shall maintain a daily record of all violations of laws and ordinances, fires, dangerous places and accidents. The Chief shall render a 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 all Police Department employees 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 upon request of the Chief of Police.

Causes for suspension or dismissal:

- (1) Intoxication.
- (2) Cowardice.
- (3) Insubordination or disrespect toward a superior officer or member of the Village Board.
- (4) Neglect of duty-failure to act.
- (5) Neglect or disobedience of any lawful 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.