

*City of Prescott, WI
Wednesday, January 17, 2018*

Chapter 135. Officers and Employees

§ 135-11. Chief of Police.

A. Appointment.

- (1) The Chief of Police shall be appointed by the Board of Police Commissioners, subject to Council confirmation, and shall hold office during satisfactory performance, subject to suspension or removal pursuant to law.
- (2) The compensation to be paid the Chief of Police for his services, the hour of active duty, rest days, vacation periods and other involvement of his or her employment shall be such as may be determined by the Common Council from time to time.

B. General duties. The Chief of Police shall: [Amended 3-12-2012 by Ord. No. 07-12]

- (1) Obey all lawful orders of the Mayor and Council in accordance with City policy, state statutes and best police practices.
- (2) Have general administration and control of the Department.
- (3) Be responsible for the Department's government, efficiency and general good conduct.
- (4) Perform all duties prescribed to him by laws of the state and ordinances of the City.
- (5) Develop Department policies and procedures.
- (6) Maintain Department ethics and discipline.
- (7) Delegate special assignments or duties to police officers, and monitor to see that responsibilities are carried out.
- (8) Perform all the duties of a police officer during a portion of every regular schedule.
- (9) Identify and evaluate ideas to achieve more efficient and effective operation.
- (10) Prepare Department budget requests and maintain expenditures within approved budgetary levels.
- (11) Authorize overtime work for police officers, with supporting justification provided to the Mayor and Common Council, or committee thereof.
- (12) Participate in the recruitment, testing and selection of new personnel.
- (13) Supervise and participate in the advanced and continuing training of police officers and nonsworn Department employees.

- (14) Cooperate with county, state and federal officials, and other municipal law enforcement agencies.
- (15) Make special reports to the Common Council on request; and advise and cooperate with other City departments in matters of public safety.
- (16) Submit weekly and annual reports to the Mayor.
- (17) Perform other miscellaneous duties as assigned.

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Chapter 146. Police Department

§ 146-4. Responsibilities of Chief of Police.

A. Duties. In addition to the duties imposed upon him/her elsewhere in this Code of Ordinances, the Chief of Police shall:

- (1) Have command of the Police Department on administrative matters, subject to the general direction of the Mayor and Board of Police Commissioners, pursuant to the Wisconsin Statutes.
- (2) Cause to be maintained accurate records of complaints, crimes, traffic accidents, ordinance violations, arrests, summons, incidents, and calls for police service and shall provide a system of periodic summary and analysis to ensure the most efficient and effective deployment and use of the Department's resources. He/she shall submit or cause to be submitted to the various agencies such reports and summaries as are required by state statutes or ordinances and shall participate in programs designed to improve law enforcement and public safety.
- (3) Submit such reports and/or information and comply with such policies as may be prescribed by the Board of Police Commissioners.
- (4) Have exclusive control of the assignment, hours of duty, and duties of all members of the Department.
- (5) Plan, organize, staff, direct, and control all of the human and material resources of the Department for the most effective and efficient discharge of its duty to protect persons and property, preserve the peace, protect the rights of citizens and enforce the Wisconsin Statutes and the ordinances of the City as are within its jurisdiction. The Chief of Police shall supervise the preparation and presentation of reports on Department activities and budgets for the Police Department. The Chief of Police shall be required to certify to the correctness of all expenses incurred by the Department.^[1]
^[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*
- (6) Strive to maintain suitable, productive relationships with other City departments and with other governmental agencies concerned with law enforcement, crime prevention, administration of justice and public safety. The Chief of Police shall cooperate and exchange information with other City departments in matters relating to their various functions.^[2]
^[2] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*
- (7) Plan and execute programs designed to prevent and repress crime, apprehend and prosecute offenders, recover property, and regulate noncriminal conduct, giving highest priority in the allocation of resources to crime and other offenses most hazardous to life and property.

- (8) Provide for and supervise animal control services to insure that stray animals are safely and humanely removed from the City.
- (9) Provide and maintain such written policies and procedures as mandated by state law or in keeping with accredited law enforcement standards.
- B. Custody of Department equipment. The Chief of Police shall be the custodian of all City property, equipment and supplies under the control of, or used by, the Police Department and shall be responsible for the care, maintenance, safeguarding and accurate records of such property, equipment, and supplies.
- C. Custody of Department property. The Chief of Police shall be the custodian of all property and be responsible for the safekeeping, lawful disposition and accurate record of the same. The Chief of Police shall see that all property is returned to its lawful owner or otherwise disposed of according to the applicable statutes.