

CHAPTER 5

POLICE AND FIRE DEPARTMENTS

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5.01 **BOARD OF POLICE AND FIRE COMMISSIONERS.**

(1) **MEMBERSHIP.** (Amd. GO 54-03) The Board shall consist of five citizens, three of whom shall constitute a quorum. The Mayor shall annually, between the last Monday of April and the first Monday of May, appoint, in writing to be filed with the secretary of the Board, one member for a term of five years, subject to confirmation by the Council. No appointment shall be made which will result in more than three members of the Board belonging to the same political party.

(2) **DUTIES AND POWERS.** The Board shall have the duties and powers set forth in §62.13, Wis. Stats.

5.02 **POLICE DEPARTMENT.**

(1) **ORGANIZATION.** The Police Department shall consist of such divisions and ranks as deemed necessary by the Chief of Police consistent with departmental duties and size. These divisions shall be set forth in the Department rules and regulations subject to statutory authority and shall be approved by the Police and Fire Commission.

(2) **PERSONNEL.**

(a) **Chief of Police.** The Chief of Police shall have general supervision over the Police Department and be responsible for the efficiency thereof. The Deputy Chiefs shall discharge the duties of the Chief of Police in case of absence, disability, or suspension of the Chief.

(b) **Police Personnel.** The personnel of the Police Department shall consist of such number of police personnel as authorized by the Council and shall be increased and decreased by the Council consistent with the needs of the City.

(c) **Auxiliary Personnel.** The Council shall, as deemed needed, allow auxiliary personnel for stenographic, mechanical, clerical, or allied functions of the Police Department.

(3) **DUTIES AND POWERS.**

(a) **Preservation of Public Peace.** The Chief of Police and all police officers shall preserve the public peace and suppress all riots, disturbances, and breaches of the peace; and they shall, according to law, apprehend disorderly persons or disturbers of the peace.

(b) **Enforcement of Ordinances.** The Chief of Police and all police officers shall see that all ordinances are enforced; and whenever any violation thereof comes to their knowledge, whether by personal observation or by information from others, they shall make complaint and cause the person so offending to be prosecuted. They shall cause all ordinances of the City relating to offenses against public morals and decency, public peace and quiet, public policy, and public safety to be enforced.

(4) **RECORDS KEEPING.** (Rep. & Rec. GO 6-06) Under the provisions of §19.21, Wis. Stats., the Police Department may keep and preserve the records of the Department by the use of microfilm or other similar reproductive device. Records of the Police Department shall be kept and maintained for a period of seven years, after which they may be destroyed. In addition to the microfilming of records, all records of pending investigations which have not been closed by the Police Department shall also be maintained in their original form until such time as the file has been officially closed. The Police Department shall reproduce its

documents in accordance with the standards and procedures established in §16.61(7), Wis. Stats., so that such reproductions shall be deemed original records. Prior to the destruction of any police records, the State Historical Society shall be notified.

5.03 **BAIL.**

(1) **RELEASE OF ARRESTED PERSON.** The Chief of Police may receive of any person who has been arrested for violation of any City ordinance a sum of money not exceeding the maximum penalty which may be imposed in such case, and may release such person from arrest until the opening of Municipal Court on the next succeeding day when the court may be in session or until a time for the hearing of the case.

(2) **FORFEITURE OF BAIL.** When any person so arrested and released fails to appear personally or by an attorney at the time fixed for the hearing of the case, and upon the order of the court forfeiting bail, the money deposited with the Chief of Police shall be retained and paid into the Municipal Court and disbursed in the same manner as are forfeitures imposed for violation of City ordinances.

5.04 **FIRE DEPARTMENT.** (Rep. & Rec. GO 39-96)

(1) **ORGANIZATION.** The Fire Department of the City shall be composed of such personnel as the Fire Chief deems necessary and as are authorized by the Council from time to time.

(2) **PERSONNEL.**

(a) **Fire Chief.** The Fire Chief shall have general supervision over the Fire Department and shall be responsible for the efficiency thereof.

(b) **Assistant Fire Chief.** The Assistant Fire Chief shall discharge the duties of the Fire Department Chief in case of absence, disability, or suspension of the Chief.

(c) **Fire Personnel.** The personnel of the Fire Department shall consist of such number of fire personnel as authorized by the Council consistent with the needs of the City.

(d) **Powers and Duties.** All fire personnel are charged with the duty of protecting life and property by the fighting of fires, emergency medical treatment, and other hazardous tasks.

(e) **Auxiliary Personnel.** Auxiliary and support staff may be provided as deemed necessary by the Common Council.

5.05 **ADULT CROSSING GUARDS.**

(1) **POSITION.** The position of Adult Crossing Guard shall be filled by the Chief of Police subject to confirmation by the Common Council. The Chief shall be responsible for their supervision and direction. They shall not be police officers and shall have no police powers to arrest.

(2) **UNIFORM.** Adult Crossing Guards shall wear a uniform prescribed by the Chief of Police.

(3) **SALARY.** Adult Crossing Guards shall receive such salary as set by the Council.

5.06 **HUMANE OFFICER.**

(1) POSITION. The position of Humane Officer shall be filled by the Chief of Police, subject to confirmation by the Common Council. The Chief shall be responsible for the supervision and direction of the Humane Officer.

(2) POWERS AND DUTIES. The Humane Officer shall not be a police officer, shall perform those duties as directed by the Chief, and shall have only those powers set forth in §951.15, Wis. Stats.

(3) CITATIONS. The Humane Officer shall have the authority to issue citations to individuals violating ordinances enforced by the Humane Officer.

(4) UNIFORM. The Humane Officer shall wear a uniform prescribed by the Chief of Police.

(5) SALARY. The Humane Officer shall receive such salary as set by the Common Council.