

AGENDA FOR A SPECIAL MEETING OF THE  
PUBLIC SAFETY COMMITTEE OF THE COMMON COUNCIL OF THE CITY OF HUDSON  
COUNCIL CHAMBERS OF CITY HALL, 505 THIRD STREET  
5:00 P.M. THURSDAY, JANUARY 5, 2017

1. ROLL CALL

2. PARKING

2.I. DISCUSSION AND POSSIBLE ACTION TO ALLOW STUDENT PARKING IN THE RESIDENTIAL PARKING PERMIT AREAS NEAR HUDSON HIGH SCHOOL

Documents:

[2017 01 05 2 STUDENT PARKING ON RESIDENTIAL STREETS IP.PDF](#)

3. DISCUSSION AND POSSIBLE ACTION ON DRUG INVESTIGATOR POSITION

Documents:

[2017 01 05 3 DRUG INVESTIGATOR IP.PDF](#)

4. ADJOURNMENT

CC: Mayor O'Connor; Devin J. Willi;  
Alderson Alms; Alderson Hall; Alderson Morrissette  
Chief Jensen, Chief St. Martin, Chief Lyksett; Public Works; City Clerk;  
Chamber of Commerce; Cable TV; Star Observer; Hudson Patch; Lobbies

Posted in City Hall lobbies and the Public Safety Building, delivered to Star Observer and Committee members: 01/04/17.

Notice is hereby given that a majority of the City Council may be present at the meeting of the Public Safety Committee to gather information about a subject over which they have decision-making responsibility.

This constitutes a meeting of the City Council pursuant to **State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553, 494 N. W. 2d 408 (1993)**, and must be noticed as such, although the Council will not take any formal action at this meeting.

**CITY OF HUDSON  
COUNCIL/COMMITTEE ISSUES**

Item #            2

**Submitted to:** Public Safety Committee

**Date:**            12/05/2016

**Submitted by:** Chief Marty Jensen

**Regarding:**     Student Parking Around the High School

**ISSUE:**            Attached to this issue sheet is a letter from a Hudson High School Student asking the city to look at allowing student parking in the residential parking permit areas near the high school.

- **Legal aspects:**                    None
- **Budget Impact:**                    None
- **Past History:**                      None
- **Other Pertinent Data:**            None

**STAFF RECOMMENDATION:** None

**COMMITTEE RECOMMENDATION:**

Chief Jensen,

The issue of parking in the areas surrounding the high school have been on the minds of residents, school administrators, your office, my peers, and myself. While there have been complaints of parking in front of mailboxes, parking on curbs, and kids walking through private property, I feel that the whole issue stems from a lack of communication, empathy, and understanding on all sides of the issue. It is my hope that by voicing my concerns and by hearing the needs and wants of all parties involved, not only will I have personally learned more about the working of my community and local government, but that we may come to a solution that works for everyone involved. The problem of overpopulation in our school has not been left undebated. With the school's new construction projects underway, it is clear we're headed in the right direction. However, for the remainder of the year, the parking situation at the school will only get worse. Unfortunately, it will be the students who will have bear the brunt of the situation. With snow approaching, every parking lot will lose some spaces, and with both the high school lot and the church lot already at carrying capacity, what will happen to the kids who bought their parking permit and can't park in the lots they've reserved the right to? Additionally, the problem will not solve itself when the snow melts because at that time both the student and teacher lots well start to fill up with construction material to get ready for the new improvements. Homeowners may not feel sympathetic to our issue because it will be resolved in a year when the school improvements are done and because it does not affect them in the way that it does the students. I just worry that as the issues get worse they will just be overlooked.

Rest assured i did not write you without solutions to suggest, my first idea would be simply remove the restricted parking signs until the construction at the school is complete.

The second solution i would offer would be a limited issuing of the residential parking passes to students who need them for school. This would add accountability to those parking and give the school the ability to take away the privilege of parking if the rules are broken.

I look forward to working with anyone and everyone involved to find a solution that works for students and residents alike.

Thank You,  
Maxwell Meurett



*City of Hudson*

505 Third Street  
Hudson, Wisconsin 54016-1694

PHONE: (715) 386-4765

FAX: (715) 386-0804

December 14, 2016

Dear Hudson neighbor,

I would like to invite you to the January meeting of the Public Safety Committee where we will be discussing student on-street parking in the neighborhood surrounding the high school:

Date: Thursday, January 12, 2017

Time: 5 pm

Place: Council Chambers, Hudson City Hall, 505 3rd St.

One of the high school students attended our December meeting and asked that we relax the parking restrictions in the neighborhood surrounding the high school so that students have places to park. He proposed that the city issue parking permits to the students so that they can park in the areas that are residential parking during school hours. If a student abuses the privilege, the city could rescind the parking permit.

This spring, parking near the school will become more difficult for students since some of the on-campus parking spots will be used to store building materials for the new addition. Also, as the semester progresses, more students will get drivers licenses so there will be more students in need of parking spaces. This problem should be resolved in the fall as the school district expects to have the planned parking lots on the campus ready for student use.

The Public Safety Committee would like to hear your concerns and suggestions so that we can come up with a plan that will respect the residents' concerns while accommodating the students' need for places to park.

If you are unable to attend the meeting and would like to express your concerns or ideas, please contact me by phone at [715-808-0492](tel:715-808-0492) or email at [district6@ci.hudson.wi.us](mailto:district6@ci.hudson.wi.us).

Joyce Hall  
District 6 Alderperson

**From:** "L. Allan Hoogheem" <[allan.hoogheem@uwrf.edu](mailto:allan.hoogheem@uwrf.edu)>

**Date:** December 19, 2016 at 8:22:33 AM CST

**To:** "[district6@ci.hudson.wi.us](mailto:district6@ci.hudson.wi.us)" <[district6@ci.hudson.wi.us](mailto:district6@ci.hudson.wi.us)>

**Subject:** **Student Parking**

I live very close to the High School and both myself and my wife taught at the High School. I have no problem with the parking permits but, do a have problem with the supposed fact that students need to be provided with parking spots. We spend dollars for school buses which they "can" NOT use because its not cool. Are they not allowed to walk to school? Again not cool. I understand that some students work and some have university classes.It comes down to need versus want. Maybe we can give permits only to those student agree to carpool. Yeah that will work, NOT.

Allan

L. Allan Hoogheem

Mathematics Department

University of Wisconsin River Falls

**From:** Carla Cullen <[carla.cullen@sbcglobal.net](mailto:carla.cullen@sbcglobal.net)>  
**Date:** December 23, 2016 at 9:28:12 AM CST  
**To:** [district6@ci.hudson.wi.us](mailto:district6@ci.hudson.wi.us)  
**Subject:** 1/12/17 school parking meeting

Hello Joyce,

My name is Carla Cullen and I live at 1804 Grey Fox Lane in Jacobsons Woods. I am sending you this email in response to the January 12 meeting regarding lifting the parking restrictions. Unfortunately, I will be out of town and unable to attend the meeting.

It's unfortunate that there is a parking problem at the high school. However, before we had parking restrictions in our neighborhood, we had a parking problem. Several times our mail was undeliverable due to students making it difficult for our mail person to reach our mailboxes. Numerous times I would have to maneuver my way out of my driveway to get by a car that had "trapped" me in. We live on a cul de sac, so sometimes making sure you're not parked in front of a driveway can be challenging, but that should not have to be my concern. We also had a recurring problem of excessive speed and "peeling out" in our cul de sac.

If cars are parked on both sides of the street, it can at times be very impassable and unsafe. Imagine what it will be like in a heavy snow season with the snow banks growing!!

Also, in the past, when students would park here, there was an issue of students not using the sidewalks, but "cutting" through homeowners' property. I assume there is homeowner liability if something should happen to a student doing this?

I also have a concern with cars being parked in our neighborhood well past school hours due to after school activities. Your letter stated that students would be issued permits to park in neighborhoods and that an abuse of parking results in rescinding the permit. I'm curious as to how this will be enforced. By the city, by the district, by homeowners reporting an issue?

I am a Hudson High School alum and I think the addition to the high school is much needed and will help to improve the community in so many ways. And with the increase in our property taxes to provide for the new building, I don't feel the homeowners in our neighborhood should have to turn our streets into a school parking lot. Driving to school is a privilege. If students are having trouble with parking, perhaps they should carpool with others or use the convenience of the buses provided.

We look forward to watching the progress of the project. But please don't turn our beautiful neighborhood into a parking lot!!

Thank you,  
Carla Cullen

**From:** "Donald Simpson" <[donald.simpsonjr@att.net](mailto:donald.simpsonjr@att.net)>

**Date:** December 20, 2016 at 10:17:52 AM CST

**To:** <[district6@ci.hudson.wi.us](mailto:district6@ci.hudson.wi.us)>

**Subject:** **Student parking**

I don't have a problem with students parking, but they should be restricted to one side of the street so as not to create a one way situation where they are parking.

They also should be restricted from blocking driveways and curb side mail box access to the mail carriers.

Don Simpson  
1706 Willow Drive.

**From:** "Edward J. Weinkam" <[HUDSONDOMER@YAHOO.COM](mailto:HUDSONDOMER@YAHOO.COM)>

**Date:** January 3, 2017 at 3:53:59 PM CST

**To:** [district6@ci.hudson.wi.us](mailto:district6@ci.hudson.wi.us)

**Subject:** Public Safety Committee Meeting on January 12, 2017 - request to speak

Ms. Hall,

In response to your letter of December 14, 2016, which described a Hudson High School student proposal to permit street parking in the neighborhoods surrounding the high school during high school construction, I would appreciate the opportunity to present my concerns and observations....public safety and otherwise... the committee.

I live on Juniper Way, immediately behind the high school. I expect that Juniper Way will be "prime" real estate for student parking due to its proximity to the school. As a result, I feel obliged to provide the committee with my observations and concerns. As a retired emergency preparedness director for a large electric utility, I hope I am able to provide the committee with food for thought as it goes forward in its decision-making process on this proposal. I plan to provide you with an electronic copy of my comments prior to the meeting.

Again, I appreciate the opportunity to present and hope that I am able to do so.

Very Respectfully,

Edward J. Weinkam

[HUDSONDOMER@YAHOO.COM](mailto:HUDSONDOMER@YAHOO.COM)

(612) 840-8181



**From:** Jacob Clymer <[jacobclymer@gmail.com](mailto:jacobclymer@gmail.com)>  
**Date:** December 16, 2016 at 5:10:07 PM CST  
**To:** [district6@ci.hudson.wi.us](mailto:district6@ci.hudson.wi.us)  
**Cc:** Katie <[katieannclymer@gmail.com](mailto:katieannclymer@gmail.com)>  
**Subject: Public Safety Committee meeting: on-street parking**

Joyce,

Thank you for sending the notice of the January Public Safety Committee meeting to me and my neighbors who live near Hudson High School. I unfortunately will be unable to attend due to work commitments, so I hope you have the chance to hear my thoughts on the matter through this email.

We proudly voted YES to last April's referendum to invest in our schools and our community's future—these investments are long overdue. As parents of two children under 4, we have a vested interest in the quality of the schools' facilities and the education our youth receive. Coincidentally, we also received our property tax bill for next year in the mail today, which served as a reminder of our financial commitment to Hudson School District and the referendum.

With that said, we are fervently against allowing students who do not have parking passes to park on the streets surrounding the high school campus. We are primarily concerned with safety of the young children (including ours, who are not yet of school age) that live on our street. We live at the end of a cul-de-sac with almost no traffic. This is an area where the neighborhood children play with minimal supervision. The prospect of having teenage students speeding through our cul-de-sac twice a day is worrisome, and may have been enough of a deterrent to rethink our choice in living on this street when we moved back to Hudson in last year.

We instead propose the following alternatives, which should be considered first before seriously considering the current proposal:

- Offer a park & ride option from the government center on Carmichael, Lakefront Park or other City/County locations
- Ride the school bus, which is currently under-utilized and already funded with our tax dollars
- Encourage carpooling with discounts or other incentives

There are surely are other options and great ideas beyond these that will come between now and January 12<sup>th</sup>. We hope they are all considered and debated.

Thank you,

Jacob and Katherine Clymer  
1133 Juniper Way  
Hudson, WI 54016

**From:** Kathy Norden <[lknorden@comcast.net](mailto:lknorden@comcast.net)>  
**Date:** December 21, 2016 at 9:43:50 AM CST  
**To:** [district6@ci.hudson.wi.us](mailto:district6@ci.hudson.wi.us)  
**Subject: Student Parking**

Hello:

We live at 923 Fillmore St. at the bottom of the Fillmore hill which leads to the high school. We have a lot of student traffic already with students going to and coming from school. The temptation to speed is strong. Frankly, we are surprised that there have been no accidents on our street.

Our concern about giving permission to park on Fillmore Street is two-fold: increased traffic as well as parking too close to our mailbox which would impede mail delivery. As far as we know, students have already been prohibited from parking on Fillmore due to a driverless runaway car which made its way down the hill and ended up against a telephone pole by the alley.

We understand the need for increased parking during construction, but Fillmore Street should not be part of the solution. It is simply too dangerous.

Thank you for your consideration of these comments.

Kathy and Lowell Norden

**From:** "Kirk Jacobson" <[kjacobson74@sbcglobal.net](mailto:kjacobson74@sbcglobal.net)>  
**Date:** December 17, 2016 at 10:38:51 AM CST  
**To:** <[district6@ci.hudson.wi.us](mailto:district6@ci.hudson.wi.us)>  
**Cc:** "'Donna Pittman'" <[dpittman78@sbcglobal.net](mailto:dpittman78@sbcglobal.net)>  
**Subject:** High School parking

Dear Ms. Hall,

Thank you for your letter of December 14 regarding the upcoming meeting to re-discuss student on-street parking in the neighborhoods surrounding the high school.

My wife and I are frustrated that we now have to again address this situation. The reason that we have neighborhood parking restrictions is because of abuse by students. We live at the end of a cul-de-sac that abuts the school property. Students that have parked on our street have trespassed on our property as a shortcut to get to school. Our neighbors have had the same problem, especially the neighbors with lots where the students have had to climb over a chain-link fence to get to school. This is a serious liability issue for us homeowners if someone were to get injured while trespassing. There also has been damage to property, vandalism, and littering to contend with. I have been cursed, flipped off, and told that I'm rude for pointing out to these people that my yard is not a public thoroughfare.

There has also been problems with cars parked in such a manner that mail delivery has been negatively affected. The trash and recycle trucks have a difficult enough time negotiating our cul-de-sac without cars narrowing the circle. Student parking in our neighborhood will also make it more difficult for the snow plows to clear our street, again, especially in a cul-de-sac.

It is for these reasons that we and our neighbors petitioned the city to restrict street parking in our neighborhoods to residents only. This is the first school year that these restrictions have been in effect on our street. Again, we are frustrated to have to address these problems again, especially so soon after coming up with a solution.

Your letter doesn't address other potential solutions for the parking problem. The most obvious is the basic economic approach of supply and demand. In this situation, since demand exceeds supply, perhaps parking fees need to be adjusted upward until the appropriate balance between supply and demand is achieved. Or consider other private parking lots. St. Patrick's Church has been accommodating. Have you considered discussion with the Presbyterian Church on Vine Street to see if they would allow parking there during the week?

I plan on attending the January 12 meeting, but I wanted you to know these concerns ahead of time. Thank you for your attention.

Sincerely,

Kirk Jacobson  
Donna Pittman  
1600 Stag Circle  
Hudson

**From:** LAWRENCE WEINMAN <[lowbone@comcast.net](mailto:lowbone@comcast.net)>  
**Date:** December 17, 2016 at 2:44:50 PM CST  
**To:** Joyce Hall <[district6@ci.hudson.wi.us](mailto:district6@ci.hudson.wi.us)>  
**Subject:** **On street parking for students**  
**Reply-To:** LAWRENCE WEINMAN <[lowbone@comcast.net](mailto:lowbone@comcast.net)>

Joyce,

i live at 547 Spruce Drive which I think might be far enough away from the school to generate any student interest. I think that the residents who live closer to Wisconsin St. would be more inconvenienced by student parking and that is why they got the city to require permits. My location has other problems regarding the villa town homes across the street. The villas have short driveways and many of the residents have filled their garage with storage and they park on the street, sometimes for days at a time without moving their vehicles. I called the police once and found out there is an ordinance against this but nothing came of it, the cars are still there. In the winter the plows have to go around them and that results in icy ruts on the street. With that problem and the general narrowing of the street in Winter plus the lack of visibility when trying to enter the street caused by piles of plowed snow on the sides of the driveways and parked cars I would have to say that I am against any student parking permits.

Lawrence Weinman

**From:** Merry <[Merryw@comcast.net](mailto:Merryw@comcast.net)>  
**Date:** December 28, 2016 at 12:12:02 PM CST  
**To:** [District6@ci.Hudson.WI.us](mailto:District6@ci.Hudson.WI.us)  
**Subject:** student parking

Joyce Hall,

I do not want Residential Neighborhood parking on our street (Pitt Street). I live on the south side of the street with the greater portion of the snow being plowed to my side of the street and facing north there is very little thawing through the winter.

We live on a hill and the student parking interferes with mail delivery, garbage collection and street plowing.

I have had the experience of the students parking along 11th street in past years with nothing to recommend it. There would often be trash and clothing thrown in the yard for me to pick up and dispose of it. With parking on both sides of the street only one car can traverse the street at one time.

Merry Willman

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**From:** Nancy Stepan <[nastepan@yahoo.com](mailto:nastepan@yahoo.com)>  
**Date:** December 20, 2016 at 10:36:08 AM CST  
**To:** "[district6@ci.hudson.wi.us](mailto:district6@ci.hudson.wi.us)" <[district6@ci.hudson.wi.us](mailto:district6@ci.hudson.wi.us)>  
**Subject: Student Parking**  
**Reply-To:** Nancy Stepan <[nastepan@yahoo.com](mailto:nastepan@yahoo.com)>

Reference letter Dated 12-14-6 "Hudson Neighbor"

I live at 633 Spruce Drive in Hudson, and DO NOT WANT ANY STUDENT PARKING on our street.

It is wrong to expect us to accommodate students when there are other options available to them , such as buses, walking or parents. This business of every licensed driver to have a car and drive to school is NUTS. City, school and parents wake up, use the options available and leave us alone.

I believe that it is time for the school and the city to make changes to disallow all these kids driving to school. Seniors only would solve your problem, not another burden on the tax payer.

Nancy Stepan  
633 Spruce Drive  
Hudson, WI 54016  
Home: 715-381-6815  
[nastepan@yahoo.com](mailto:nastepan@yahoo.com)

**From:** Tony Rohr <[Tony.Rohr@InterDynBMI.com](mailto:Tony.Rohr@InterDynBMI.com)>

**Date:** December 16, 2016 at 5:34:36 PM CST

**To:** "[district6@ci.hudson.wi.us](mailto:district6@ci.hudson.wi.us)" <[district6@ci.hudson.wi.us](mailto:district6@ci.hudson.wi.us)>

**Subject:** January 2017 Public Safety Meeting-Opposition to street parking

Hi Hudson Public Safety Committee,

I'm writing in regard to a letter I received about students parking on the streets near the school and requests to 'relax' the rules.

I live on Juniper Way directly behind the high school exactly where students would park with a permit but signs designate no parking on our street. I adamantly oppose changes to this system for the following reasons:

1. Students don't just because they have obtained a driver's license have the right to now drive by themselves to school. They can carpool or continue to take the bus. Simply adding cars also adds traffic around the school that is already bad.
2. Why would a system change and take down signs and create a new system when its indicated in this letter that a new system will be in place by fall? As a tax paying member of the school system and the students are not, with my taxes also rising for the new cost of the school, I don't empathize with the request of a student who has gotten to school since they were 5 and now needs to park in front of my house.
3. There are too many rule changes to make this work for a short amount of time. We cannot have students parking on both sides of the street so would you recommend replacing signs that say parking with a permit on one side of the street? Then you will take those signs down and replace them in the fall because now there is enough space? This is about the most senseless thing to me.
4. If students can park on the street, then who polices that they don't park in front of mailboxes, etc.? If someone parks anywhere impeding my driveway or mailbox, then I'm calling on our law enforcement to get those vehicles moved. Again, creating disturbances for citizens of this city, makes no sense for students who have alternate methods of getting to school.
5. There is one main street adjacent to the school where you turn off of from to get to Juniper. Students could park there as a change but then that would again make more traffic problems in the morning when students, teachers and buses are trying to get through that street. I honestly don't see how creating more chaos seems like a chill thing to do because one student thinks walking farther is difficult? Or can't ride with friends which is what I always did in high school.

At most students should be able to park on additional streets with no houses or driveways facing the cars. Oak street could give parallel parking of many cars but there would need to be more signage, etc.

Thanks for the consideration

Tony Rohr

1109 Juniper Way Hudson WI – Tax Bill +300.00 for 2017 to accommodate a school that now is proposing to make more of a headache for me and frankly an eyesore in the neighborhood. Additionally its 700-715 in the morning when loud doors banging will wake us up some days and our dogs will bark incessantly until the school bells ring. Again, this meeting is in January and the students are out early

Jun and a fix is in place for Fall, so I'm not understanding how this makes any sense for a change. In the meantime its winter and students shouldn't be parking on the street when there would be snow removal just like the remainder of our residents.



**CITY OF HUDSON  
COUNCIL/COMMITTEE ISSUES**

Item #            3

**Submitted to:** Public Safety Committee

**Date:**            12/21/16

**Submitted by:** Chief Marty Jensen

**Regarding:**     Drug Investigator Position

**ISSUE:**            The public safety committee was asked to review this position and to come up with "benchmarks" for evaluating this position

- **Legal aspects:**                    None
- **Budget Impact:**                 Is currently in PD's 2017 budget
- **Past History:**                     None
- **Other Pertinent Data:**         None

**STAFF RECOMMENDATION:** Approve Chief's "benchmarks," job description, and to fill position from within police department.

**COMMITTEE RECOMMENDATION:**

## **3 Year Drug Investigations-Benchmarks**

### **2014**

14 Cases, 17 arrests, 40 charges filed with DA  
3-prescription narcotics cases  
3-Herion/Marijuana  
1-Meth/RX Narcotics  
1-Meth/Cocaine  
6-Meth/Marijuana

(35 total cases, 21 not worked)

### **2015**

8-Cases, 12 arrests, 25 charges filed with DA  
1-RX Narcotics  
3-Meth/Marijuana  
1-Cocaine  
1-Herion/Marijuana  
1-Marijuana/home invasion robbery  
1-RX narcotics/Robbery-dealer robbed subject who came to purchase drugs

(28 total cases, 20 not worked)

### **2016**

14 Cases, 10 arrests, 40 charges filed with DA  
5-Meth  
2-Meth/Marijuana  
2-RX Narcotics  
3-Marijuana  
1-Fentanyl  
1-Cocaine/LSD/Marijuana

(35 total cases, 21 not worked)

## **Marty Jensen**

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**From:** Geoff Willems  
**Sent:** Friday, December 09, 2016 3:39 PM  
**To:** Marty Jensen  
**Subject:** Fwd: DTF Job Description

Here is the job description for Apple Valley PD

----- Forwarded message -----

**From:** **Dahlstrom, Greg** <GDahlstrom@ci.apple-valley.mn.us>  
**Date:** Fri, Dec 9, 2016 at 3:36 PM  
**Subject:** DTF Job Description  
**To:** "Geoff Willems (gwillems@ci.hudson.wi.us)" <gwillems@ci.hudson.wi.us>

### **Dakota County Drug Task Force Agent**

ONE POSITION - THREE (3) YEAR ASSIGNMENT (Fall 2016)

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#### **General Position Description**

- Detective position assigned as an agent to the Dakota County Drug Task Force
- Primary investigator in felony level drug cases
- Reports to Apple Valley Investigations Sergeant and the commander of Dakota County Drug Task Force
- Serves as a resource to Apple Valley officers on drug related cases and questions
- Responsible to relay drug trends, arrest information, and local drug targets to Apple Valley officers

Team goals include: a) work as a multi-agency team to investigate drug crimes, b) assist local jurisdictions with drug related investigations or questions, and c) provide local agencies with a contact who is experienced with drug trends.

#### **Requirements**

- Non-probationary officer and at least three years of sworn experience at time of appointment.
- An interest in investigating drug related crimes
- Willingness to work a flexible schedule to meet the needs of the team

- Not previously assigned to the Drug Task Force
- Demonstrated ability to work with minimal supervision and achieve desired results.
- Ability to work with law enforcement officers from other jurisdictions

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Lieutenant Geoffrey J. Willems  
Hudson Police Department  
101 Vine Street  
Hudson, WI 54016  
(715) 386-4771 Ext.214

**MENOMONIE POLICE DEPARTMENT  
POSITION DESCRIPTION**

**POSITION: DRUG INVESTIGATOR**  
**REPORTS TO: ADMINISTRATIVE LIEUTENANT**  
**RANK: PATROL OFFICER**  
**REVISED DATE: 04-24-2012**

**GENERAL STATEMENT OF DUTIES:**

Performs responsibilities of Drug Investigator with primary duties related to the enforcement of Wisconsin's Uniform Controlled Substances Act. Conducts criminal investigations, develops and utilizes confidential informants, prepares and executes search warrants and prepares written reports documenting these activities. Assignment to the position includes membership in the West Central Drug Task Force with jurisdiction in a seven county area.

**POSITION SUMMARY:**

- The Drug Investigator shall be assigned to the West Central Drug Task Force (WCDF) to investigate all violations of State, Local and Federal Drug Laws committed within the jurisdiction of the City of Menomonie and to cooperate in conducting criminal drug investigations within the seven (7) county jurisdiction of the West Central Drug Task Force Unit.
- The Drug Investigator shall also be primary back-up investigator to the Dunn County Drug Investigator and will assist and/or handle their case load in their absence.
- The Drug Investigator shall also assist State and Federal Drug Enforcement Agencies.
- The Drug Investigator shall be responsible for the development of informants and to register informants. Informant files shall be kept up to date and filed with the WCDF.
- The Drug Investigator shall complete accurate reports on all assigned cases in a timely manner.
- The Drug Investigator shall complete field tests on all suspected controlled substances within the jurisdiction of the City of Menomonie, and to collect and package evidence for evidence storage or transmittal of evidence to the Wisconsin Crime Laboratory.
- The Drug Investigator shall be prepared to/and testify truthfully in State and Federal Court on criminal drug cases.
- The Drug Investigator shall have knowledge of/and obey all policies, procedures, rules, orders and directives, pertaining specifically and generally to members of the Menomonie Police Department and/or the West Central Drug Task Force.

### **POSITION SUMMARY, cont.**

- The Drug Investigator shall be responsible to keep and maintain in working order all equipment assigned to the investigator from the City Of Menomonie and the WCDTF.
- The Drug Investigator shall assist as time permits with other investigations in the City of Menomonie.
- Perform such other duties as assigned by the Chief of Police.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to participate effectively with all Menomonie Police Department and/or West Central Drug Task Force personnel.
- Ability to identify controlled substances and knowledge of current drug trends.
- Ability to organize and handle work load.
- Self-motivated.
- Ability to control/handle informants.
- Thorough knowledge of Menomonie Police Department and West Central Drug Task Force policies and regulations.
- Ability to deal effectively with all types of people.
- Ability to make independent decisions.
- Knowledge of Federal, State and Local Laws.
- Ability to analyze situations quickly and then determine proper course of action to be taken.
- Ability to speak and write effectively.
- Emotionally stable and intelligent.
- Ability to work sometimes long and unscheduled hours without notice.
- Ability to play the part/act (undercover operations).
- Ability to Field Test suspected controlled substances.
- Ability to use maps, plat books and GPS (Global Positioning System).
- Ability to communicate effectively with top departmental level management.
- Ability to interview and interrogate.
- Ability and knowledge on how to complete and file seizures and forfeitures at both State and Federal levels.
- Ability to communicate effectively with prosecutors at both State and Federal levels.

### **ADDITIONAL REQUIREMENTS:**

- The Drug Investigator will be required to respond from an off-duty status when called to assist or take charge of a particular investigation.
- The Drug Investigator shall have knowledge/public speaking skills to provide training for personnel and to present public presentations relative to the officer's investigative responsibilities.
- Minimum of three (3) years experience with the Menomonie Police Department as a patrol officer as of the date of posting.



## City of New Richmond Job Description

Position Title: Drug Detective	Department: Police Department
Reports To: Lieutenant	FLSA Code: Exempt

**Position Summary:** The primary responsibility of the drug detective position is to conduct illegal narcotics investigations on behalf of the New Richmond Police Department. The position is a limited-term two-year commitment with an additional year if mutually agreed upon.

<p><b>Essential Functions:</b> These functions will comprise approximately 75-100% of your time on an average work day, but may fluctuate as business needs change.</p> <ul style="list-style-type: none"> <li>➤ Work drug/narcotic activity within the City of New Richmond.</li> <li>➤ Maintain all drug investigation files.</li> <li>➤ Cultivate, track and maintain all cooperating individual/confidential informant (CI's) files.</li> <li>➤ Perform surveillance of narcotic activity, make arrests, write and serve search warrants, and testify in court as needed.</li> <li>➤ Follow and investigate all prescription drug theft and fraud cases. Act as the main contact for the Prescription Drug monitoring program (PDMP).</li> <li>➤ Communicate with patrol to ensure knowledge of high drug traffic areas and current drug trends.</li> <li>➤ Act as the main contact for the St. Croix Valley Drug Task Force (SCVDTF). Work with SCVDTF on drug cases in and around New Richmond.</li> <li>➤ Maintain all SCVDTF records, prepare mandatory paperwork and reimbursement forms for our agency and ensure timely submission.</li> <li>➤ Work in cooperation with the St. Croix County Crime Suppression Unit when in or around New Richmond.</li> <li>➤ Attend local and regional investigator meetings.</li> <li>➤ Coordinate and cooperate with outside agencies to include law enforcement and Postal Inspector.</li> <li>➤ Provide educational programs to schools and coordinate St. Croix County K-9 random locker bay compliance checks when requested.</li> <li>➤ Promote prescription drug take back program.</li> </ul>
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<p><b>Other Responsibilities:</b> These functions will comprise up to 25% of your time.</p> <ul style="list-style-type: none"> <li>➤ Provide occasional public presentations on drug trends to include the Citizen's Academy</li> <li>➤ Assist other members of the investigative staff as needed; i.e. drug related deaths.</li> </ul>
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➤ Other duties as assigned.

The City of New Richmond has reviewed this job description to ensure that essential functions and other responsibilities have been included. It is not intended to serve as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate and as business needs change.

**Knowledge:** Complete and current knowledge and understanding of court and legal procedures as they relate to investigations, arrests and prosecutions on behalf of the department. Knowledge of investigative techniques, patrol operations, evidence procedures, drug weighing and testing, interview and interrogation techniques, and knowledge of current drug trends and language. Must have knowledge of department policies and procedures, rules and regulations, and current investigative techniques as well as be familiar with all state, federal and local laws as they apply to police work and narcotics investigation.

**Skills:** High degree of skill in organizing high volumes of data and pertinent legal principles. Must be skilled in interview and interrogation skills and demonstrate the ability to effectively communicate with a diverse population.

**Abilities:** Ability to successfully interact with area law enforcement, the public, and employees at all levels. Ability to attend and complete highly specialized trainings.

**General Core Competencies:** Communication, Cooperation and Teamwork, Project Management skills, Commitment to Quality, Customer Service, Professionalism, Critical Thinking and Problem Solving.

- **Communication** – Uses communication styles and methods effective for the situation and audience.
- **Cooperation and Teamwork** – Works effectively with diverse teams to achieve collective goals.
- **Project Management** – Manages the process and implementation of projects in a timely manner.
- **Commitment to Quality** – Improves work practices to achieve desired results.
- **Customer Service** – Ability to respond to our clients and anticipate their needs.
- **Professionalism** – Meets or exceeds workplace guidelines, standards and specifications.
- **Critical Thinking and Problem Solving** – Demonstrates the ability to make decisions, identify, analyze and solve problems, and take action as appropriate.

#### **Position Evaluation Factors:**

**Supervision:** In the absence of a department ranking officer, Detectives will supervise patrol officers during investigations.

**Work Complexity:** The nature of the work is highly complex. Requires the ability to manage sensitive information, multi- task and prioritize case management activities. The work requires certification as a police officer as well as ongoing training and certification.



**Judgment/Decision Making/Problem Solving Skills:** Requires a high degree of problem resolutions skills, integrity and ethics. Must be able to make investigative decisions in a rapidly changing environment.

**Organization Contacts:** Must be able to work effectively with other agencies to include Federal, State, County and local governments. Must also communicate effectively with City of New Richmond Staff, City Council, Police and Fire Commission, other professional group presentation settings, technical groups and the public.

**Education and Experience:** Experienced in patrol function with a minimum of five years of successful performance as a patrol officer with demonstrated skills in evidence collection, preparation of detailed and accurate police reports and statements, and other duties normally performed by a Detective. Must be a Certified Officer, maintaining all required certification of Wisconsin Training and Standards Bureau; possess valid Wisconsin Drivers License and all other certifications, skills and training for Police Officer title.

**Physical Requirements:** This position requires the ability to sit, stand, walk, balance, work with hands, work with fingers, talk, hear, visualize objects at a close and far distance, have intact color vision, depth perception and peripheral vision, and demonstrate the ability to safely and legally operate a police vehicle on a consistent basis as well as wear issued police equipment. The ability to lift, carry and push objects weighing up to 150 pounds is also a requirement, although only occurring less than 1/3 of the time. Bending at the waist, twisting the upper body, climbing, kneeling, crouching, crawling and reaching happen on an occasional basis.

**Working Conditions:** The working environment is predominantly office based, but will require field work that requires the operation of investigative and patrol vehicles. Detectives primarily work independently, but must be able to function as part of a team. The position will have contact with a diverse group of people within and outside of the community, and will be exposed to cold, hot, humid and wet environments as well as temperature fluctuations on a consistent basis. Exposure to noise and some extended days can be expected on a frequent basis. Occasionally the incumbent will be exposed to vibration, confined spaces, poor ventilation, heights, mechanical and electrical hazards, explosive materials, fumes, odors, dust, gases and mists.

## **DRUG INVESTIGATOR**

### **GENERAL STATEMENT OF DUTIES**

Performs specialized investigation of criminal drug offenses and prepares reports regarding these investigations; acts as the department's liaison with the courts, other police agencies and the public; performs community crime prevention tasks, and performs related duties as required; exhibits a positive attitude.

### **DISTINGUISHING FEATURES OF THE CLASS**

The work of the Drug Investigator involves investigating assigned cases of suspected criminal drug activity that occurs within the city and requires the use of considerable discretion and the application of specialized knowledge and ability in the investigation and detection of drug crimes and prevention, and then determines the course the investigation will follow. Familiarity with laws and ordinances, department practices and procedures, and the legal requirements of the courts are necessary requirements. General direction is received from the Detective Sergeant. Basic to intermediate knowledge of computers and software for police operations.

### **EXAMPLES OF WORK:** (Illustrative only)

1. Investigate drug/narcotic activity within the City of Hudson.
2. Prepares detailed reports of drug investigations.
3. Reviews progress of drug investigations with the Chief of Police and District Attorney.
4. Maintain all drug investigation files.
5. Appears in court to present evidence and testify against person's accused of drug crime.
6. Cultivate, track and maintain all cooperating individuals/confidential informant (CI) files.
7. Perform surveillance of illegal drug activity, make arrests, write and serve search warrants.
8. Act as the main point of contact for the St. Croix Valley Drug Task Force (SCVDTF). Work with SCVDTF on drug investigations in and around the City of Hudson.
9. Maintain all SCVDTF records, prepare mandatory paperwork and reimbursement forms for the department and ensure timely submissions.
10. Investigate all prescription drug thefts and fraud cases. Act as the main point of contact for the Prescription Drug Monitoring Program (PDMP).
11. Attend local and regional investigator meetings regarding drug activities.
12. Oversee and promote the department's Drug Take Back Program.
13. Interrogates prisoners confined to the jail about illegal drug activities.
14. Participates in the public relations program to inform the public of activities and programs of the Police Department.
15. Counsel's person who seeks advice to determine the most appropriate course of action, but does not give legal advice.
16. Make referrals to appropriate Social Service agencies when required.
17. Make public presentations before civic and school groups regarding illegal drugs.
18. Assist other members of the Detective Division as needed; i.e. drug related deaths, major crime scenes.

## **ESSENTIAL JOB FUNCTIONS**

1. Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self defense.
2. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
3. Exercise independent judgement in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest, and when force may be used and to what degree.
4. Operate a law enforcement vehicle during daytime or nighttime, in emergency situations involving speeds in excess of posted limits, in congested traffic and on unsafe road conditions caused by factors such as fog, smoke, rain, ice, snow.
5. Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
6. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.
7. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying, and dragging heavy objects; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches, and streams; crawling in confined areas; balancing on uneven or narrow surfaces; and using body force to gain entrance through barriers.
8. Load, unload, aim, and fire handguns, shotguns, and other agency firearms from a variety of body positions under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
9. Conduct searches of people, vehicles, buildings, and large outdoor areas, which may involve feeling and detecting objects, walking for long periods, detaining people and stopping suspicious vehicles and persons.
10. Conduct visual and audio surveillance for extended periods.
11. Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking the doors and windows of buildings to ensure they are secure.
12. Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.
13. Demonstrate communication skills in court and other formal settings.
14. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions, which indicate the presence of dangerous conditions.
15. Endure verbal and mental abuse when confronted with hostile views and opinions of suspects and other people encountered in an antagonistic environment.
16. Perform rescue functions at accidents, emergencies, and disasters to include directing traffic for long periods, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations, and securing and evacuating people from particular areas.
17. Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.
18. Put on and operate a gas mask in situations where chemical munitions are being deployed.
19. Extinguish small fires by using a fire extinguisher and other appropriate means.

20. Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits, and warrants.
21. Process arrested suspects to include taking their photographs and obtaining a legible set of inked fingerprint impressions.
22. Maintain and effectively operate department issued equipment, (e.g. weapon, vehicle, and uniform) in a clean and functional fashion.
23. Perform related work.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Comprehensive knowledge of modern methods and practices of criminal investigation and identification; good knowledge of court rules and regulations; good knowledge of pertinent federal, state, and municipal laws; keen sense of observation and ability to remember names, faces, and details; ability to understand and give difficult oral and written directions and to prepare clear and comprehensive reports; ability to deal firmly, fairly and courteously with the public; ability to report all facts for and against suspects; ability to secure the cooperation of others; good professional judgement.

### **ACCEPTABLE QUALIFICATIONS, EXPERIENCE AND TRAINING**

Considerable experience in law enforcement, supplemented by training in scientific methods of crime detection and criminal investigation and completion of any state and department mandated training.

### **ADDITIONAL REQUIREMENTS**

Possess valid Wisconsin driver's license; minimum of five years law enforcement experience.