

MINUTES

PERSONNEL

TUESDAY – JANUARY 20, 2026 – 4:45 P.M.
COUNCIL CHAMBERS, MUNICIPAL BUILDING

Members present: Chair Brigitte Schmidt, and Robert Warren.

Members Absent: Deborah Sievert.

Others Attending: Mayor Katie Berman, Attorney David Spangenberg, Alderpersons Keith Klimek and Joel Ahrens, and Police Chief Fred Popp and Lieutenant Derek Koronkiewicz.

Chair Schmidt called the meeting to order at 4:48 p.m.

Motion by Schmidt and seconded by Warren to approve the agenda. Motion carried 2/0.

Motion by Warren and seconded by Schmidt to approve the January 8, 2026 meeting minutes. Motion carried 2/0.

Closed Session

Motion by Schmidt and seconded by Warren to move into Closed Session per:

A. WI S.S. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the purpose of:

- Consider appointment of interim Chief and conduct exit interview with outgoing Chief to assess and evaluate specific personnel issues, options to accomplish operational continuity, and to discuss the specific personnel traits and abilities needed or recommended in an interim and/or replacement Chief.

Motion carried 2/0.

CLOSED SESSION

Deborah Sievert arrived 4:51 p.m.

Motion by Schmidt and seconded by Sievert to move into Open Session. 6:42 p.m.

Motion carried 3/0.

Motion by Sievert and seconded by Warren to recommend council appoint Lieutenant Derek Koronkiewicz as Interim Chief with hourly salary as discussed in closed.

Other Matters: None

Motion by Sievert and seconded by Warren to adjourn at 6:43 p.m.

Motion carried 3/0.

Katie Berman
Mayor

MINUTES

PERSONNEL

WEDNESDAY – JANUARY 21, 2026 – 9:00 A.M.
COUNCIL CHAMBERS, MUNICIPAL BUILDING

Members present: Chair Brigitte Schmidt, Deborah Sievert, and Robert Warren.

Others Attending: Mayor Katie Berman, Clerk-Treasurer Tammy Kasal, Attorney David Spangenberg, Police Chief Fred Popp, Rob Hulce, and Randy Ingram-WPPA.

Chair Schmidt called the meeting to order at 9:00 a.m.

Motion by Schmidt and seconded by Sievert to approve the agenda. Motion carried 3/0.

Closed Session

Motion by Schmidt and seconded by Warren to move into Closed Session per:

- A. WI S.S. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session:
- WPPA/Leer Peshtigo Police Labor Agreement.

Motion carried 3/0.

CLOSED SESSION 9:01 a.m. – 11:55 a.m.

Motion by Sievert and seconded by Warren to move into Open Session. Motion carried 3/0.

No action taken as a result of closed session.

Other Matters: None

Set future meeting(s):

The next Personnel meeting was scheduled for Monday, February 9, 2026 at 8:30 a.m.

Motion by Sievert and seconded by Warren to adjourn at 12:01 p.m. Motion carried 3/0.

Tammy Kasal
Clerk-Treasurer



CITY OF PESHTIGO
331 FRENCH ST
PESHTIGO WI 54157

MATT DECUR
715-504-0894
mattd@cityofpeshtigo.us

CUSTOMER SERVICE REQUEST SUMMARY

<u>Service Provided*</u>	<u>Service Fee</u>	<u>Additional Comments</u>
Physical Examination	\$65.00	
DOT Commercial Driver Exam	\$65.00	
With Urine Macro	\$11.50	
DOT Urine Drug Screen	\$42.00	Includes Medical Review for confirmation of results if needed
Urine Drug Screen Collection Fee	\$19.50	
Post-Offer Employment Test (POET)	\$95.00	
Job Description Analysis & Write Up	\$100 per hour	Estimated time to complete is 3 hours. This includes: • Interview with employee • Objective measurement of physical demands • Write-up draft of physical job demands • Write up of the POET that can be used for new hire testing

The undersigned customer requests Bellin Occupational Health provide the above services with the terms below:

- Services can be initiated upon signature of this agreement
- The customer agrees to pay all invoices within **45 days of receipt** per Invoicing & Reimbursement Policy (available upon request)
- Prices are subject to increase annually with a 30 day written notice
- Customer agrees to notify Bellin Health of any employer representative changes

City of Peshtigo

By: _____ Date: _____

Printed Name & Title: _____



***Potential Additional Services**

Observed Collection- This occurs when the donor's first sample does not meet the criteria of a valid sample. This occurs when the donor is suspected of tampering or the temperature is out of acceptable range. A same sex collector will witness the donor providing the sample. Cost: \$31.50

Medical Review Process- This occurs when the results from the lab are reported as non-negative (a substance appeared on the results that needs to be verified). A medical professional will contact the donor to further discuss the results of the drug screen. Once completed the company is notified of the verified results. Cost: \$52.50

Breath Alcohol Confirmation- This occurs when the original test from the donor reports over .00. This test is completed 15 minutes after the original test to verify the results. Cost: \$15.75

Thank you for choosing to partner with Bellin Occupational Health Solutions.



**Official Healthcare Partner of
the Green Bay Packers**

POST-OFFER FUNCTIONAL ASSESSMENT

Company: SAMPLE

Job Title:

CLIENT NAME: _____ **DATE:** _____

DOB: _____ **Male/Female:** _____

Essential Job Tasks Tested	Minimum Requirement	Brief Overview of test	Specific Testing Method	Results ^b (not to exceed minimum requirements)
Lifting- waist and below	55 Lbs. Frequently	Lift 55 Lbs. from floor ↔ waist 5 times in 1 minute.	Gradually upgrade wt. while assessing body mechanics. Weight recorded is not to exceed minimum requirements.	55 Lbs. frequently ____ *If unable to perform the minimum requirement, the safe maximum is ____ Lbs.
Lifting - above waist -	25 Lbs. Occasionally	Lift 25 Lbs. from Waist ↔ eye level 1 time.	Gradually upgrade wt. while assessing body mechanics. Weight recorded is not to exceed minimum requirements.	25 Lbs. Occasionally ____ *If unable to perform the minimum requirement, the safe maximum is ____ Lbs.
Carrying – bilateral	55 Lbs. Occasionally	Carry 55 Lbs. 30 feet 1 time.	Gradually upgrade wt. while assessing body mechanics. Weight recorded is not to exceed minimum requirements.	55 Lbs. Occasionally ____ *If unable to perform the minimum requirement, the safe maximum is ____ Lbs.
Stair climbing (*must monitor heart rate)	Occasional	Climbing 100 steps on stairwell in clinic (self-paced)	Climb 100 stairs (i.e. up/down a flight of 10 steps 5 times). HR no greater than 80% of max HR,	Occasional ____ *If unable to perform the minimum requirement, the safe maximum is ____
Lowered work in standing	Occasional	Applicant maintains this posture for 3 minutes.	Applicant sorts nuts/bolts/ washers at mid-thigh level	Occasional ____ *If unable to perform the minimum requirement, the safe maximum is ____
Elevated work in standing (Reaching overhead)	Occasional	Applicants maintain this posture for 3 minutes.	Applicant disassembles and reassembles nuts/bolts/washers at crown level.	Occasional ____ *If unable to perform the minimum requirement, the safe maximum is ____
Grip Strength for valve turning	76 Lbs. required at position setting 2	Isometric grip force taken at position setting 2 in standing preferred hand	Applicant stands with elbow at side and forearm parallel with the floor. Squeeze force gauge. Applicant is given up to 3 trials to produce the minimum required grip force.	76 Lbs. preferred hand ____ *If unable to perform the minimum requirement, the maximum is ____ Lbs.
Safe lift/carrying instructions	Therapist gives instruction regarding safe body mechanics for lifting. Demonstrates safe lifting body mechanics			☐ Completed

^(a)The Dictionary of Occupational Titles (D.O.T.) defines occasionally as 1-33% of the day, frequently 34-66% of the day, and constantly as 67-100% of the day.

^(b)Write in the safe maximum if unable to perform the job essential. Otherwise, testing is not to exceed the minimum requirements.

Musculoskeletal Screening Section (For prevention only. Not pass/fail.)

Screen	Normal Range / Muscular Strength (Y/N)	Stretching Instruction Given (Y/N)
1. Cervical Spine		
2. Lumbar/thoracic Spine		
3. Hips / Knees		
4. Shoulders/ Elbows / Hands		

COMMENTS: The client's physical abilities (*circle one*) do / do not match the functional requirements of the job description.

EVALUATOR _____

DATE _____

Bellin Functional Testing (PFA/FFD) IntakeParticipant's Name (print): _____
DOB: _____ Male/Female: _____

Description: Bellin's functional testing involves a variety of tasks that incorporate muscular strength, having you assume various postures, and/or perform repetitive movements. The testing usually incorporates 5-6 job simulated tasks and is performed in a safe environment.

Please check box if any of the following currently applies to you:

- ☐ Unhealed fracture to any bone
- ☐ Epilepsy
- ☐ Cardiac insufficiency (unless monitored) or recent heart attack
- ☐ Severe peripheral vascular disease
- ☐ Anticoagulant use (Heparin/Coumadin, etc)
- ☐ Recent radiation/chemo therapy (within 3 months previous)
- ☐ Recent surgery (within 6 months previous)
- ☐ Long term steroid use (more than 3 months)
- ☐ Acute muscle/ligament tear (in past 7 days)
- ☐ Acute herniated disc (in past 3 months)
- ☐ Pregnancy
- ☐ Any neurological condition (e.g. stroke, Parkinson's disease, MS)
- ☐ Osteoporosis
- ☐ Cancer
- ☐ Recent illness such as flu (in past 2 weeks)

OFFICE USE ONLY:

Blood pressure: _____ Circle Arm: Rt. / Lt. _____	Resting Heart Rate: _____
High blood pressure (greater or equal to 150/100)	High heart rate (greater than 100)
Clinician Signature: _____	DPT/LAT _____ Date: _____

Comments: _____

If determined as a true "Yes" response, the release below is to be completed by your physician prior to taking this test.

(For physician's office to complete)**Physician's release:**

The purpose of this release is to provide information to you, the physician, so you can determine whether the participant can safely participate with Bellin's functional testing. As part of the pre-test protocol the participant has filled out a questionnaire; due to either a checked response on the questionnaire or elevated vitals (BP >150/100 or resting heart rate >100 bpm), he/she has been asked to obtain a physician's approval. **If you would like to allow your patient to take this test, please complete this form as soon as possible and indicate your recommendations for the patient's safe vital levels for testing.**

I have read the enclosed material, and have authorized Bellin Health to provide my patient with functional testing as of _____ (provide date).

The patient is safe to perform testing if he/she has a blood pressure not to exceed _____/_____. Please note if blood pressure rises above the stated amount testing will be discontinued. If blood pressure rises above 200/110 testing will be stopped regardless.

Physician's Name (print): _____

Physician's Signature: _____

Date signed: _____ Phone: _____ Fax: _____

Additional Comments: _____

POST-OFFER FUNCTIONAL ASSESSMENT

Company: **SAMPLE 2**

Job Title: _____

CLIENT NAME: _____

DOB: _____ Male/Female: _____

Essential job tasks	Minimum requirements ^a	Brief overview of test	Specific testing method (refer to ErgoScience binder for further details)	Results ^b (not to exceed minimum requirements)
1. Floor to waist level lifting	45 Lbs. Occasional	Lift 45 Lbs. from floor ↔ waist 5 times.	Gradually upgrade wt. while assessing body mechanics. Weight recorded is not to exceed minimum requirements.	45 Lbs. Occasional _____ *If unable to perform the minimum requirement, the safe maximum is _____ Lbs.
2. Push (dynamic)	80 lbs. of force	80 lbs. of force up to 150'	Gradually upgrade wt. on sled while assessing body mechanics. Force recorded is not to exceed minimum requirements.	80 Lbs. force Occasional _____ *If unable to perform the minimum requirement, the safe maximum is _____ Lbs.
3. Step Ladder climbing	Occasional	20 rungs (self-paced)	Applicant climbs 20 rungs.	Occasional _____ *If unable to perform the minimum requirement, the safe maximum is _____
4. Kneeling/Squatting	Occasional	Applicant maintains this posture for 3 minutes.	Applicant sorts nuts/bolts/washers on floor height. Begin with the applicant in kneeling/squatting position on a mat.	Occasional _____ *If unable to perform the minimum requirement, the safe maximum is _____
5. Work in a stooped position	Occasional	Applicant maintains this posture for 3 minutes	Applicant performs tasks while maintaining stooped position for 3 minutes.	Occasional _____ *if unable to perform the minimum requirement, the same maximum is _____
6. Repetitive squat	Occasional	25 reps (self-paced)	Begin by holding onto a 5 lbs. book with your feet square facing a shelf. Then turn around 180°, squat down and place the book on the floor, and then stand up and return to the shelf.	Occasional _____ *If unable to perform the minimum requirement, the safe maximum is _____

^(a)The Dictionary of Occupational Titles (D.O.T.) defines Occasionally as 1-33% of the day, Frequently 34-66% of the day, and Constantly as 67-100% of the day.

^(b)Write in the safe maximum if unable to perform the job essential. Otherwise, testing is not to exceed the minimum requirements.

COMMENTS: The client's physical abilities (*circle one*) do / do not match the functional requirements of the job description.

Saunders Back Screen Section (For prevention only. Not pass/fail.)

Screen	Normal Range / Muscular Strength (Y/N)	Stretching Instruction Given (Y/N)
1. Back flexion		
2. Back extension		
3. Back rotation		
4. Hamstrings		
5. Hip flexors		

DPT/LAT

EVALUATOR

DATE

City of Peshtigo, Wisconsin

Police Chief

The City of Peshtigo, Wisconsin, is accepting applications for the position of **Police Chief**. Peshtigo is a close-knit community committed to public safety, professionalism, and responsive, community-focused policing.

The Police Chief serves as the chief executive officer of the Police Department and is responsible for the overall administration, leadership, and operation of the department. The Police Chief reports to the Mayor and works collaboratively with City leadership, staff, and community partners to ensure effective and accountable law enforcement services.

Essential Duties and Responsibilities

- Provide leadership, direction, and oversight of all Police Department operations
- Plan, organize, and manage departmental personnel, budget, and resources
- Ensure compliance with applicable federal and state laws, City ordinances, and departmental policies
- Develop, implement, and enforce departmental policies, procedures, and standards
- Promote community engagement, transparency, and effective communication
- Oversee hiring, training, discipline, and performance management
- Coordinate with other City departments, elected officials, and external agencies
- Prepare and administer the departmental budget and manage grant activity

Minimum Qualifications

- Current Wisconsin law enforcement certification, or ability to obtain
- Minimum of **X years** of progressively responsible law enforcement experience
- Demonstrated supervisory and leadership experience
- Knowledge of modern law enforcement practices, administration, and community policing
- Valid driver's license and ability to pass background investigation

Preferred Qualifications

- Prior command-level or executive leadership experience
- Experience in a small or mid-sized municipal police department
- Strong budgeting, personnel management, and communication skills

Salary & Benefits

Salary is competitive and commensurate with qualifications and experience, with a comprehensive benefits package.

Application Process

Interested candidates should submit a cover letter, résumé, and professional references.

First review of applications: April 27, 2026

Position open until filled

Applications should be submitted to:

City of Peshtigo – Mayor's Office

katieb@cityofpeshtigo.us

331 French Street

Peshtigo, WI 54157

The City of Peshtigo is an equal opportunity employer.

Internal & External Notice – Police Chief Recruitment

The City of Peshtigo will be opening a recruitment process for the position of **Police Chief**.

The posting will be **open to both internal and external candidates**. Applications will be reviewed beginning on **[date]**, and the position will remain open until filled.

During this time, the City will continue to focus on maintaining continuity of operations and supporting the Police Department through the transition process.

Questions regarding the recruitment process should be directed to the Mayor's Office.

Chief of Police (Working Chief)

Position Title: Chief of Police

Department: Police Department

FLSA: Salary/Exempt

Revised: January 2016 Edited 2026

Reports To: Mayor for administrative coordination; operates under applicable Wisconsin statutes and City ordinances/policies.

Position Summary

Responsible for protecting lives and property in the City of Peshtigo through both active law enforcement service and leadership/management of all Police Department functions. The Chief serves as a working supervisor, providing regular patrol and response coverage while also overseeing investigations, administration, training, discipline, budgeting, community engagement, and emergency management coordination. Exercises independent judgment and discretion consistent with law, policy, and professional standards.

Distinguishing Features

- Sets department vision and strategic goals while maintaining a consistent patrol presence.
- Maintains community visibility through day-to-day enforcement activity, public engagement, and problem-solving.
- Leads ethical, professional, constitutional policing and accountability standards.
- Supports operational continuity by filling coverage gaps and responding to high-priority incidents.

Essential Functions

Working Patrol, Response, and Field Supervision

- Perform the duties of a sworn law enforcement officer, including routine patrol, traffic enforcement, calls for service, investigations, arrests, and report writing, consistent with department needs.
- Provide regularly scheduled shift coverage and respond to calls for service, including nights, weekends, and holidays as operational needs require.
- Serve as the primary on-call supervisor (or participate in an on-call rotation) and respond to major incidents, critical calls, and staffing shortages.
- Provide field supervision and guidance during incidents to ensure officer safety, effective tactics, and constitutional policing.

Operations and Leadership

- Establish short- and long-term goals aligned with community needs and available resources.
- Oversee daily operations including patrol activity, investigations, case follow-up, and service delivery expectations.
- Monitor workload and staffing; adjust assignments and schedules to maintain coverage and response capability.
- Ensure constitutional rights, evidence integrity, and safe custody practices.

Training, Standards, and Professionalism

- Develop, implement, and evaluate training programs; ensure compliance with required certifications and continuing education.
- Promote community-oriented and evidence-based policing practices.
- Maintain ethical standards, discipline, and professional culture within the department.

Administration

- Prepare and manage the annual budget; monitor expenditures and identify grant opportunities.
- Develop and maintain departmental policies, procedures, and directives.
- Oversee personnel practices including hiring, promotion, discipline, commendations, and internal investigations consistent with law and policy.
- Use data, reporting, and incident trends to guide deployment, enforcement priorities, and prevention strategies.

Community and External Relations

- Serve as Department Public Information Officer (PIO) or designate as assigned; maintain necessary training.
- Maintain visibility through participation in community events, school and business outreach, and regular resident contact.
- Build and maintain relationships with partner agencies and support mutual aid and interagency coordination.
- Coordinate or support emergency preparedness planning with City leadership and county partners.

Required Knowledge, Skills, and Abilities

- Strong leadership, decision-making, writing, and communication skills.
- Ability to interpret and apply laws, rules, and policies; ability to supervise field operations.
- Ability to build trust, maintain professionalism under stress, and handle sensitive or high-conflict situations.
- Ability to manage multiple responsibilities while maintaining regular field presence.

Minimum Qualifications

- Wisconsin Law Enforcement Standards Board certification (or ability to obtain/maintain).
- Minimum five (5) years of law enforcement experience; supervisory experience preferred.
- Bachelor's degree in criminal justice, public administration, or related field preferred; equivalent experience may be considered per recruitment posting.

Work Schedule / Conditions

Exempt role with irregular hours. Requires availability for emergencies, nights, weekends, and holidays, and includes regularly scheduled working shifts based on staffing and operational needs.

Disclaimer

This description is a general outline and may be amended by the City. It does not constitute a contract.

Police Lieutenant

Position Title: Police Lieutenant

Department: Police Department

Revised: January 2026

FLSA: Non-Exempt / Hourly

Reports To: Chief of Police

Position Summary

Serves as the Chief's primary supervisory deputy and functions as the department's Assistant Chief/Captain equivalent. Provides day-to-day oversight of patrol operations, scheduling and coverage,

training coordination, report review, and personnel supervision. Assumes operational command when the Chief is unavailable, as directed.

Essential Functions

- Supervise daily patrol operations and ensure professional, constitutional policing and officer safety.
- Coordinate staffing, schedules, shift coverage, and special event coverage; assist with on-call/emergency coverage.
- Provide direction on complex calls and critical incidents; respond as needed and support scene coordination.
- Supervise and support staff performance through coaching, documentation, and corrective action consistent with City policy and labor agreements.
- Assist with recruitment/hiring processes, onboarding, and training coordination; track required certifications and continuing education.
- Review reports for accuracy, completeness, and legal sufficiency; ensure timely follow-up and documentation.
- Assist the Chief with policy implementation, operational planning, and budget/expenditure tracking as assigned.
- Maintain positive working relationships with City staff, partner agencies, and the public; support community policing efforts.
- Perform other duties as assigned.

Supervisory Responsibilities

Supervises sworn personnel and assigned non-sworn staff as delegated by the Chief; serves as acting supervisor/command lead when directed.

Required Qualifications

- Wisconsin Law Enforcement Standards Board certification (must be current/maintained).
- Minimum years of law enforcement experience as established by the City; supervisory/lead experience preferred.
- Strong leadership, communication, judgment, and documentation skills.
- Valid driver's license and ability to meet department driving standards.

Work Schedule / Conditions

Hourly position with variable schedule; requires availability for nights, weekends, holidays, court, training, and emergency call-ins as needed.

Disclaimer

This description is not all-inclusive and does not constitute a contract. Duties may be modified or reassigned based on City needs.

Police Officer

Position Title: Police Officer

Department: Police Department

Revised: January 2026

Reports To: Chief of Police (*day-to-day supervision may be delegated to the Lieutenant/shift supervisor*)

FLSA: Non-Exempt / Hourly / Contract

Statutory/Policy Framework: Performs duties consistent with applicable Wisconsin Statutes (including Wis. Stat. § 62.13) and Law Enforcement Standards Board (LESB) requirements under Wis. Stat. § 165.85, along with City ordinances, departmental policies, and procedures.

Position Summary

Performs general duty law enforcement work to protect life and property; preserve the peace; prevent and investigate crime; enforce laws and ordinances; and provide public service to residents and visitors. Work includes patrol, calls for service, traffic enforcement, investigations, report writing, court testimony, and community-oriented policing. Officers are expected to act professionally, ethically, and constitutionally at all times and to follow the chain of command.

Essential Duties and Responsibilities

The following duties are illustrative and may be supplemented as City needs evolve.

Patrol and Response

- Patrol assigned areas by vehicle and/or on foot to deter crime, identify hazards, and provide visible community presence.
- Respond to calls for service including disturbances, crimes in progress, alarms, traffic crashes, medical assists (as trained), and other emergencies.
- Conduct preliminary investigations, secure scenes, identify witnesses, and gather information for follow-up.
- Take appropriate enforcement action including warnings, citations, arrests, and referrals consistent with law and policy.

Enforcement and Community Policing

- Enforce traffic laws and City ordinances; conduct traffic stops and crash investigations; direct traffic as needed.
- Engage residents and businesses through community-oriented policing, problem-solving, and prevention activities.
- Maintain a professional, courteous demeanor when interacting with the public, including individuals in crisis or conflict.

Investigations, Reports, and Evidence

- Prepare accurate, timely reports and related documentation (incident, accident, arrest, citations, supplements).
- Collect, preserve, and document evidence; maintain chain of custody; coordinate evidence submission per policy.
- Participate in follow-up investigations as assigned; coordinate with investigators, partner agencies, and prosecutors.
- Provide credible courtroom testimony and prepare required case materials for court proceedings.

Communications and Department Operations

- Communicate effectively via radio, phone, and department systems; relay essential information promptly and accurately.
- Follow directives from the Chief, Lieutenant/shift supervisor, and department policies and procedures.
- Coordinate with the Police Department Administrative Assistant (as applicable) regarding routine paperwork flow, scheduling notices, and administrative processing consistent with City policy.
- Participate in department meetings, briefings, and trainings as required.

Professional Standards, Safety, and Readiness

- Uphold constitutional policing, ethical conduct, and professional standards; maintain confidentiality and appropriate discretion.

- Use department equipment safely (vehicles, defensive tools, restraints, issued technology) and report maintenance or safety issues.
- Maintain fitness and readiness to perform duties in stressful, physically demanding, and potentially hazardous conditions.
- Provide mutual aid and interagency cooperation when requested and authorized.

Required Qualifications

- Must meet and maintain Wisconsin LESB employment, education, and training standards for law enforcement officers, including successful completion of required recruit training/academy.
- Valid driver's license with an acceptable driving record.
- Ability to communicate clearly (written and verbal), exercise sound judgment, and work independently under pressure.
- Ability to perform police duties consistent with City policy, department procedures, and applicable Wisconsin Statutes (including Wis. Stat. § 62.13).

Suggested Qualifications (Not Required)

- Prior law enforcement, military, corrections, fire/EMS, or related public safety experience.
- Advanced training in investigations, crisis intervention, de-escalation, field training, or community policing.

Work Schedule / Conditions

- Hourly position with variable shifts, including nights, weekends, and holidays.
- Overtime, call-ins, and emergency response may be required based on staffing and operational needs.
- Work includes indoor/outdoor environments in all weather and may involve stressful and high-risk situations.

Physical Requirements / Work Environment

Must be able to perform essential law enforcement functions including standing/walking for extended periods, running, bending/kneeling, lifting/carrying, restraining individuals, operating vehicles in normal and emergency conditions, and safely managing confrontational situations. Reasonable accommodations may be provided where appropriate.

Disclaimer

This description is a general outline of duties and responsibilities. It is not all-inclusive, does not constitute a contract, and may be modified as City needs change.

Police Department Administrative Assistant

Position Title: Police Department Administrative Assistant (Assigned)

Department: Police Department (Administrative Support) **FLSA:** Non-Exempt / Hourly

Revised: January 2026 (formerly March 2017)

Reports To: Police Chief (for PD administrative duties)

Position Summary

This role consists of Police Department administrative support duties typically assigned to an existing City Hall administrative position (commonly the Deputy Clerk-Treasurer). Provides front-office and clerical support to the Police Department including public-facing customer service, communications

support, basic records support, scheduling coordination, and receipting consistent with City policy. Maintains confidentiality and professionalism at all times.

Essential Functions

- Provide phone and front counter coverage for the Police Department as scheduled; gather basic information and route calls/messages appropriately.
- Monitor department communications (email/voicemail) and respond or route in a timely manner.
- Maintain familiarity with city streets/boundaries and basic department operations to assist the public effectively.
- Support document preparation for the Chief and staff (letters, basic correspondence, forms) as assigned.
- Coordinate court-related scheduling items and route required paperwork to the District Attorney/courts as directed by the Chief.
- Track office supplies and submit purchase requests/orders with Chief approval consistent with City purchasing procedures.
- Support radio/dispatch procedures and department communication protocols as assigned and trained.
- Receive and document payments/fees accurately per City policy; issue receipts and maintain related records.
- Maintain a clean, organized work area and follow professional dress standards.
- Attend trainings/meetings related to these assigned duties as directed.

Required Qualifications

- Strong attention to detail, confidentiality, and professionalism.
- Proficiency with office technology and ability to learn Police Department administrative processes and records systems.
- Ability to manage multiple tasks and interact calmly and respectfully with the public.

Work Schedule / Conditions

- Duties are performed as assigned in coordination with City Hall responsibilities and departmental needs; occasional schedule adjustments may occur.

Disclaimer

This description reflects an assigned set of duties and is not intended to establish a separate position. Duties may be adjusted by the Chief consistent with City policy and operational needs.