

## OFFICIAL PUBLIC NOTICE



### MEETING OF THE COMMON COUNCIL - SPECIAL SESSION

TUESDAY, MAY 23, 2023 AT 6:30 PM

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COUNCIL ROOM, MUNICIPAL BUILDING, 450 S. MAIN ST., RICHLAND CENTER, WI 53581 & VIA WEBEX

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**WEBEX:** <https://cityofrichlandcenter.my.webex.com/cityofrichlandcenter.my/j.php?MTID=mad4618bf204a6107b9363673a1e7cc90>

**PHONE: Call 1-408-418-9388**

**ENTER MEETING NUMBER: 2557 866 8636#    ENTER PASSWORD: 3466#**

### AGENDA

**CALL TO ORDER:** *Pledge of Allegiance; Roll Call for the meeting, determine whether a quorum is present; determine whether the meeting has been properly noticed.*

#### ITEMS FOR DISCUSSION AND ACTION:

1. Approve Memorandum of Understanding with the Richland School District to Establish a Community Resource Officer.
2. Consider Approval of Richland Center Police Department to Advertise and Hire a New Patrol Officer Position.

#### ADJOURN:

Posted this 19th day of May, 2023 by 4:30 PM.  
Copy to the official newspaper the Richland Observer.

Aaron Joyce, City Clerk/Treasurer

PLEASE NOTE: That upon reasonable notice, a minimum of 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact Ashley Oliphant, City Administrator at 450 S. Main St., Richland Center, WI. 53581 or call 608-647-3466. Notice is hereby given that the council members who are not members of this committee may attend this meeting so as to constitute a quorum of the city council. Any such council member attendance will be for information gathering, discussion, and/or related purposes and will not result in the direct decision making by the city council at the committee meeting. The City of Richland Center is an equal opportunity employer, provider, and lender.

## AGENDA ITEM DATA SHEET

**Agenda Item:** Approve a new position for the Richland Center Police Department with an emphasis on a Community Resource Officer for the Richland School District.

**Meeting Date:** May 24, 2023.

**Requested by:** Billy J. Jones, Chief of Police

**Reviewed/Recommended by:** Administrator Ashley Oliphant

**Background:** District Administrator and Chief of Police have been in contact and have had several meetings/discussions about the benefits of bringing a Community Resource Officer into the Schools. Both parties believe this position will build bridges between the students and the police. The CRO will provide a direct link between the district and police department which will span over many topics. The City Administrator has been included in one meeting and has been kept up to speed. The School District has voted and committed a 70/30 split for wages, benefits, and equipment. CRO would be used in the schools during the school year and then be brought back to the department during the off-school season, Shift has not been determined. Job Description and MOU would have to be agreed upon by School and City. Police Commission reviewed the MOU and Job Description during the May 8<sup>th</sup> meeting and agreed to endorse and recommend the new position, along with the CRO assignment be approved by council.

**Start Date:** August 14<sup>th</sup>, 2023.

The mission of the CRO Program is to create and maintain safe, secure, and orderly learning environments for students, teachers, and staff. This is accomplished by assigning a Law Enforcement Officer employed by the Police Department to School District facilities on a permanent basis during the school year.

**Financial Impact:** This was not a budgeted expense. See attached.

**Funding Source:** RSD has voted and passed a motion to agree to the MOU Presented by the City of Richland commitment for 70/30 split with the city- wages and benefits. PD salary line.

**Requested Action:** Motion would be to Approve a new position for the Richland Center Police Department with an emphasis on a Community Resource Officer for the Richland School District.

**Attachment(s):** CRO Job Description and MOU-

This Memorandum of Understanding (hereinafter “MOU”) is made and entered into by and between the City of Richland Center Police Department (hereinafter “Police Department”) and the Richland School District (hereinafter “School District”).

## **SECTION 1. PURPOSE OF MOU**

The MOU formalizes the relationship between the participating entities to foster an efficient and cohesive program that will build a positive relationship between law enforcement and the youth of our community. This MOU delineates the mission, organizational structure, and procedures of the Community Resource Officer Program (hereinafter the "CRO Program") as a joint cooperative effort between the School District and the Police Department.

## **SECTION 2. TERM**

The term of this MOU shall begin on August 14, 2023 and end on Dec. 31, 2025, unless terminated earlier as provided herein. If a single party makes the decision to terminate before the end of the agreed upon three year term, then a penalty that is agreed upon by both sides shall be enforced. The parties may renew this MOU only by separate written agreement or addendum hereto, which must be executed by both parties.

## **SECTION 3. MISSION, GOALS, AND OBJECTIVES**

The mission of the CRO Program is to create and maintain safe, secure, and orderly learning environments for students, teachers, and staff. This is accomplished by assigning a Law Enforcement Officer, employed by the Richland Center Police Department (hereinafter "CRO"), to School District facilities on a permanent basis during the school year.

The goals of the CRO Program include:

1. Maintaining a safe and secure environment on school grounds.
2. Establishing positive relationships between the CRO and the student population.
3. Building rapport between the CRO and parents, faculty, staff, and administrators.
4. Reducing offenses committed by juveniles and young adults.

Moreover, the CRO will establish a trusting channel of communication with students, parents, and teachers. The CRO will serve as a positive role model to instill in students' good moral standards, good judgment and discretion, respect for other students, and a sincere concern for the school community. The CRO will promote citizen awareness of the law to enable students to become better-informed and effective citizens while empowering students with the knowledge of law enforcement efforts and obligations regarding enforcement as well as consequences for violations of the law.

## **SECTION 4. ORGANIZATIONAL STRUCTURE**

- A. **Composition.** The Police Department shall assign one (1) full-time law enforcement officer to serve as the CRO. The one CRO will be assigned to the Richland Primary

School, Richland Intermediate School, Richland High School, and PARTNERS Alternative (Charter) School. The Police Department shall retain the exclusive right to exercise the customary functions of management. The CRO will be certified by the State of Wisconsin and meet all requirements set forth by the Wisconsin Department of Public Safety Standards and Training. The Police Department reserves the right to remove any CRO at any time if Police Department staffing levels fall below acceptable norms.

- B. **Supervision.** The day-to-day operation and administrative control of the CRO Program will be the responsibility of the Police Department. Responsibility for the conduct of the CRO, both personally and professionally, shall remain solely with the Police Department. The CRO is employed and retained by the Police Department and in no event, will be considered an employee of the Richland School District.

The Police Department and the Richland School District shall each name a contact person to monitor the program. Building administrators will serve as contacts for their respective schools.

## SECTION 5. PROCEDURES

- A. **Selection.** The CRO position will be filled per Police Department directives, and the selection process. The Police Department will make the final selection of any CRO vacancy in consultation with the Richland School District. At its discretion, the Police Department may include district or school personnel in the interview or selection process when a vacancy occurs.
- B. **CRO Program Structure.** The CRO is first and foremost a law enforcement officer for the providing law enforcement agency. The CRO shall be responsible for carrying out all duties and responsibilities of a law enforcement officer and shall remain under control, through the chain of command, of the law enforcement agency. All acts of commission or omission shall conform to the guidelines of law enforcement agency directives.

School officials should ensure that non-criminal student disciplinary matters remain the responsibility of school staff, not the CRO. Enforcement of the code of student conduct is the responsibility of School District personnel. The CRO shall refrain from being involved in enforcing disciplinary rules that do not constitute law violations, except to support staff in maintaining a safe school environment.

Additionally, the CRO is not a school administrator, either formally or informally. Richland School District personnel will maintain responsibilities related to administrative building coverage, corrective student discipline, and implementing and executing school safety policies and plans.

The CRO is not a formal counselor or educator and will not act as such. However, the CRO may be used as a resource to assist students, faculty, staff, and all persons involved with the school. The CRO can be utilized to help instruct students and staff on a variety of subjects, ranging from alcohol and drug education to formalized academic classes. The CRO may use these opportunities to build rapport with the students and the staff.

The Police Department recognizes that the Richland School District shall maintain full, final, and plenary authority over curriculum and instruction in the School District, including the instruction of individual students. The parties recognize and agree that classroom instruction is the responsibility of the classroom teacher and other Richland School District personnel, not the Police Department or its employees, and the Police Department and its employees shall not attempt to control, influence, or interfere with any aspect of the school curriculum or classroom instruction except in emergency situations.

***C. Disclosure of Records***

1. The CRO are hereby individually designated by the School Board and assigned to the Richland School District. They have legitimated educational interests, including safety, in access to pupil records per Wis. Stat. 118.125(2)(d).
2. The parties agree that, in the event the Richland School District makes any disclosure of pupil records pursuant to this MOU, such disclosure will be treated in accordance with Wis. Stats. 118.125 and 938.396, as well as Family Educational Rights and Privacy Act (FERPA) and applicable regulations; including, but not limited to, the following criteria:
  - a. The disclosure of records is made pursuant to this MOU.
  - b. The disclosure of records is (1) in connection with an emergency when knowledge of the information disclosed is necessary to protect the health and safety of an individual; (2) necessary to effectively serve the pupil in the juvenile justice system, including to provide services to the pupil before adjudication; and/or (3) relate to an ongoing investigation or pending delinquency petition.
  - c. All records received will not be disclosed (re-disclosed) to any other person, except as authorized by law.
3. This MOU shall not apply to, nor interfere with, the Richland School District's disclosure of directory data/information to the Law Enforcement Agency in accordance with state and federal pupil records laws.

## SECTION 6. DUTIES AND RESPONSIBILITIES

A. **CRO.** The responsibilities of the CRO will include, but are not limited to:

1. Enforce criminal law and protect the students, staff, and public, at large against criminal activity. The CRO shall follow the chain of command as set forth in the Policies and Procedures manual of the Police Department. School authorities and the parents of any child involved shall be notified as quickly as possible when the CRO takes any direct law enforcement action involving a student, on-campus or off-campus, during school hours or during school sponsored events.
2. Complete reports and investigate crimes committed on campus.
3. Coordinate, whenever practical, investigative procedures between law enforcement and school administrators. The CRO shall abide by all applicable legal requirements concerning interviews or searches should it become necessary to conduct formal law enforcement interviews or searches with students or staff on the property or at school functions under the jurisdiction of the Richland School District. The CRO will not be involved in searches conducted by school personnel unless a criminal act is involved or unless school personnel require the assistance of the CRO because of exigent circumstances, such as the need for safety or to prevent flight. Formal investigations and arrests by law enforcement officials will be conducted in accordance with applicable legal requirements.
4. Take appropriate enforcement action on criminal matters as necessary. The CRO shall, whenever practical, advise the administration before requesting additional enforcement assistance on campus and inform the principal of additional law enforcement responsibilities that may need to be undertaken.
5. The CRO will primarily be in a plain clothes capacity with their badge in plain view and in compliance with the policy set by the Police Department. School District branded apparel or Police Department approved casual dress is the preferred daily wear uniform. As part of the uniform, more than one form of option for the use of force SHALL be immediately accessible and always worn by the CRO. The Police Department issued uniform with all normal accessories and equipment, including a Taser, OC, baton, and firearm, is also an approved secondary uniform. The Police Department CRO Supervisor may allow an exception to this rule at his/her discretion based on investigatory or policing needs.
6. Be highly visible throughout the campus yet be unpredictable in their movements. For officer safety reasons, the CRO shall not establish any set routine that allows predictability in their movements and locations.

7. Confer with the principal to develop plans and strategies to prevent and/or minimize dangerous situations on or near the campus or involving students in school-related activities.
8. Comply with all laws, regulations, and school board policies, applicable to employees of the School District, including but not limited to laws, regulations, and policies, regarding access to confidential student records and/or the detention, investigation, and searching of students on school premises, provided the CRO shall under no circumstances be required or expected to act in a manner inconsistent with their duties as law enforcement officers. The CRO's access to and use of confidential school records shall be done only with the principal's approval and as allowed under the Family Educational Rights and Privacy Act and Wis. Stat. 118.125. Any existing rights, benefits, or personnel assigned under this MOU shall not be abridged and remain in full effect.
9. Provide information concerning questions about law enforcement topics to students and staff.
10. Develop expertise in presenting various subjects, particularly in meeting federal and state mandates in drug/alcohol abuse prevention education and provide these presentations at the request of the school personnel in accordance with the established curriculum.
11. Prepare lesson plans necessary for approved classroom instruction.
12. Provide supervised classroom instruction on a variety of law-related education and other topics deemed appropriate and approved by the CRO's agency supervisor and a school administrator.
13. Attend special school events (dances, athletic competitions, etc.) in an official capacity if assigned or approved by the CRO Supervisor. Requests for extra-curricular CRO support must be made in a timely manner by the building principal to the CRO Supervisor.
14. Attend law enforcement agency in-service training as required. Reasonable attempts will be made to schedule such training to minimize his/her absence from school on an instructional day.
15. Attend parent and faculty group meetings to solicit their support and understanding of the school resource program and promote awareness of law enforcement functions.

16. Be familiar with community agencies aiding youths and their families, such as mental health clinics, drug treatment centers, etc., and may make referrals when appropriate.
17. Report schedule changes or conflicts to the school administrator.
18. If the CRO is absent from their assignment, the CRO shall notify the Richland School District and the CRO supervisor as soon as practical.
- 19.

**B. CRO SUPERVISOR.** The responsibilities of the CRO Supervisor will include but are not limited to:

1. Coordinate work assignments of the CRO.
2. Ensure CRO compliance with Police Department directives.
3. Coordinate scheduling and work hours of the CRO.
4. Work with the schools and the district to make any needed adjustments to the CRO program throughout the school year.
5. Complete annual performance evaluations on the CRO. During the evaluation process, the CRO supervisor will request feedback from the districts and the school's designated contact persons.
6. Complete and submit summary activity reports for the CRO Program to the District.
7. The Police Chief shall be responsible for maintaining the CRO employee personnel file records.

**C. SCHOOLS.** The responsibilities of the School District will include but are not limited to:

1. Provide the CRO with a private, appropriately furnished, and climate-controlled office space that can be secured and is reasonably acceptable to the Police Department. This shall include but is not limited to a desk with drawers, a chair, a filing cabinet for files and records which can be properly locked and secured, a telephone, and computer connectivity capabilities.
2. Provide the CRO with a reasonable opportunity to address students, teachers, school administrators, and parents about the CRO program, goals, and objectives.



Administrators shall seek input from the CRO regarding criminal justice problems relating to students and site security issues.

3. Notify the CRO as soon as possible when school personnel discover weapons, drugs, alcohol, or illegal contraband, on school property. If no juvenile or criminal charges are to be filed and no administrative action is to be taken by the School District, the contraband shall be confiscated by the CRO according to Police Department policy and properly disposed of.
4. Timely notify the CRO with the names of specific individuals who are not allowed on school property and shall notify the CRO of any anticipated parental problems resulting from disciplinary action taken against a student.
5. Work cooperatively with the Police Department to make any needed adjustments to the CRO program throughout the year.
6. Provide the Police Department with updated copies of all laws, rules, regulations, and school board policies applicable to School staff, including but not limited to laws, rules, regulations, and policies regarding access to confidential student records and/or the detention, investigation, and searching of students on school premises.
7. Authorize the CRO entry access to all buildings within the Richland School District when acting in the capacity of his/her position and duty.

## **SECTION 7. ENFORCEMENT**

Although the CRO has been placed in a formal educational environment, he/she is not relieved of the official duties of an enforcement officer. The CRO shall intervene to prevent any criminal act or maintain a safe school environment. Citations shall be issued and arrests made when appropriate and in accordance with Wisconsin state law and department policy. The CRO and the Police Department will have the final decision on whether criminal charges shall be filed. The Police Department will reserve the right to temporarily remove the CRO in the event that additional officers are needed during a critical incident or natural disaster.

## **SECTION 8. OTHER MOU and MOA**

This MOU also recognizes the applicability of the terms and conditions of the following pre-existing MOU, MOA, and policies between the Police Department and Richland School District:

1. The CRO and the Police Department will have access to the district's security

camera system per the MOA –

## SECTION 9. DISPUTE RESOLUTION

The Police Department and Richland School District agree that each organization will communicate in a good faith effort to resolve the dispute in the event of a dispute. Concerns must be directed to the appropriate personnel within each organization, beginning with the CRO Supervisor for the Richland Center Police Department and the Administrative CRO Program Supervisor for the School District.

## SECTION 10. COSTS

The City of Richland Center will invoice the Richland School District for the following school year (SY) program costs: This MOU will be reviewed annually every June with the maximum amount listed below:

SY July 1, 2023-June 30, 2024

Adjusted 70/30 Split	2023	2024	Combined '23 & '24 TOTAL
City (30%)	\$15,736	\$30,474	\$46,210
School (70%)	\$36,717	\$71,107	\$107,824
<b>ANNUAL TOTAL</b>	<b>\$52,453</b>	<b>\$101,581</b>	<b>\$154,034</b>

1. **Payroll.** The City shall be responsible for all payroll-associated function, including providing compensation to the CRO in accordance with city policies.
2. **Workers Compensation.** The city shall be responsible for providing any other benefits to the assigned CRO and is entitled under any applicable state or federal law, including but not limited to worker's compensation and unemployment compensation.
3. **Overtime.** Overtime will need to be approved by the CRO supervisor. Each year overtime shall be included in the cost agreed upon annually.

## SECTION 11. TERMINATION

This MOU may be terminated by either party, with or without cause, upon one hundred eighty (180) calendar days written notice to the other party.

## SECTION 12. HOLD HARMLESS

Each party shall be solely responsible and liable for the act(s) and omission(s) of its own entity, officers, employees, officials, agents, representatives, and members. Each party shall and hereby does hold harmless, defend, and indemnify each other, including its officers, agents, and employees, against all claims, demands, actions, and suits (including all attorney's fees and costs) arising from the indemnitor's performance of this Agreement where the loss or claim is attributable to the negligent acts or omissions of that party.

The Richland School District and the Police Department mutually covenant and agree that neither party will ensure the actions of the other, and each party will assume its own responsibility in connection with any claims made by a third party against the Police Department and/or the School District, subject to the provisions of paragraph 1.

## SECTION 13. NOTICE

Any notice, consent, or other communication in connection with this MOU shall be in writing and may be delivered in person, by mail, or by email. If hand-delivered, the notice shall be effective upon delivery. If by email, the notice shall be effective when sent. If served by mail, the notice shall be effective three (3) business days after being deposited in the United States Postal Service by certified mail, return receipt requested, addressed appropriately to the intended recipient as follows:

### **If to the School District of Richland:**

Superintendent Steve Board  
1996 HWY 14 E.  
Richland Center, WI 53581

### **If to the Richland Center Police Department:**

Billy J. Jones, Chief of Police  
470 S. Main Street  
Richland Center, WI 53581

This has been agreed to in cooperation with the Police Department and the Richland School District. As agreed to and in partnership with:

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief

\_\_\_\_\_  
Date

Attachments:

1. Current Community Resource Officer (CRO) Position Description.

DRAFT

**POLICE DEPARTMENT  
JOB DESCRIPTION**

**POLICE OFFICER-Community Resource Officer**

**GENERAL STATEMENT OF JOB:**

The Community Resource Officer (CRO) is primarily responsible for building and maintaining a positive relationship with school age children in the community. This is done by developing a working relationship with students, school faculty and staff, and the parents of students in the Richland Center community. The CRO will be required to perform the functions of a law enforcement officer and law-related counselor (CRO's are not expected to engage in the responsibilities of a certified counselor) while becoming an integral member of the community.

A CRO is expected to perform a variety of routine and complex public safety work consisting of but not limited to preventative patrol, community policing activities, criminal investigations, vehicle crash investigations, enforcement of Federal and State Statutes, enforcement of Municipal Ordinances, emergency medical responsibilities, traffic control activities, provide response to citizen requests, and perform all other police functions within the City of Richland Center.

**DISTINGUISHING FEATURES OF THE POSITION:**

The CRO must be able to work and communicate with children, parents, school faculty and staff, and community organizations and members.

The CRO must develop familiarity with the interior and exterior of the schools and other areas frequented by children. Daily patrol of these areas is expected.

The CRO must exhibit skills in organization, time management, and curriculum development and presentations.

The CRO must be able to speak to groups of people and manage group participation.

**EXAMPLES OF WORK PERFORMED:**

1. Assist with the creation of a safe school and community environment for students, faculty and staff.
2. Provide security for special school events or functions as determined by the principals and/or the Chief of Police.
3. Confer with the principals and other school officials to develop plans and strategies to prevent and/or minimize dangerous situations on or near the schools or involving students at school-related activities.

4. Assist in the development, revision, and implementation of school crisis response plans to include Shooter/Active Threat/School Intrusion incidents and reunification plans.
5. Develop and offer appropriate training for staff, students, parents, and community members, on different law enforcement issues.
6. Assist school staff with threat assessments regarding on-going or developing situations.
7. Perform typical law enforcement duties such as handling assaults, disturbances, theft, burglary, bomb threats, weapons related incidents, and drug/alcohol incidents.
8. Attend school and community activities as scheduled, provide a visible and positive image, and ensure the peaceful operation of such activities.
9. Assist other law enforcement officers with outside investigations concerning students.
10. Attend meetings of student, parent, school staff and community groups, to solicit their support and understanding of the CRO program and to promote awareness of law enforcement functions as needed.
11. Patrol a designated area of the city on foot, by bicycle, or in a squad car, to preserve law and order, to prevent and discover the commission of crime, to aid citizens in need, to note and report situations which endanger the health, safety, and convenience of the public and to enforce traffic and parking regulations.
12. Answer assigned calls for service and impartially investigate assigned complaints.
13. Investigates crimes, legally arrest persons, participate in prosecutions, educate, and work with citizens to reduce crime in the community.
14. Investigate Municipal Ordinance violations, issue Municipal Citations, participate in prosecution of city cases, educate, and work with citizens to reduce ordinance violations.
15. Enforce traffic laws, investigate traffic accidents, issue traffic citations, participate in prosecutions of traffic cases, educate, and work with citizens in an effort to reduce traffic problems and increase the safe flow of traffic in the community.
16. Provide other services to citizens as permitted by the department's resources (i.e. funeral escorts, medical assists, motorist assists, and many other services.)
17. Enforce parking laws, educate, and work with citizens to reduce parking violations.
18. Complete all required reports including daily activity reports documenting calls for service, programs achieved, patrol duties, and student, community, and school staff interactions.
19. Safeguard and preserve all property under the control of the police department.
20. Protect and respect the constitutional rights of all persons.
21. Identify and propose improvements while following department policies, procedures, rules, regulations, and written directives.
22. Carry out the lawful orders of a superior.
23. Perform other duties as requested or as needed.
24. The CRO **will not** be involved in the enforcement of disciplinary infractions that do not constitute violations of the law.
25. Attend truancy meetings and home visits for students who are habitually truant.

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

Logical or scientific thinking to solve problems or interpret instructions by using several abstract and concrete variables simultaneously. Arithmetic calculations involving fractions, decimals, and percentages. Knowledge of modern law enforcement practices. Ability to communicate

effectively, in English, both verbally and/or in writing, with customers and the general public. Operation of tools and equipment provided for carrying out job duties.

Ability to learn the applicable laws, ordinances, and department policies, rules and regulations; ability to perform work requiring good physical condition; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with subordinates, peers and supervisors; ability to exercise sound judgment in evaluating situations and in making decisions; ability to follow verbal and written instructions; ability to learn the city's geography. Employee will be familiar with details of general tasks and be able to perform the tasks reasonably well within 1 year.

### **TOOLS AND EQUIPMENT USED:**

Police car, police radios, radar, laser, handgun, rifle, shotgun, less lethal, taser, baton, handcuffs, pepper spray, intoximeter, first aid equipment, personal computer including a variety of software packages and telephone.

### **CONFIDENTIAL DATA:**

The CRO may be exposed to confidential data which includes all police records. A few examples of these records are as follows: criminal records, requests for services, traffic information, juvenile records, domestic abuse complaints, child abuse complaints, employee personnel files, and all written and computerized records. There are legal and internal controls on the release of any information from the Police Department, which need to be adhered to.

The school district designates the CRO as a "school official" as provided in the Federal Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g, and 118.125(2)(d) of the Wisconsin Statutes. A CRO may be provided access to student records information maintained by the school district only as needed by the CRO to perform his or her duties as CRO. A CRO may also be granted access to student records information in the event of an emergency situation threatening the health or safety of a student or other individual. The CRO may only re-disclose student records information consistent with FERPA and Wisconsin pupil records law.

Records created and maintained by a CRO for the purpose of ensuring the safety and security of persons or property in the school district or for the enforcement of local, state, federal laws or ordinances, shall not be considered student records - even when such records may serve the dual purpose of enforcing school rules - and are not subject to the same prohibitions of access or disclosure by the CRO. (This provision does not prohibit school personnel from complying with the notice and reporting requirements of seclusion or restraint of a student by the CRO as specified in 118.305(4) of the Wisconsin Statutes.)

### **ESSENTIAL PHYSICAL JOB REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

In addition, the Richland Center Police Commission adopted the following physical demands for all sworn police officers: standing, walking, running, sitting, lifting/carrying (Max. an injured or ill individual), pushing, pulling, pulling hand-over-hand, climbing stairs, climbing - use of legs/arms, balancing, stooping, kneeling, repeated bending, crawling, reaching high/low/level, finger movement/repetitive, repetitive twisting or pressure involving wrists or hands, both hands required, both legs required, ability for rapid mental/muscular coordination simultaneously, oral communication - ability to speak clearly in English, hearing/conversation, near/far visual requirements, depth perception, color vision: distinguish basic shades, color vision: distinguish basic colors, operation of a police vehicle.

### **ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:**

The following elements serve to identify the required acceptable experience and qualifications:

1. Sixty (60) credits from an accredited University or College.
2. Certification by the Wisconsin Law Enforcement Standards Board (successful completion of a Wisconsin Basic Law Enforcement Recruit Academy)
3. As established by the Wisconsin Department of Justice Training and Standards Board, the Richland Center Police Commission, and the Richland School District.

### **STATEMENT OF WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may occasionally work in outside weather conditions; near moving mechanical parts; in high, precarious places; with explosives; and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibrations. The noise level in the work environment is usually moderate.

### **POSITION ACCOUNTABILITY:**

REPORTS TO: Chief of Police or his/her designee



**SELECTION GUIDELINES:**

The selection process is clearly outlined in the Police and Fire Commission's "Bylaws and Rules of Procedure". The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Chief of Police

Approval: \_\_\_\_\_  
Appointing Authority

Effective Date:

Revision History: New position description

Community Resource Officer	2023	2024	Combined '23 & '24 TOTAL
100% of All Expenses	\$47,453	\$97,572	\$145,025

*Estimates created using conservative figures*

75/25 Split	2023	2024	Combined '23 & '24 TOTAL
City (25%)	\$11,863	\$24,393	\$36,256
School (75%)	\$35,590	\$73,179	\$108,769
ANNUAL TOTAL	\$47,453	\$97,572	\$145,025

70/30 Split	2023	2024	Combined '23 & '24 TOTAL
City (30%)	\$14,236	\$29,272	\$43,508
School (70%)	\$33,217	\$68,300	\$101,517
ANNUAL TOTAL	\$47,453	\$97,572	\$145,025

66/33 Split	2023	2024	Combined '23 & '24 TOTAL
City (33%)	\$15,897	\$32,686	\$48,583
School (66%)	\$31,557	\$64,885	\$96,442
ANNUAL TOTAL	\$47,453	\$97,572	\$145,025

*\*This is the preferred option with less conservative figures\**

Adjusted 70/30 Split	2023	2024	Combined '23 & '24 TOTAL
City (30%)	\$15,736	\$30,474	\$46,210
School (70%)	\$36,717	\$71,107	\$107,824
ANNUAL TOTAL	\$52,453	\$101,581	\$154,034

Community Resource Officer	2023		2023	City Share	School Share	2024						2024	City Share	School Share
	JUL - 320	OCT - 480	TOTAL 800			JAN - 480	APR - 560	RSD FY 1840	RSD FY 66%	JUL - 480	OCT - 560	TOTAL 2080		
Salary	\$ 9,045	\$ 13,568	\$ 22,613	\$ 7,575	\$ 15,038	\$ 14,042	\$ 16,382	\$ 53,037	\$ 35,004	\$ 14,042	\$ 16,382	\$ 60,848	\$ 20,384	\$ 40,464
Overtime	\$ 1,272	\$ 1,272	\$ 2,544	\$ 852	\$ 1,692	\$ 878	\$ 878	\$ 4,299	\$ 2,837	\$ 878	\$ 878	\$ 3,510	\$ 1,176	\$ 2,334
Health Insurance	\$ 2,804	\$ 5,608	\$ 8,411	\$ 2,818	\$ 5,593	\$ 5,832	\$ 5,832	\$ 20,075	\$ 13,250	\$ 5,832	\$ 5,832	\$ 23,328	\$ 7,815	\$ 15,513
Dental Insurance	\$ 58	\$ 117	\$ 175	\$ 59	\$ 117	\$ 122	\$ 121	\$ 418	\$ 276	\$ 122	\$ 121	\$ 486	\$ 163	\$ 323
Life Insurance	\$ 25	\$ 50	\$ 75	\$ 25	\$ 50	\$ 25	\$ 25	\$ 125	\$ 83	\$ 25	\$ 25	\$ 100	\$ 34	\$ 67
WRS (6.8%)	\$ 702	\$ 1,009	\$ 1,711	\$ 573	\$ 1,138	\$ 1,015	\$ 1,174	\$ 3,899	\$ 2,573	\$ 1,015	\$ 1,174	\$ 4,376	\$ 1,466	\$ 2,910
FICA (7.65%)	\$ 789	\$ 1,135	\$ 1,924	\$ 645	\$ 1,280	\$ 1,141	\$ 1,320	\$ 4,386	\$ 2,895	\$ 1,141	\$ 1,320	\$ 4,923	\$ 1,649	\$ 3,274
Equipment & Maintenance	\$ 10,000	\$ -	\$ 10,000	\$ 3,350	\$ 6,650	\$ -	\$ -	\$ 10,000	\$ 6,600	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ 24,695	\$ 22,758	\$ 47,453	\$ 15,897	\$ 31,557	\$ 23,054	\$ 25,732	\$ 96,239	\$ 63,518	\$ 23,054	\$ 25,732	\$ 97,572	\$ 32,687	\$ 64,885

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Community Resource Officer	2023		2023 TOTAL 800	City Share 30%	School Share 70%	2024						2024 TOTAL 2080	City Share 30%	School Share 70%
	JUL - 320	OCT - 480				JAN - 480	APR - 560	RSD FY 1840	RSD'S 70%	JUL - 480	OCT - 560			
Salary	\$ 9,045	\$ 13,568	\$ 22,613	\$ 6,784	\$ 15,829	\$ 14,042	\$ 16,382	\$ 53,037	\$ 37,126	\$ 14,042	\$ 16,382	\$ 60,848	\$ 18,254	\$ 42,594
Overtime	\$ 1,272	\$ 1,272	\$ 2,544	\$ 763	\$ 1,781	\$ 878	\$ 878	\$ 4,299	\$ 3,009	\$ 878	\$ 878	\$ 3,510	\$ 1,053	\$ 2,457
Health	\$ 2,804	\$ 5,608	\$ 8,411	\$ 2,523	\$ 5,888	\$ 5,832	\$ 5,832	\$ 20,075	\$ 14,053	\$ 5,832	\$ 5,832	\$ 23,328	\$ 6,998	\$ 16,330
Dental	\$ 58	\$ 117	\$ 175	\$ 53	\$ 123	\$ 122	\$ 121	\$ 418	\$ 292	\$ 122	\$ 121	\$ 486	\$ 146	\$ 340
Life Insurance	\$ 25	\$ 50	\$ 75	\$ 23	\$ 53	\$ 25	\$ 25	\$ 125	\$ 88	\$ 25	\$ 25	\$ 100	\$ 30	\$ 70
WRS (6.8%)	\$ 702	\$ 1,009	\$ 1,711	\$ 513	\$ 1,197	\$ 1,015	\$ 1,174	\$ 3,899	\$ 2,729	\$ 1,015	\$ 1,174	\$ 4,376	\$ 1,313	\$ 3,063
FICA (7.65%)	\$ 789	\$ 1,135	\$ 1,924	\$ 577	\$ 1,347	\$ 1,141	\$ 1,320	\$ 4,386	\$ 3,070	\$ 1,141	\$ 1,320	\$ 4,923	\$ 1,477	\$ 3,446
Equipment & Maintenance	\$ 10,000	\$ -	\$ 10,000	\$ 3,000	\$ 7,000	\$ -	\$ -	\$ 10,000	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ 24,695	\$ 22,758	\$ 47,453	\$ 14,236	\$ 33,217	\$ 23,054	\$ 25,732	\$ 96,239	\$ 67,367	\$ 23,054	\$ 25,732	\$ 97,572	\$ 29,272	\$ 68,301

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Community Resource Officer	2023		2023	City Share	School Share	2024						2024	City Share	School Share
	JUL - 320	OCT - 480	TOTAL 800			JAN - 480	APR - 560	RSD FY 1840	RSD FY 70%	JUL - 480	OCT - 560	TOTAL 2080		
Salary	\$ 9,045	\$ 13,568	\$ 22,613	\$ 5,653	\$ 16,960	\$ 14,042	\$ 16,382	\$ 53,037	\$ 39,778	\$ 14,042	\$ 16,382	\$ 60,848	\$ 15,212	\$ 45,636
Overtime	\$ 1,272	\$ 1,272	\$ 2,544	\$ 636	\$ 1,908	\$ 878	\$ 878	\$ 4,299	\$ 3,224	\$ 878	\$ 878	\$ 3,510	\$ 878	\$ 2,633
Health	\$ 2,804	\$ 5,608	\$ 8,411	\$ 2,103	\$ 6,308	\$ 5,832	\$ 5,832	\$ 20,075	\$ 15,056	\$ 5,832	\$ 5,832	\$ 23,328	\$ 5,832	\$ 17,496
Dental	\$ 58	\$ 117	\$ 175	\$ 44	\$ 131	\$ 122	\$ 121	\$ 418	\$ 313	\$ 122	\$ 121	\$ 486	\$ 121	\$ 364
Life Insurance	\$ 25	\$ 50	\$ 75	\$ 19	\$ 56	\$ 25	\$ 25	\$ 125	\$ 94	\$ 25	\$ 25	\$ 100	\$ 25	\$ 75
WRS (6.8%)	\$ 702	\$ 1,009	\$ 1,711	\$ 428	\$ 1,283	\$ 1,015	\$ 1,174	\$ 3,899	\$ 2,924	\$ 1,015	\$ 1,174	\$ 4,376	\$ 1,094	\$ 3,282
FICA (7.65%)	\$ 789	\$ 1,135	\$ 1,924	\$ 481	\$ 1,443	\$ 1,141	\$ 1,320	\$ 4,386	\$ 3,290	\$ 1,141	\$ 1,320	\$ 4,923	\$ 1,231	\$ 3,693
Equipment & Supplies	\$ 10,000	\$ -	\$ 10,000	\$ 2,500	\$ 7,500	\$ -	\$ -	\$ 10,000	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ 24,695	\$ 22,758	\$ 47,453	\$ 11,863	\$ 35,590	\$ 23,054	\$ 25,732	\$ 96,239	\$ 72,179	\$ 23,054	\$ 25,732	\$ 97,572	\$ 24,393	\$ 73,179

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Community Resource Officer	2023		2023	City Share	School Share	2024						2024	City Share	School Share
	JUL - 320	OCT - 480	TOTAL 800			JAN - 480	APR - 560	RSD FY 1840	RSD FY 70%	JUL - 480	OCT - 560	TOTAL 2080		
Salary	\$ 9,045	\$ 13,568	\$ 22,613	\$ 6,784	\$ 15,829	\$ 14,042	\$ 16,382	\$ 53,037	\$ 37,126	\$ 14,042	\$ 16,382	\$ 60,848	\$ 18,254	\$ 42,594
Overtime	\$ 1,272	\$ 1,272	\$ 2,544	\$ 763	\$ 1,781	\$ 1,316	\$ 1,316	\$ 5,177	\$ 3,624	\$ 1,316	\$ 1,316	\$ 5,266	\$ 1,580	\$ 3,686
Health Insurance	\$ 2,804	\$ 5,608	\$ 8,411	\$ 2,523	\$ 5,888	\$ 5,832	\$ 5,832	\$ 20,075	\$ 14,053	\$ 5,832	\$ 5,832	\$ 23,328	\$ 6,998	\$ 16,330
Dental Insurance	\$ 58	\$ 117	\$ 175	\$ 53	\$ 123	\$ 122	\$ 121	\$ 418	\$ 292	\$ 122	\$ 121	\$ 486	\$ 146	\$ 340
Life Insurance	\$ 25	\$ 50	\$ 75	\$ 23	\$ 53	\$ 25	\$ 25	\$ 125	\$ 88	\$ 25	\$ 25	\$ 100	\$ 30	\$ 70
WRS (6.8%)	\$ 702	\$ 1,009	\$ 1,711	\$ 513	\$ 1,197	\$ 1,044	\$ 1,204	\$ 3,959	\$ 2,771	\$ 1,044	\$ 1,204	\$ 4,496	\$ 1,349	\$ 3,147
FICA (7.65%)	\$ 789	\$ 1,135	\$ 1,924	\$ 577	\$ 1,347	\$ 1,175	\$ 1,354	\$ 4,453	\$ 3,117	\$ 1,175	\$ 1,354	\$ 5,058	\$ 1,517	\$ 3,540
Equipment & Uniforms	\$ 15,000	\$ -	\$ 15,000	\$ 4,500	\$ 10,500	\$ 500	\$ 500	\$ 16,000	\$ 11,200	\$ 500	\$ 500	\$ 2,000	\$ 600	\$ 1,400
<b>TOTAL</b>	\$ 29,695	\$ 22,758	\$ 52,453	\$ 15,736	\$ 36,717	\$ 24,056	\$ 26,734	\$ 103,244	\$ 72,271	\$ 24,057	\$ 26,734	\$ 101,581	\$ 30,474	\$ 71,107

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CHANGES	FROM	TO	DIFFERENCE
2023 Equip & Uniforms	\$ 10,000	\$ 15,000	\$ 5,000
2024 Equip & Uniforms	\$ -	\$ 2,000	\$ 2,000
2024 OT Hours	\$ 3,510	\$ 5,266	\$ 1,756
2024 WRS from OT Inc	\$ 4,376	\$ 4,496	\$ 120
2024 FICA from OT Inc	\$ 4,923	\$ 5,058	\$ 135
2024 Health Ins (4 to 8%)	\$ 23,328	\$ 24,261	\$ 933
2024 Dental Ins (4 to 8%)	\$ 486	\$ 505	\$ 19
2023 Total	\$ 47,453	\$ 52,453	\$ 5,000
2024 Total	\$ 97,572	\$ 101,581	\$ 4,009
RSD FY Portion	\$ 67,367	\$ 72,271	\$ 4,904
City 2023 Obligation	\$ 14,236	\$ 15,736	\$ 1,500
RSD 2023 Obligation	\$ 33,217	\$ 36,717	\$ 3,500
City 2024 Obligation	\$ 29,272	\$ 30,474	\$ 1,202
RSD 2024 Obligation	\$ 68,301	\$ 71,107	\$ 2,806

**Request to be completed by department head. Once completed, submit to the city administrator.**

DEPARTMENT: Police Department REQUESTED BY: Chief DATE: 5/19/2023  
Billy Jones

### POSITION INFORMATION

POSITION TITLE

Patrolman/ Community Resource Officer

CLASSIFICATION	<input checked="" type="checkbox"/> Full-Time Exempt	<input type="checkbox"/> Full-time Non-exempt	HRLY WAGE	COMMITTEE REVIEW?
	<input type="checkbox"/> Part-Time	# _____ Avg Hours Per Year	\$23.829	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

CORE JOB DUTIES—Attach Proposed Job Description (Required)

See Attached

### JUSTIFICATION

EXPLAIN WHY THE POSITION IS NEEDED.

Justification for a CRO is twofold, first, I feel there is a need to improve the relationship between students, families, and police officers throughout the country, and what better place to start, but in our backyard. The Richland Center Police Department strives to build rapport throughout the community and what better place to continue that model but in our schools.

Second, each year it seems that calls for service in the school continue to rise. Whether these calls are for minor violations, such as possession of tobacco products, or for more complex matters related to mental health, and or the safety of students or staff. With current staffing levels at the PD, we sometimes struggle to fill empty shifts that may have been caused by vacations, training, or for a handful of other reasons. We always attempt to fill the shifts with part-time officers or by overtime full-time staff. However, this is not always doable. Many of the types of calls we get to the schools often are time consuming, this then creates a void in coverage on the road.

The mission of the CRO Program is to create and maintain safe, secure, and orderly learning environments for students, teachers, and staff. This is accomplished by assigning a Law Enforcement Officer employed by the Police Department to School District facilities on a permanent basis during the school year.

OTHER THAN CREATING THE POSITION IN CURRENT FORM, WHAT ALTERNATIVES WERE CONSIDERED?

If the position is not created, we will continue to staff it as we have in the past.

IF NOT CREATED, WHAT SERVICES WOULD BE ELIMINATED?

Nothing will be eliminated.

### BUDGETARY REVIEW

I HAVE REVIEWED THE DEPARTMENT BUDGET AND HAVE CONFIRMED THAT SUFFICIENT FUNDS ARE AVAILABLE FOR THE REQUESTED POSITION AND/OR THE POSITION WILL BE ALL OR PARTIALLY FUNDED BY A GRANT OR SOURCE UNRELATED TO THE MUNICIPALITY. ☐ Yes ☒ No

ALT FUNDING SOURCE:

VALUE/DOLLAR AMOUNT: \$ TERM OF CONTRIBUTION ☐ 1X ☒ Annually ☐ Years ☐ Other

Dept Head Signature:

Date: 4/24/2023

### REVIEW AND RECOMMENDATION

#### CITY ADMINISTRATOR

☐ Approved ☐ Denied Signature: Date: Click or tap to enter a date.

Comments:

#### PERSONNEL COMMITTEE

☒ Approved ☐ Denied Date: 4/24/2023

#### FINANCE COMMITTEE



# Request for new Position

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date: Click or tap to enter a date.
<b>COMMON COUNCIL</b>		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date: Click or tap to enter a date.