



## **POLICE & FIRE COMMISSION MEETING AGENDA**

**MONDAY, OCTOBER 14, 2024 AT 4:00 PM**

**MUNICIPAL BUILDING – 106 JONES STREET, WATERTOWN, WI 53094 – ROOM 2044**

---

**1. CALL TO ORDER**

**2. APPROVAL OF THE MINUTES**

- A. Police and Fire Commission minutes

**3. POLICE**

- A. Review and Take Possible Action: Hiring Updates
- B. Review and discuss: Training Updates
- C. Review and discuss: Monthly Activity Updates
- D. Review and Discuss: Resignation Update
- E. Review and Discuss: Promotion Updates
- F. Convene into closed session per Wis. Stat. 19.85(1)(f) to consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. (D.D.)
- G. Reconvene to Open Session
- H. Review and Discuss: 2024 Internal Affairs Statistics

**4. FIRE**

- A. Review and Discuss: Monthly Data Report & Activities
- B. Review and take possible action: Approve Battalion Chief Job Description
- C. Review and take possible action: Approve FF/Paramedic eligibility list

**5. POLICE & FIRE**

- A. Review and take possible action: PFC Hiring Policy

**6. ADJOURN**

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [mdunneisen@watertownwi.gov](mailto:mdunneisen@watertownwi.gov), phone 920-262-4006*

*A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only*

## MONTHLY UPDATE




October, 2024

### Officer Raul Nieto Recipient of Enrique Camarena Award

The Watertown Police Department nominated Officer Raul Nieto for the Elks Enrique Camarena Award in recognition of his exceptional commitment to building connections with the local Hispanic community since joining the department in August 2019. As a respected patrol officer and mentor, Officer Nieto actively engages with community members, fostering trust and communication.

He frequently participates in community events, working closely with local organizations, including a Hispanic soccer league, to ensure compliance with laws and address concerns. Officer Nieto dedicates significant time to liaising with community leaders, helping to navigate challenges and strengthen relationships. His proactive approach has led to open dialogues that allow residents to voice their needs and concerns, creating a safer environment for families. By actively involving himself in cultural events and outreach programs, he not only enhances community engagement but also helps dispel misconceptions about law enforcement. His efforts to connect with residents and build trust demonstrate his belief that effective policing is rooted in strong community ties, making Officer Nieto a deserving candidate for this award.

Officer Nieto has been selected to receive the award. Information for the event is listed below.



WATERTOWN ELKS LODGE #666  
— presents —

## A THANK YOU TO OUR HEROS

An awards Banquet Thanking our local Police,  
Fire, EMS and First Responders for what they  
do for our community everyday

★

THE ENRIQUE CAMARENA AWARD FOR  
OUTSTANDING SERVICE IN THE FIELD OF  
NARCOTICS WILL BE PRESENTED TO  
A LOCAL OFFICER AND, WE WILL ALSO BE  
AWARDING TO A FIREFIGHTER AND EMS

Free Spagetti Dinner And Presentation

50/50  
DRAWINGS

DOOR  
PRIZES

WATERTOWN ELKS LODGE  
OCTOBER 28 TH  
5-6 P.M., COCKTAILS  
DINNER, THEN PROGRAM TO FOLLOW  
FREE ADMISSION  
CALL: 920-261-5473 TO RESERVE A SEAT



## MONTHLY UPDATE

October, 2024

### Investigations Update

#### Training Initiatives:

Detective Jake Reitz attended the Death Investigation School from September 9th to 20th, receiving valuable training from the Wisconsin Department of Criminal Investigation at the Green Lake Conference Center. This training will enhance our department's investigative capabilities in death-related cases.

#### Ongoing Investigations:

Detective Reitz and Detective Jessie Peters are diligently working on the armed robbery case at the Speedway Gas Station, which occurred on September 24th. Their efforts include canvassing neighborhoods for video evidence and conducting follow-up interviews.

Detective Peters is handling a complex sexual assault case involving a young minor, resulting in the arrest of a stepparent. The case necessitated the collection and analysis of several electronic devices.

#### Training and Community Engagement:

Detective Reitz is scheduled to attend a "Train the Trainer" update for the Lethality Assessment Program for Domestic Abuse cases on October 9th and 10th. This training will further our department's capabilities in addressing domestic violence.

Sgt. Bohlman is coordinating a brat fry fundraiser for the Jefferson County Shop with a Cop program, set to take place on Saturday, October 12th, at Pick N Save in Fort Atkinson from 10 AM to 3 PM. This event will foster community engagement and support for our youth.

#### Collective Efforts:

The Investigations Unit has been particularly busy, addressing numerous cases including fraud, sexual assaults, Internet Crimes Against Children (ICAC), physical abuse of a child, and child neglect. In just one week, the unit received five new Child Protective Service reports requiring immediate follow-up.

## MONTHLY UPDATE

October, 2024

### School Resource Officer Update

This month, the Watertown Police Department’s School Resource Officers (SROs) have been actively engaged in ensuring the safety and well-being of students within our schools, while also addressing various incidents and concerns.

Officer Evan Bresser - High School: Officer Bresser reports a significant number of investigations involving THC, leading to multiple citations and referrals to the county. He has conducted four welfare checks, resulting in two voluntary placements and one emergency detention to ensure the safety of the students involved. Additionally, Officer Bresser has performed a threat assessment for a student attending Discovery Academy at MATC. He is also investigating a couple of complaints concerning physical abuse of children occurring in students' homes. These investigations highlight the critical role SROs play in addressing serious issues affecting student safety and mental health.

Officer Chris Karnatz - Middle School: Officer Karnatz reports on September 27, Officers assisted Riverside Middle School in conducting an active shooter drill. This crucial training involved staff and students practicing lockdown procedures, followed by officers and staff clearing and evacuating the building. The drill was essential for preparing both students and staff to respond effectively in an emergency situation.



Officer Chris Karnatz



Officer Evan Bresser



## MONTHLY UPDATE

October, 2024

### In-Service Training: Defensive and Arrest Tactics

The Watertown Police Department prioritizes the safety and effectiveness of its officers through ongoing training, particularly in Defensive and Arrest Tactics (DAAT). This training, mandated every two years, equips officers with vital skills to manage various situations they may encounter while on duty. Training was held for all officers the week of October 7th.

DAAT is a statewide curriculum designed to provide officers with a comprehensive system of verbalization skills and physical alternatives. This ranges from establishing a commanding presence and engaging in verbal dialogue to employing necessary force when absolutely required. The preferred method of resolution is always to gain compliance through communication, ensuring that interactions are handled as peacefully as possible.

Our department is fortunate to have a dedicated de-escalation instructor, who has previously trained all sworn staff in these essential techniques. This emphasis on de-escalation is a critical component of our approach, allowing officers to defuse potentially volatile situations before they escalate further. Moreover, the use of force in our department is carefully documented and reviewed by a state-certified DAAT instructor, ensuring accountability and adherence to best practices.

With five certified DAAT instructors within the department, officers receive quality training tailored to the unique challenges they face in the field. The results speak for themselves: in 2022, the Watertown Police Department responded to over 17,000 calls for service, with force being necessary in only 46 incidents. This low level of force usage underscores the department's commitment to employing de-escalation techniques and gaining compliance without resorting to physical confrontation whenever possible.

The training not only prepares officers to manage resistive encounters swiftly but also aims to minimize injuries to suspects, officers, and the public. By equipping our officers with these skills, we enhance their ability to serve the community safely and effectively, maintaining public trust and promoting positive interactions.

In summary, the ongoing DAAT training at the Watertown Police Department reflects our dedication to professional development, safety, and community engagement. By prioritizing de-escalation and effective communication, we strive to uphold the highest standards of policing while ensuring the safety of everyone involved.

## MONTHLY UPDATE

October, 2024

### Drug Task Force Update: Recent Operations in Jefferson County

The Jefferson County Drug Task Force has made significant strides in combating drug-related activities in our region, particularly in Watertown. Recent operations have resulted in multiple arrests and substantial seizures of illegal substances and firearms.

#### Nuisance Residence Search Warrant

A search warrant was executed at a known nuisance residence in Watertown, leading to the discovery of distribution amounts of THC. This operation resulted in three arrests, highlighting the ongoing efforts to address drug-related issues in our community.

#### Targeting Drug Distribution Networks

Investigations revealed connections to a target operating out of Milwaukee, who was allegedly bringing and distributing ounce-level quantities of cocaine and fentanyl throughout Jefferson County, with specific ties to Watertown. This intelligence prompted further action, leading to the issuance of search warrants for three separate residences.

The coordinated operations yielded impressive results, including the seizure of over 12 firearms, 10 pounds of marijuana, 5 ounces of cocaine, methamphetamine, fentanyl, and more than \$10,000 in cash. These seizures underscore the serious nature of the drug trafficking operations affecting our community.

#### Additional Search in Helenville

A search conducted at a residence in Helenville uncovered 2 ounces of fentanyl and an ounce of methamphetamine. The individuals involved in these operations were found to be traveling throughout Jefferson County to sell drugs, including in Watertown. Two additional arrests were made during this operation.

The ongoing efforts of the Jefferson County Drug Task Force are crucial in addressing the challenges posed by drug distribution networks in our area. These operations not only remove dangerous substances from our streets but also help ensure the safety and well-being of our community.

# WATERTOWN POLICE DEPARTMENT

Section 3, Item C.

## MONTHLY UPDATE

October, 2024

### Watertown Police Department Monthly Summary: September Highlights

In September, the Watertown Police Department demonstrated its commitment to community safety and effective law enforcement by handling a total of 1,985 calls for service. This significant volume of calls reflects the department's ongoing dedication to responding promptly and effectively to the needs of our community.

#### Traffic Enforcement Success

Of particular note, our officers conducted 387 traffic stops throughout the month. This increase in traffic enforcement is largely attributed to a grant that allows us to allocate officers specifically for traffic enforcement during peak driving hours. This initiative not only enhances road safety but also contributes to a reduction in traffic violations and accidents, ensuring a safer environment for all drivers and pedestrians.

#### Sex Offender Registration Checks

The department also completed 98 sex offender registration checks in September. These checks are conducted annually to ensure that registered sex offenders comply with state statutes, including verification of their address, place of employment, and physical descriptors. This proactive approach is crucial in maintaining community awareness and safety.

#### Alcohol Compliance Checks

On September 27th and 28th, officers, along with volunteers, conducted alcohol compliance checks at 38 licensed establishments throughout the city. The purpose of this operation was to ensure that alcohol is not being sold to individuals under the age of 21. Unfortunately, there were 10 failures in compliance. Follow-up assessments will be conducted to address these issues, and a bartender awareness course will be held later this year. This course is open to all, and those establishments that received points during the checks can regain points through participation. It is important to note that if a licensed establishment accumulates a certain number of points within a rolling 12-month period, they risk having their license suspended.

The Jefferson County Drug Free Coalition joined us during these compliance checks and expressed eagerness to assist in future efforts. They plan to participate in the bartender awareness courses, provide resources, and have even offered to cover costs for officer time through a grant. We are grateful for their partnership and support in promoting responsible alcohol sales in our community.

# CITY OF WATERTOWN POSITION DESCRIPTION

---

-----

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principal duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

**Title:** Battalion Chief -(Full-time) **Department:** Fire **FLSA Status:** Non- Exempt **Revised:** Sept 4,

## 2024 General Summary:-

This is an operational position responsible for managing and supervising fire, rescue, and EMS personnel on an assigned shift. The work involves direct supervision of the company officers and indirect supervision of all other personnel of the assigned shift. The work involves participation in developing, planning and scheduling programs and work as related to the operational goals of the fire department. The position assists with formulation and implementation of management principles and practices and in maintaining and improving performance and service delivery standards. The position possesses effective authority to commit Fire Department and other city resources. The position is responsible for the day-to-day supervision, control, direction, evaluation, and management of shift personnel and their activities including emergency scene management of firefighting, operations, rescue operations, delivery of emergency medical services, hazardous materials responses, and other activities as needed or directed. Work assignments are under the general direction of the Fire Chief. Assignments are broad in nature and afford the exercise of independent judgment in relation to department and platoon personnel and equipment for the effective operation, and for direction and participation in fire suppression and rescue activities. Work is reviewed through periodic performance reports, observation of results achieved, and one-on-one conferences. This position supervises all shift fire personnel. In absence of Fire Chief may assume role of Acting Fire Chief.

## Duties and Responsibilities:

1. Responds to fire or other emergencies; accesses situation, directs mitigating actions to protect lives and preserve property.
2. Takes actions to mitigate other situations such as natural disasters, hazardous materials releases, or other dangerous situations.
3. Responds to medical emergencies, performing rescue and emergency medical care.
4. Identifies persons requiring immediate care, provide prehospital medical services and transports victims for further medical care.
5. Oversee and complete various administrative tasks for department operational success.
6. Ensures all assignments are completed on time.
7. Serve as an effective mentor to Lieutenant and crew.
8. Responsible for overall community involvement and education.
9. Ensures facility and facility equipment are maintained.
10. Attends training and meetings to remain current on fire suppression, rescue methods, leadership, management, and EMS skills
11. Promotes positive department image through positive public personal conduct.
12. Ensures all routine duties such as report writing, data entry, and paperwork is complete



and in proper order.

13. Responsible for assigned personnel and their compliance with department rules policies, procedures, and special instructions of higher-ranking officers.
14. Promotes positive public relations with the community and assists crews in the public relation interactions.
15. Responsible for general fire code enforcement and general fire investigations.
16. Reports on proficiency of probationary employees assigned to their crew.
17. Make periodic inspections of all apparatus to ensure fire and EMS equipment is maintained and in working order.
18. Completes all required employee evaluations.
19. Perform other work duties as assigned.

### **Required Knowledge, Skills and Abilities:**

- Graduation from an accredited two (2) year Associate degree program with a bachelor's degree preferred.
- Possess a valid State of Wisconsin Driver's License
- Five (5) years' experience in firefighting work which includes at least three (3) years' experience as a Lieutenant or above.

### **Technical Requirements:**

- Certified as an NREMT and/or State of Wisconsin EMT Basic or higher (Paramedic Preferred)
- NIMS 100, 200, 300, 400, 700, 800 (NIMS 400 within 6 months of promotion)
- State of Wisconsin Firefighter I and II, or NFPA Equivalent
- State of Wisconsin Driver Operator or NFPA Equivalent
- State of Wisconsin Emergency Services Instructor 1 (Must maintain)
- State of Wisconsin Fire Officer I & II (Officer II within 1 year of promotion)
- Designation as a certified Chief Fire Officer with CPSE (within 3 years of promotion)

### **Knowledge in:**

- Firefighting, rescue techniques, fire prevention, and emergency medical services methods, techniques, and practices
- Computer applications involving word processing, data entry, and /or standard report generation
- Regulations, ordinances, and laws regarding a firefighting/emergency services

### **department Skills in:**

- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds, often in situations which may be stressful
- Maintaining safety precautions in performance of work
- Preparing and composing reports and records on activities performed
- Provide productive

### **leadership Ability to:**

- Sustain physical effort involving performance of duties in situations of personal danger with exposure to all types of weather conditions and heights.
- Lift and carry patients in conjunction with at least another employee with weights of greater than 100 pounds, carrying equipment with weights up to 30 pounds, traversing a variety of surfaces and elevations and be able to, sit, stoop, crawl, bend, climb, and twist while performing the essential functions of this job.
- Read and understand policies, rules, instructions, and written material pertaining to fire and rescue operations
- Exercise judgment during hazardous circumstances and act quickly and effectively during
- Maintain EMT license, as it is a condition of employment
- Establish and maintain effective working relationships with those contacted in the course of work
- Understand, follow, and effectively carry out instructions
- To effectively lead and manage assigned personnel to complete all tasks
- Ability to take personal accountability for being an officer
- Have good time management

**WORKING CONDITIONS**

Emergency firefighting and public safety environment; exposure to fire surroundings; exposure to intense heat, structural collapse, falls and possible electrocution at emergency scenes, animal and human blood and other fluids, hazards of emergency driving, hazards associated with traffic control and working in and near traffic; working in and near natural and man-made disasters; exposure to inclement weather conditions; work in and with water; work at heights on scaffoldings or ladders; work in confined spaces; work underground when necessary; work on slippery and uneven surfaces; work in and around heavy vehicles and equipment; exposure to noise, dust, grease, smoke, fumes and gases; exposure to potentially hazardous chemicals, explosives, high voltage and toxic materials; exposure to waste and infectious diseases; possible exposure to electrical or radiant energy, work closely with others.

I have read and understand the contents of this position description, and I have received a copy of this position description for my records.

PRINT NAME: \_\_\_\_\_SIGNATURE: \_\_\_\_\_DATE: \_\_\_\_\_



# Watertown Fire Department

106 Jones Street, Watertown, WI 53094 • 920-261-3610 • 920-261-7527 fax  
[www.watertownfiredept.com](http://www.watertownfiredept.com)

## Firefighter / Paramedic Final List

Name	Score
Brady Smith	88.83
Emily Carlson	78.03

This list is effective until 10.14.25