



# **2013 Annual Report**



**Village of Menomonee Falls  
Police Department**

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2013

Dear Reader:

On behalf of the men and women of the Menomonee Falls Police Department (MFPD), I welcome you to review our 2013 annual report as well as surf our entire website. I trust you will find it both interesting and helpful.

The Menomonee Falls Police Department is an accredited agency through the Wisconsin Law Enforcement Accreditation Group (WILEAG). This accreditation is a reminder of the professionalism of the Menomonee Falls Police Department and a commitment to serving our citizens with compassion and respect, while maintaining an agency with integrity and efficiency.

For the sixth straight year crime continues to decrease in our village. In 2013, our Village was named the 60th safest city in the United States for those with a population of over 25,000. This was based on crime statistics from the 2011 Uniform Crime Reporting. Menomonee Falls was the only city in Wisconsin to make the top 100. Furthermore, the Village was voted the 28th best city to raise a family in CNN's money magazine, based on jobs, schools and a low crime rate. Our nationally recognized Neighborhood Watch group continues to be strong and supportive of the police department. Graduates of the Police Citizens' Academy continue to be a resource and advocates for the department.

Our officers work diligently at staying connected to the community. Through business contacts, visiting with neighbors, and a heavy visible presence, the officers have a real pulse on activities in the community. They take pride in their protection of the citizens and creating an environment that is safe and friendly for all who chose to live, work and recreate in the Village. This year there was a focus on training and education regarding active shooters. We paired with several businesses and the school district to ensure good crisis planning that we hope never to use. In 2014, we will expand that concept to training with our fire department to ensure the best possible outcome to such incidents.

We have continued with other programs we have been utilizing to make this a well-rounded police department, such as D.A.R.E., Police Citizen Academy, Neighborhood Watch, Youth Leadership Conference, Heroes and Helpers, Cops and Bobbers, and Internet Crimes Against Children to name a few. Officers volunteer their off-duty time to participate in some of these programs, enforcing their commitment to the community. The Menomonee Falls Police Department is dedicated to working with the Village and our entire community to provide a safe environment. Please e-mail [police@menomonee-falls.org](mailto:police@menomonee-falls.org) to offer your comments.

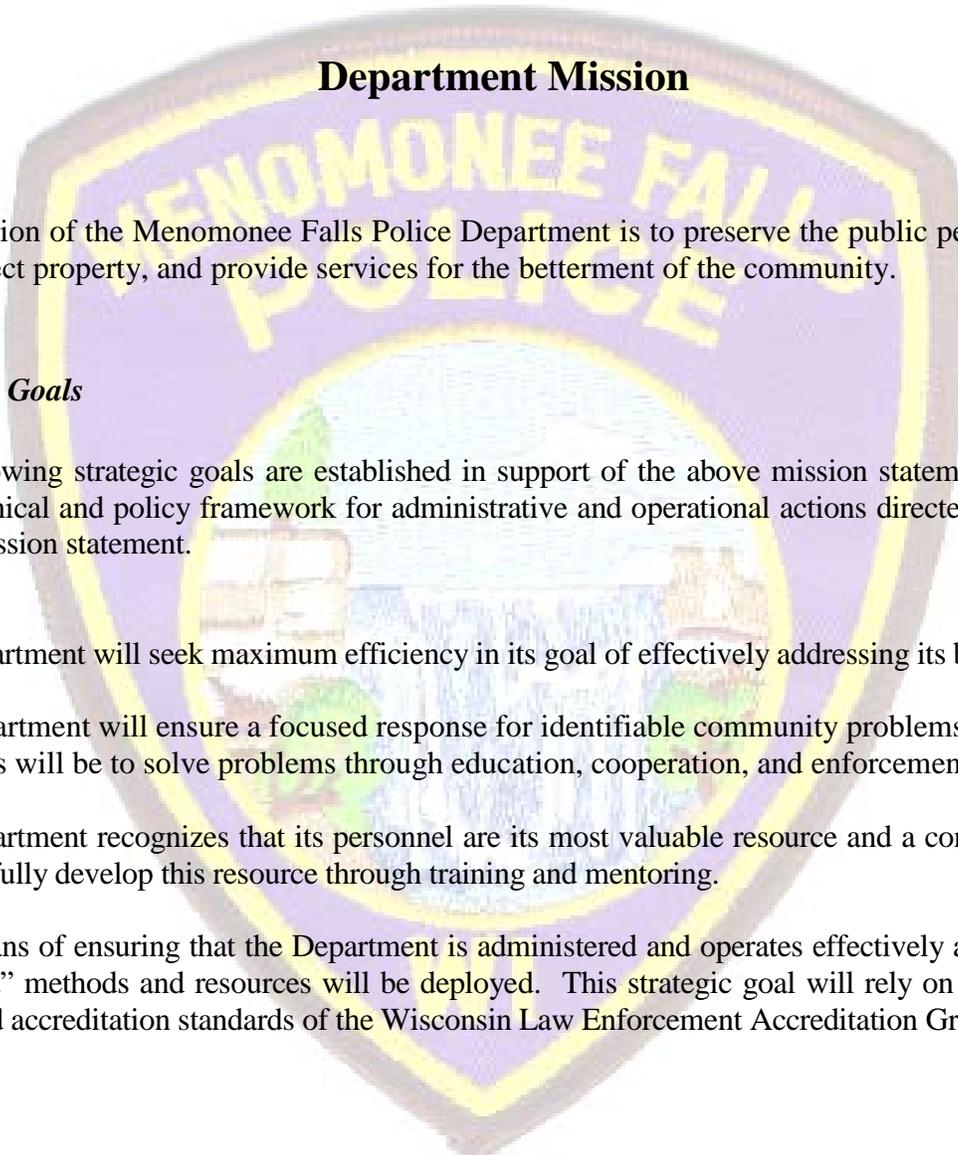
Sincerely,

*Anna M. Ruzinski*  
Chief of Police

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The background of the page features a large, semi-transparent watermark of the Menomonee Falls Police Department badge. The badge is shield-shaped with a purple background and a yellow border. At the top, it reads "MENOMONEE FALLS POLICE" in yellow. Below this, there is a circular emblem containing a landscape scene with a waterfall, trees, and buildings. The text "Department Mission" is centered over the top part of the badge.

## Department Mission

The mission of the Menomonee Falls Police Department is to preserve the public peace, protect persons and protect property, and provide services for the betterment of the community.

### *Strategic Goals*

The following strategic goals are established in support of the above mission statement. They provide a philosophical and policy framework for administrative and operational actions directed at the achievement of the mission statement.

The Department will seek maximum efficiency in its goal of effectively addressing its basic mission.

The Department will ensure a focused response for identifiable community problems. Emphasis will be to solve problems through education, cooperation, and enforcement of the law.

The Department recognizes that its personnel are its most valuable resource and a conscious effort will be made to fully develop this resource through training and mentoring.

As a means of ensuring that the Department is administered and operates effectively and efficiently, “state of the art” methods and resources will be deployed. This strategic goal will rely on compliance with the published accreditation standards of the Wisconsin Law Enforcement Accreditation Group (WILEAG).

## 2013 Menomonee Falls Police Department Expenditures

Salaries	\$4,541,347
Overtime & Compensatory Time Pay	\$158,427
Vacation Pay	\$44,767
Holiday Pay	\$44,460
Part Time Wages – Police Aides	\$157,285
Retirement Payout	\$40,624
Employee Benefits	\$2,322,174
Training	\$40,157
Education Reimbursement	\$504
Recruitment & Personnel	\$2,773
Employee Exams/Evaluations	\$5,036
Travel Expenses	\$518
Uniforms	\$34,068
Office Supplies	\$2,963
Postage	\$3,016
Printing	\$1,515
Charge Card Fees	\$1,878
Department Supplies	\$8,355
Towing & Storage	\$1,536
Red Tags	(\$30)
Small Equipment	\$2,962
Motorcycle Program	\$3,141
Investigative Expenses	\$3,017
Accreditation Expenses	\$550
Equipment Maintenance & Repair	\$4,470
Vehicle Maintenance & Repair	\$58,689
Radio Equipment Maintenance & Repair	\$3,000
Vehicle Fuel	\$129,583
Vehicle Supplies	\$488
Vehicle Purchases	\$65,946
Radio Hardware	\$2,000
Office Furnishings	\$838
Fixed Assets	\$6,897
Software Modifications	\$1,822
Revenue Capital Fund Payment	\$11,250
Electric Service	\$2,716
Heat (Gas & Oil)	\$376
Waukesha County 800 Megahertz	\$19,528
Crossing Guard Contract	\$94,478
<b>Total Expenditures</b>	<b>\$7,823,124</b>

## 2013 Menomonee Falls Dispatch 911 Expenditures

Salaries	\$590,766
Overtime Pay	\$11,652
Employee Benefits	\$283,876
Training	\$810
Office Supplies	\$95
Alarm Mailing Postage	\$577
Radio Maintenance Contract	\$4,680
Radio Equipment Maintenance & Repair	\$1,810
Telephone Accessories	\$25
<b>Total Expenditures</b>	<b>\$894,291</b>

## Menomonee Falls Police and Fire Commission

The Police and Fire Commission consist of five citizen Commissioners that are appointed by the Village President. Each year, one person is selected to serve for a five-year term. The Commission is governed by Wisconsin Statute 62.13 that provides them the authority to oversee Police and Fire Department personnel matters.

The current Commission includes Commission Chairperson John Wandschneider, and Commissioners Michael Santimauro, Christine Wilczynski-Vogel, Karen Nelson and Carl Bahneman.

The Commission sets and maintains high standards for entry level police officers and supervises the Police Department's merit promotional process. They are also responsible for reviewing department discipline and citizen complaints against department personnel. This helps ensure the department's dedication to providing law enforcement excellence to the community.



John Wandschneider



Michael Santimauro



Christine Wilczynski-Vogel



Karen Nelson



Carl Bahneman

## Command Staff

The Police Department's Command Staff consists of the Chief of Police, two Captains, and three Lieutenants. The Chief of Police and the Command Staff oversee the various bureaus and units of the department. The department is divided into two major divisions; Field Operations Division and Support Services Division. The Field Operations Division is comprised of the Patrol Bureau and the Special Investigations Bureau. The Services Division is broken down into a Support Services Unit, Office Operations (Records) Unit, and Communications (Dispatch) Unit. The management team is responsible for the program development and coordination within their respective bureaus and units.

A Captain is responsible for command oversight of all Field Operations with assistance from three Lieutenants. Two Lieutenants are responsible for uniform Patrol Operations during the same 24-hour time frame; one Lieutenant is responsible for Traffic Unit and Day Shift Patrol Operations and the second Lieutenant is responsible for the activities of the Early and Late Shift Patrol Operations. The third Lieutenant is in command of the Special Investigations Bureau overseeing all of the department's detectives and juveniles officers. A Lieutenant commands the Special Services Bureau and has oversight of all administrative, training, and communications functions. The second Captain is shared in Protective Services handling policies and emergency management for police and fire departments. These six commanders and Chief of Police are the department's management team. In order for a police agency to maintain high professional standards, a management team approach is utilized.

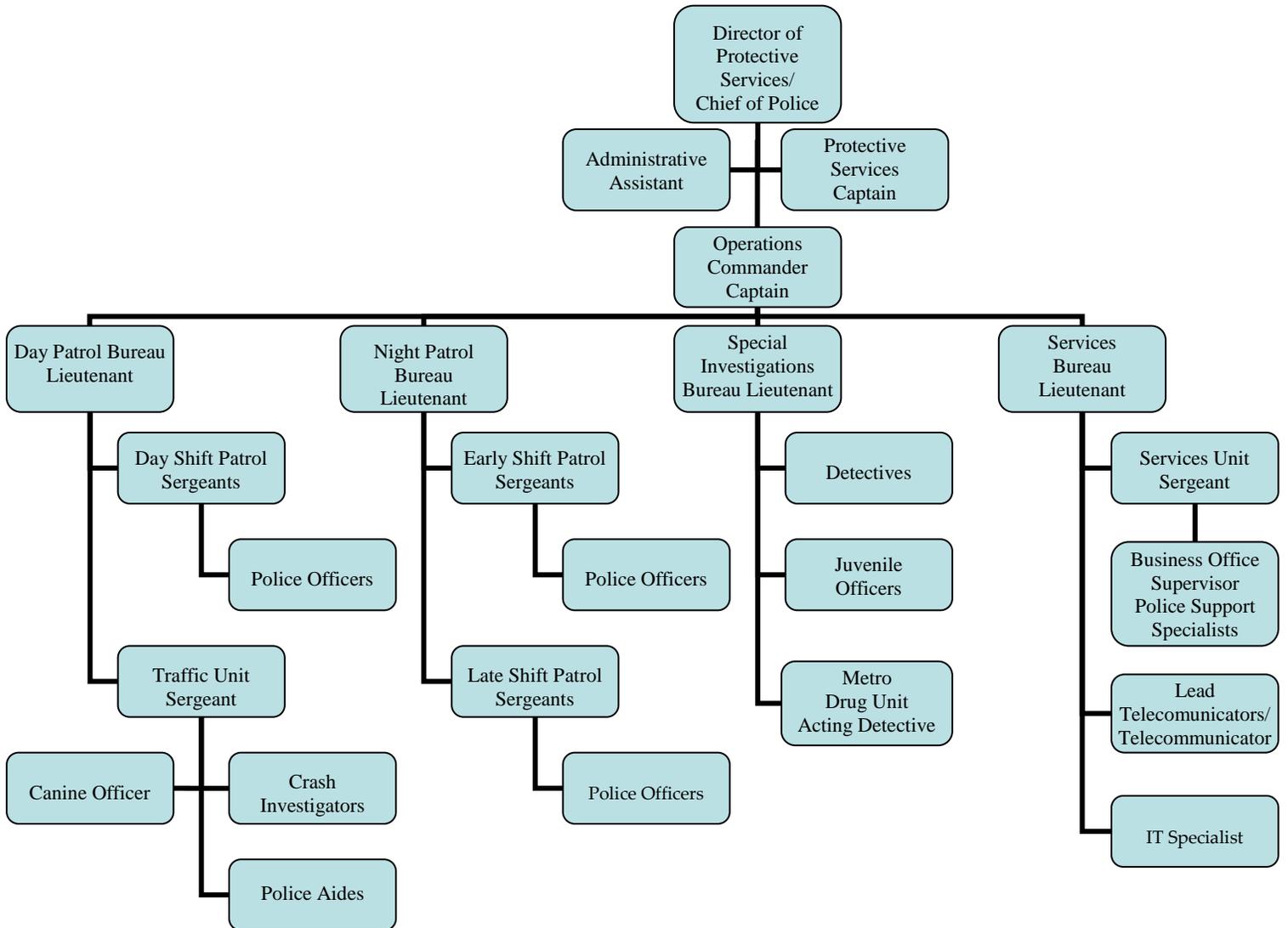
The Command Staff uses regular meetings to communicate as a group to discuss operational issues and strategic planning. The cooperative interaction of this Command Staff team provides a variety of perspectives to problems encountered. Although using this team approach arrives at many decisions, the Chief of Police has



the ultimate responsibility for the operations and administration of the department. She has the primary responsibility for policy making, personnel decisions, and discipline. The Chief functions as the primary liaison with other officials, community organizations, and governmental agencies. The Chief assists the Police and Fire Commission in addressing their goals for the recruitment, selection, promotion, and retention of highly qualified personnel. The Chief also works with the Village Manager

in the development and administration of the department's budget. The Chief must ensure that there is ongoing liaison with the Village Board and the committees and boards that have jurisdiction over matters involving the Police Department and public safety.

# Menomonee Falls Police Department 2013 Organizational Chart

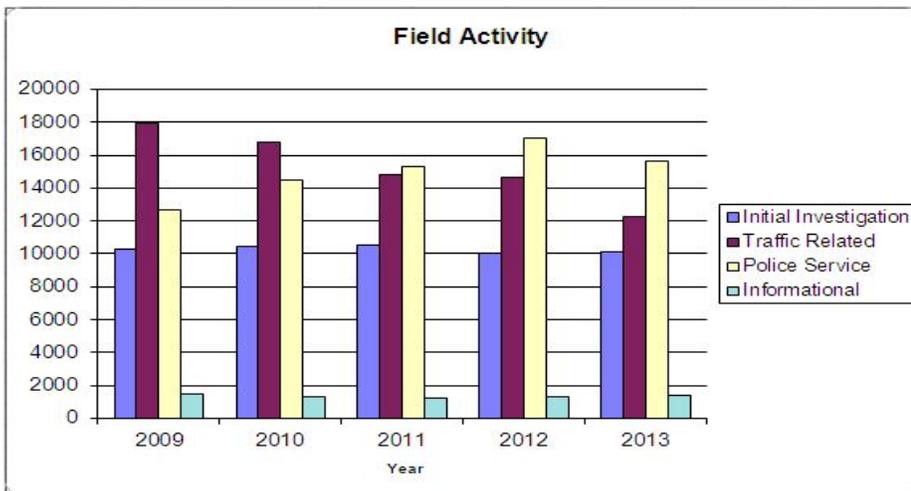


## Patrol Bureau

The Patrol Bureau is made up of the most visible members of the Police Department, almost exclusively performing their duties in easily recognized uniforms and patrol vehicles. They are first to respond to any situation requiring police involvement and are responsible for providing primary field services. These services may include the collection of information and evidence, the rendering of first aid and basic life support, or the maintenance of order until additional department personnel can respond. The Patrol Operations Bureau is on duty twenty-four hours a day, every day of the year.



Situations to which Patrol Bureau personnel must respond range from conducting preliminary and follow-up investigations of serious crimes against persons to simply offering advice or helping people in need of assistance. Crimes against persons include offenses such as homicide, robbery or sexual assault, while crimes against property include burglary, theft, and damage to property. Patrol Bureau personnel respond to and investigate traffic accidents and provide assistance to persons in need of medical attention. They also respond to alarm calls, attempt to locate missing persons, assist motorists or citizens and are generally available to handle any problems that occur during their tour of duty.



The Patrol Bureau, as well as the entire Police Department, operates under a Community Policing philosophy, an approach which stresses citizen, government and police partnership. It is designed to problem solve and address the causes of crime as well as the fear of crime among citizens. Officers assigned to this bureau maintain a close working relationship with citizens involved in the Neighborhood Watch Program. The program consists of 174 Block Watch Captains. These Captains are

often times consulted by officers to obtain or pass along information important to neighborhood safety and security. Several thousand contacts were made with citizens and businesses for similar purposes.

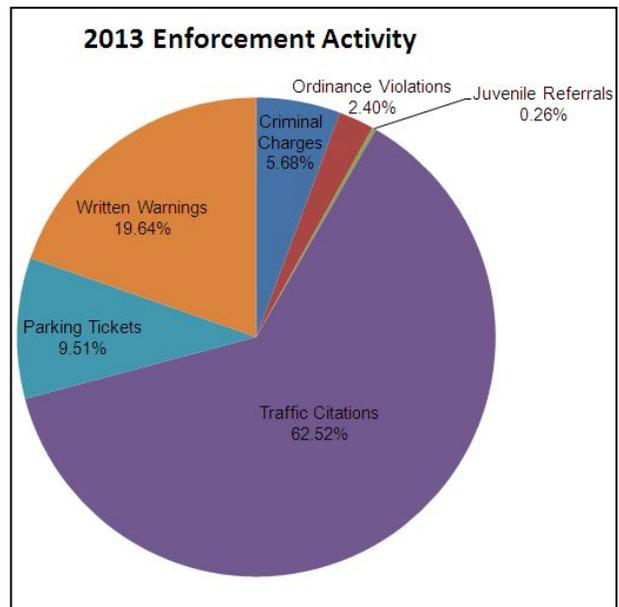
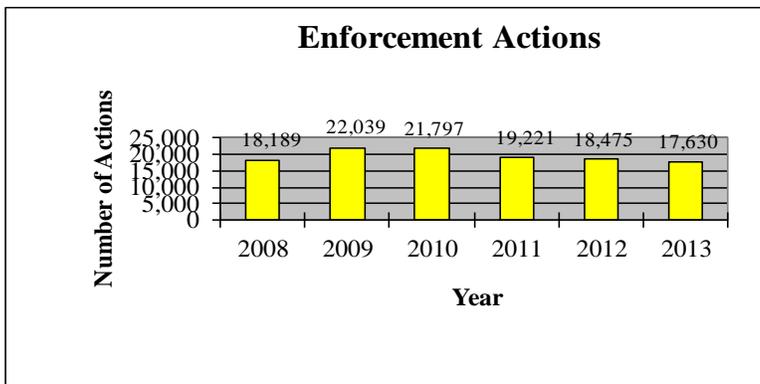
The Patrol Bureau is divided into three primary shifts and serves as the backbone of the department. Each patrol shift consists of two Sergeants and nine to twelve Officers. This department generally assigns single officer patrol units, but assigns multiple units to certain types of calls likely to require the presence of more than one officer. Because of the importance of its function, the largest number of department personnel is committed to the Patrol Bureau.

Enforcement of federal and state laws and local ordinances is a basic responsibility for all police officers. By using their powers of observation, senses and interpersonal skills to obtain information about the context of a specific event or incident, patrol officers take informed, reasonable enforcement action in a manner that will promote public safety and ensure compliance. Patrol Officers, acting on well informed decisions, have discretionary power in most cases to determine the best course of enforcement.



Minor violations of the law are often handled with warnings in an effort to educate the public and gain future voluntary compliance. Serious offenses generally require the physical arrest of the criminal actor or violator in order to maintain public safety. The majority of enforcement activity involves dispositions that are somewhere between these two extremes.

At least two officers assigned to each shift are trained as Field Evidence Technicians. These officers receive additional training in evidence collection and identification, including photography, the retrieval of latent fingerprints and tool mark analysis. Their work better prepares the department's detectives and the District Attorney's office for the prosecution of cases.



Making use of specialized training and equipment, officers assigned to the Bicycle Patrol provide better access by law enforcement to parks, the Village Center area, shopping centers and other areas not easily patrolled by traditional means. They have been found to be especially effective at large public gatherings such as the Falls Fest and the Independence Day Parade and fireworks celebrations.

Overall, citizen satisfaction surveys are very often positive in their comments about their field contact with officers of the Menomonee Falls Police Department, considering the sometimes difficult nature of our work. Menomonee Falls Police Department officers often do a good job in minimizing conflict, stabilizing dangerous situations, and communicating with people, even when the news is negative or unpleasant. Patrol Officers often try to take a mindset that emphasizes the importance of the individual citizen as a customer and make a sincere effort to treat people with dignity and respect, regardless of their situation.

## Traffic Unit

The Traffic Unit consists of the Unit Supervisor, two Crash Investigators, one K-9 Officer, and fourteen Police Aides. Each crash investigator is specially trained in the fields of crash investigation, vehicle dynamics, commercial motor carrier enforcement, drug interdiction and D.O.T. orders (specialized vehicle laws). In addition to various enforcement efforts, Traffic Unit personnel perform educational services at area schools, driver education classes, and meetings at public events. Our message always remains focused on safety,



preventing injuries and death, and reducing the number of crashes. Traffic complaints and crash suppression are the unit's most frequently addressed problems. Through selective enforcement, areas with traffic issues are targeted whether they are in residential neighborhoods or on main highways.

### **Tools used by the unit to assist with traffic issues and crash suppression are:**

- ★ Dual antenna moving radar and Laser speed detection equipment
- ★ In-squad mobile video systems and laptop computers
- ★ Laser Technology Radial Azimuth Crash Investigation System
- ★ Analysis of computerized accident files
- ★ State funding for special enforcement and education programs
- ★ Cooperative enforcement efforts with other law enforcement agencies
- ★ Participation in traffic safety committees
- ★ Mobile speed monitor and changeable message signs
- ★ Computerized highway traffic data surveys

### **Additional areas of responsibility for the Traffic Unit are:**

- ★ Technical review and analysis of crash reports
- ★ Investigation of all fatal, serious injury and other significant crashes
- ★ Investigation and disposal of all abandoned vehicles
- ★ Assist in directing the department's impaired driver enforcement activities
- ★ Participating in the Motor Carrier Safety Assistance Program (MCSAP)
- ★ Coordination of all community special events and dignitary protection
- ★ Providing traffic safety education services
- ★ Participation with municipal, county and state traffic safety committees
- ★ Maintenance of all traffic related equipment
- ★ Traffic impact reviews for community development projects

Since 2009, the Traffic Unit has utilized new equipment to assist in the process of accident investigations. The Laser Technology Radial Azimuth Crash Investigation System allows the Crash Investigators to quickly and accurately document a crash site, and then prepare diagrams via use of a computer. This tool assists the officers in quickly clearing the scene of a serious accident and allows resumption of normal traffic flow.

**Traffic Crash Statistics**

Crash Type	2011	2012	2013
Total Crashes	780	700	717
Property Damage Only	628	546	557
Personal Injury	151	153	158
Fatality	1	1	1
Hit & Run	136	122	106

\*Note: Types of crashes and total crash numbers will vary, as the number of crashes in each category can be counted more than once.

Some of the events the Traffic Unit participated in during 2013 were: motor carrier inspections, Alcohol Crackdown initiative, Click It or Ticket initiative, State Speed and Alcohol Enforcement Grant initiatives, National Night Out and other community events.

The motor carrier inspections involved certified traffic unit officers dedicating time to inspect commercial motor vehicles operating in the Village, and enforce laws and regulations. The Click It or Ticket initiative was held in cooperation with statewide programs developed to enhance driver awareness and safety.

Traffic enforcement is also conducted on two Harley Davidson police motorcycles. Officers conducted numerous traffic safety operations which were highly effective. The motorcycle program has been well received and the enforcement conducted has been appreciated by school administrators and neighborhood groups.



2013 continued the partnership of Officer Harding and his police K-9, Tyson. Tyson is a four and a half year old Belgian Malinois born in Hungary and trained at the Southern Police Canine Institute in North Carolina.

The police patrol canine function includes building searches (burglar alarms, open doors, etc), area searches (searching for missing persons, suspects, barricaded subjects, etc), and article searches (searching for items of evidence). The narcotics detection function includes searching vehicles, buildings, and other areas for various narcotics.



Officer Harding and Tyson have been invited to and attended numerous community gatherings to explain and demonstrate what the K-9 program entails. They attend monthly training with members of the Waukesha County Sheriff's Department K-9 unit to strengthen Tyson's abilities in patrol and narcotics detection. In May of 2014, Officer Harding and Tyson will be training to maintain their certification with the North American Police Working Dog's Association.

At the annual training conference of the Wisconsin Law Enforcement Canine Handlers Association in October of 2013, Officer Harding was honored with Association's Meritorious K-9 Apprehension Award for their role in locating and arresting a kidnapping suspect from Fond du Lac. They also took first place in a statewide narcotics challenge.

### ***Police Aide Program***

The Police Aide Program offers excellent opportunities for students of Criminal Justice to work with the Menomonee Falls Police Department in a support role and to further their understanding of law enforcement. Police Aides must be enrolled in a college level program leading to a degree in a police-related field of study. Police Aides work between 16 and 24 hours each week providing service in various police department activities both in the field and in the administrative office. They receive classroom training and practical training to prepare them for the work they will perform in law enforcement. Examples of the work done by police aides include parking enforcement, animal control, traffic control and direction, and other work under the direction of a police officer.



## Special Investigations Bureau

The Special Investigations Bureau investigates deaths, robberies, burglaries, sexual assaults, thefts, arson, and white collar crimes; in addition to crimes involving juvenile offenders, victims, and internet crimes against children. The Bureau also coordinates and provides the community outreach and education programs of the department. An additional responsibility of the Bureau is to coordinate the department's participation with the Waukesha County Metropolitan Drug Enforcement Unit.

The basic goals of the Special Investigations Bureau are to identify, apprehend, and assist in the conviction of criminals. Additional secondary goals are recovering stolen property, gathering intelligence information, preventing crime, and educating department staff, as well as the community.

The Special Investigations Bureau Commander provides immediate supervision to the detectives and juvenile officers and oversees the operation of the Bureau. The appointments are based on merit as a result of demonstrated ability while performing as a uniformed officer.



Detectives and Juvenile Officers receive specialized training to help them further develop and enhance their investigative skills. They are also committed to providing the citizens of this community with services that will enhance the safety of the Village of Menomonee Falls. Their investigations often require travel outside the Village in search of witnesses and suspects. There are also contacts and meetings with other investigators from other law enforcement agencies. They work closely with the Waukesha County District Attorney Office to facilitate the prosecution of offenders. The Bureau is also responsible for the provision of community outreach programs, including the Police/ School Liaison Officer Program, Neighborhood Watch, Drug Abuse Resistance Education (D.A.R.E.), Business Watch, and other special events and programs.



A one year training assignment is offered to patrol officers that affords the opportunity to acquire additional skills by working alongside a detective and/or juvenile officer in the area of investigations. It further exposes them to the inner workings of a specialized unit and enhances their investigative abilities by exposing them to various training opportunities

### *School Liaison Officers*

With the goal of facilitating community safety through interaction with schools, students, and parents, the Menomonee Falls Police Department established a Police/School Liaison Program over 30 years ago, making it one of the first in the State of Wisconsin. Such programs have been repeatedly found to reduce crime and violence in schools and the community as well as increase lessons of citizenship, provide child victims with additional needed resources, and empower families with increased access. The Police/School Liaison Program

has proven to limit the opportunity for violence and crime in the schools. Juvenile Officers, given this assignment, provide the school community and the students with resources while investigating crimes that occur at the schools. The position is one that requires significant cooperation with the school district. In addition, the Juvenile Officer assigned as a School Liaison Officer investigates crimes committed by juveniles or those with juvenile victims with the familiarity of the officer being a benefit to all parties. The Police/School Liaison Program has Juvenile Officers assigned to two public school campuses: Menomonee Falls High School and North Middle School.

### ***Juvenile-Related & Sensitive Crimes***

The Special Investigations Bureau reviews all police department action in juvenile-related offenses. Dispositions of juvenile matters as well as further investigative activity may be performed by Juvenile Officers. Juvenile Officers investigate cases of possible child abuse whether physical, emotional or sexual. Juvenile Officers work cooperatively with Waukesha County Department of Health and Human Services social workers. Cases of this type are frequently multi-jurisdictional and require the highest degree of confidentiality and sensitivity.

### ***Neighborhood Watch***

The Neighborhood Watch Program is a citizen-based cooperative resource between Village residents and the Police Department. Residents become invested in the safety of neighbors and neighboring properties by participating in these groups, which helps illicit reports of suspicious activity. Each group has a block captain to represent the group in the Neighborhood Watch Block Captains' organization. The block captains meet regularly with an officer and disseminate the information they receive to their neighbors. Information provided can be about recent crime trends in the Village as well as home and personal security issues. The Block Captains also create a newsletter distributed to all Neighborhood Watch homes through the Bureau. The increased awareness and comfort with reporting suspicious activity assists the department in the reduction of crime and the apprehension of those that commit crimes in our neighborhoods. The Neighborhood Watch program was started in Menomonee Falls in 1986. The first group had 60 homes participating in the program. Now there are in excess of 150 Neighborhood Watch groups, these include about 4,600 households. The Neighborhood Watch group is also involved in community events including National Night Out and the Falls Safety Fair.

### ***D.A.R.E. Program***

Drug Abuse Resistance Education is a drug prevention program taught by police officers in schools. This program teaches students about drugs and how to make good choices. The program is designed to have law enforcement, schools, and families participate in helping our youth grow to be healthy and productive citizens. It originated in the Los Angeles area in 1983. D.A.R.E. students learn about the consequences and risks in the use of alcohol, tobacco and other drugs, how to make good choices, and how to deal with situations of potential drug use that may occur.

In 2013, Menomonee Falls Police Department officers taught D.A.R.E. at the following schools: Ben Franklin, Shady Lane, Riverside, Valley View, St. Mary's Catholic, Bethlehem Lutheran, Grace Lutheran, Zion Lutheran and St. Anthony's Catholic. Classes were taught to fifth-grade students. There were twenty fifth-grade D.A.R.E. classes with 500 students.



### ***Crime Stoppers of Waukesha County, Inc.***



Since January 1, 1998, the Village of Menomonee Falls has been a member of the Crime Stoppers of Waukesha County, Inc. Crime Stoppers pays cash rewards to citizens who give information about anyone responsible for a specific crime. The information is provided anonymously. These rewards may range from \$25 to \$1,000 depending upon the severity and importance of the crime

solved. The rewards are given after an arrest is made. The amount of the reward is determined, post-arrest, by the Crime Stoppers Board, after examining the given facts of the case. This program is civilian-run and organized, with a police advisor from every member police agency. Waukesha County District Attorney Brad Schimel endorses this program. The Crime Stoppers “tip-line” phone number is **1-888-441-5505**. The number is answered 24 hours a day, 7 days a week. Crime Stoppers launched a new program in 2012 called Text-A-Tip. It enables citizens to use their cell phones to text tips to Crime Stoppers. Simply text “Waukesha” and the message to 274637. This and more information is available online at [www.stopcrimewaukesha.com](http://www.stopcrimewaukesha.com).

### ***Waukesha County Drug Enforcement Unit***

The Menomonee Falls Police Department is a participating member of the Waukesha County Drug Enforcement Unit, which is a task force that consists of sworn officers from an assortment of Waukesha County Law Enforcement Agencies. The Unit comes under the immediate supervision of the Waukesha County Sheriff’s Department. The Unit’s mission is to identify drug dealers at all levels, make purchases, arrest and seek criminal charges against them. This Unit has been in existence since 1985 and is recognized as one of the most successful in the State of Wisconsin. The Menomonee Falls Police Department has one member assigned to the Unit. In addition, the Waukesha County District Attorney’s Office also has a prosecutor assigned to the task force.

## Services Bureau

The Services Bureau consists of the Support Services Unit, the Communications Unit, and the Business Office Unit. The Services Bureau is led by the Services Bureau Commander and includes a Sergeant, an Information Technology Specialist, Telecommunicators, an Office Operations Supervisor, and Police Support Specialists.

The Services Bureau is many times the first point of contact citizens have with the Menomonee Falls Police Department from walk-in service at the police business office to emergency 911 calls. In addition, it provides the needed support to the department personnel from technological and equipment needs to specialized training. This Bureau is also involved in researching new technology and equipment to improve the safety and comfort of the officers that serve the Village.

The Information Technology Specialist is responsible for overall department support of all information and telecommunications, and information technology systems. He provides training to police personnel on various computer applications used in the police department.

### *Training*

The Support Services Unit has a variety of functions, all of which support department operations. These functions include, but are not limited to the recruitment, training and development of department members, logistics, municipal and circuit court liaison, management of the municipal holding facility and technological support.

The effectiveness of any police department operation is dependent on the knowledge and performance of its employees. Pre-employment educational standards and rigorous recruitment policies assure that the department employs high-quality people. Once hired, personnel are required to field train on the department and “successfully” pass a probationary period. Members of the department attend routine in-service training. Off-duty education is pursued by some employees and encouraged by the department.



The Wisconsin Department of Justice Training and Standards Bureau mandate that each sworn officer receives a minimum of 24 hours of approved training yearly in order to remain certified as a law enforcement officer in the State of Wisconsin. Further, it is the goal of the department to provide additional specialized training to officers assigned to specialized duties and other non-sworn personnel whose assignments require training updates and other specialized training pertinent to their job assignments.

Department training program planning and coordination is a major function of the Support Services Unit. The planning and coordination of training provided to department personnel includes in-house training programs, Wisconsin technical college sponsored schools and privately run specialized training in law enforcement career development.

In-service training received at the Waukesha County Technical College as well as in-house training provides officers with instruction in the areas of professional communication, computer investigations, vehicle contacts, officer safety, emergency vehicle operation, legal updates, and scenario based training. It is designed to help keep department members current with change as well as maintain certification and proficiency in certain areas.

Training may be in the form of formal classroom training (i.e. CPR/First Aid, Defense and Arrest Tactics), video presentations, in-the-field exercises (i.e. Firearms), or written communications in the form of policy or bulletins. Department members serve as instructors for in-house training. Command and supervisory personnel will also receive periodic in-service training on topics pertaining to the supervision and management of police operations.



Specialized training is utilized for development and the enhancement of skills, knowledge and abilities beyond the level taught in either basic or other in-service programs. Areas addressed with specialized training (to name a few) are: management and supervision, clerical/office, juvenile/community services, criminal investigations, evidence technician, field training officer, tactical/crisis negotiations, instructor certification, traffic law and accident investigation. A great deal of this training takes place during the year.



All sworn personnel carry handguns while performing their duties. Each officer must be prepared to use their weapon and other firearms should the need arise. During the year each officer attends a minimum of four training sessions where he or she participates in range training. Competency-based training with the handgun and rifle establishes the proficiency that is required of everyone. The Menomonee Falls Police Department instructors are certified by the State of Wisconsin Training and Standards Bureau.

### ***Recruitment, Selection & Promotion***

The department conducted three entry-level assessment centers to fill police officer vacancies. Swearing in ceremonies are held for officer promotions and newly appointed officers to the Department. March 28, 2013 a promotional swearing in ceremony was held. Sergeant Michael Brasch and Sergeant Eugene Neyhart were promoted to Lieutenant and Officer Stephen McKinnon was promoted to Sergeant. Also in 2013, three police aides were hired April 27<sup>th</sup> and four more police aides were hired August 19<sup>th</sup>.



### *Citizen Police Academy*

In the law enforcement arena, an increasingly popular service to the community is that of a Citizen Police Academy. A Citizen Police Academy is a program intended to educate citizens about police work. Furthermore, it is an opportunity for the department to build a rapport with the citizens they serve. The program consists of thirteen weekly two to three hour classes and one Saturday eight hour session.

The Menomonee Falls Police Department Citizen Police Academy is designed to give the public a working knowledge of the department's organization, personnel, policies, and procedures. It is not designed as a preparatory class for individuals who desire to become a law enforcement officer. Rather, it is intended as an educational and informative offering for adults who either reside or work in the Village that have a desire to learn more about the police department. The Citizen Police Academy covers a plethora of subjects to include police administration, traffic enforcement, police operations, criminal investigations, use of force, tactical operations, etc.



Session # 5, Fall 2013 – Class Graduation

### *Volunteer Police Chaplain*



The Department has one volunteer member, **Reverend Russell Knoth** who acts as the department Chaplain. Rev. Knoth is the retired Pastor of St. Paul's United Church of Christ in Menomonee Falls. He is also a member of the Police Officer Support Team (POST). During his volunteer service with Menomonee Falls Police Department, Rev. Knoth does not promote any specific religious denomination. The chaplain is available to all members of the Department.

Chaplain Knoth's valuable service includes ride-along with officers, assisting at accident and sudden death scenes, co-chairing the Police Officer Support Team and making death notifications in the field. He is a member of the Waukesha County Law Enforcement Chaplains Association and also a member of the International Conference of Police Chaplains.

### ***Police Officer Support Team (P.O.S.T.)***

By the very nature of the tasks they regularly perform, Police Officers are exposed to conflict, danger and high-stress situations. The level of stress involved cannot be ignored as it can affect service to the public and have a toll on our most valuable resource, our officers. In order to provide an appropriate response to the needs of our officers the Menomonee Falls Police Department has established a Police Officers Support Team. It was established in April 1989 as a resource to assist officers dealing with job-related and personal stress by providing a group of “peer listeners”.

Members of the P.O.S.T team volunteer and are trained to assist fellow officers. These P.O.S.T. members are available to any co-worker at any time. All members of the department, active and retired, and their family members, are served by this group. All P.O.S.T. team contact is confidential. P.O.S.T. has helped officers effectively and safely handle personal and job-related stresses in a positive manner to the benefit of the officers and community.

## **Communications Unit**

The Communications Unit is staffed twenty four hours a day and is comprised of twelve non-sworn personnel who are committed to the safety and quality of life in the community by providing citizens with efficient, reliable, responsive and professional public safety communication services. Telecommunicators are called upon to make critical decisions in life threatening and other emergency situations. The staff is managed by the Services Bureau Commander.

Telecommunicators dispatch police, fire and rescue calls for the Village of Menomonee Falls & fire and rescue calls for the Village of Lannon. They field calls for service and 911 calls for both municipalities. A total of 6,283 nine-one-one calls were received in 2013. There were a total of 40,059 computer aided dispatch (CAD) entries for officer and police aide activities.

Telecommunicators also field all after hours calls for the Police Business Office and Public Works Department. They are responsible for entering and maintaining records on warrants, stolen vehicles, missing persons, stolen articles, stolen guns, and stolen securities in state and national databases. Telecommunicators also enter citation data into the records management system.



The Communications Unit is the designated back-up dispatch center for the Suburban Mutual Assistance Response Teams (SMART) for the Waukesha County/Milwaukee County area. SMART is a program designed to expeditiously provide additional law enforcement personnel and equipment to agencies requesting mutual aid.

## Office Operations Unit

The Menomonee Falls Police Department Office Operations Unit strives to provide efficient service and support to Police Department customers and staff. Your call will be answered by a police support specialist if you call the non-emergency number at the Menomonee Falls Police Department during the normal business hours of 8:00 a.m. – 4:30 p.m. Monday, Tuesday, Thursday and Friday; and 8:00 a.m. – 6:30 p.m. on Wednesday. The types of non-emergency calls received by the Police Department Business Office vary greatly. The caller may need information on paying a citation, directions to an address, permission to park overnight, or perhaps wish to leave a message for an officer. Many times what is happening in the Village has a direct relationship to the calls coming into the department. This is especially true if there is an accident causing a traffic problem, or a high profile type of incident taking place causing citizen concern.

If you visit the Menomonee Falls Police Department, the first contact you make will be with a police support specialist. At the Business Office window there are many services available. An individual can pay a Menomonee Falls citation, purchase a copy of an accident report, obtain forms for registering a vehicle, or request to file a report with an officer, just to name a few. Whatever the request may be, the staff will accommodate the individual to the best of their ability. If the police support specialist is unable to help, they will refer the individual to the appropriate person either within or outside the Police Department.



When not answering the telephone or helping individuals at the window, the police support specialists keep busy with other important tasks. Many incidents that an officer is involved with, there is a report that needs to be processed. Many times the officer dictates a detailed narrative of the incident, which in turn must be typed by a police support specialist. There is a continuous cycle of data entry and filing to be done, department directives and general orders to be produced, forms to be updated, bulletins to be distributed, and cases to be forwarded to the District Attorney's office.

In 2013 the Police Department Office Operations Unit was staffed with a supervisor and four full-time police support specialists. This Unit is part of the Police Department team that provides important information and services to the citizens of Menomonee Falls.

## Department Personnel

The following roster reflects department personnel and their positions as of December 31, 2013.

<b>Name</b>	<b>Title</b>	<b>Date of Hire</b>
	<u>Chief of Police</u>	
Anna Ruzinski		October 1, 2007
	<u>Captains of Police</u>	
Terry Hansen		February 18, 1974
Mark Waters		May 18, 1992
	<u>Lieutenants of Police</u>	
Kevin Von Bank		November 9, 1988
Jeffrey Knop		August 24, 1987
Michael Brasch		July 12, 1993
Eugene Neyhart		January 22, 2001
	<u>Sergeants of Police</u>	
Michael Douglas		March 9, 1992
John Thomae		July 16, 2001
Andrew Birler		December 28, 1998
Matthew Lewek		January 7, 2002
Steven Rudie		May 1, 1995
Steven Sanders		December 28, 1998
Chad Tuskiewicz		January 30, 2006
Stephen McKinnon		December 7, 2009
	<u>Detectives</u>	
Steven Torn		February 9, 1981
Vito Sorce		January 25, 1993
Christopher Cybell		February 6, 1995
Barry Babler		December 8, 1997
	<u>Crash Investigators</u>	
James Bowen		December 18, 1995
Scott Bellows		March 1, 1999
	<u>Evidence Technician</u>	
William Marinin		May 30, 1986
	<u>Juvenile Officers</u>	
James Kirchberger		August 1, 1988
Paul Lenz		February 27, 1989
Jay Weber		February 16, 1998

<b>Name</b>	<b>Title</b>	<b>Date of Hire</b>
	<u>Patrol Officers</u>	
Erich Uebersohn		March 15, 1993
Jackie Infalt		March 13, 1995
Brian Walter		July 22, 1996
Scott Holz		May 12, 1997
Jason Cychosz		March 16, 1998
Dean Duffy		June 22, 1998
David Meyer		August 10, 1998
Eric Hansen		August 16, 1999
Collin McChesney		January 31, 2000
Stephen Bagin		January 22, 2001
Lemar Brooks		July 16, 2001
Christopher Harding		September 16, 2002
Nicholas Gapinski		January 6, 2003
F. Benjamin Berkovitz		August 2, 2004
Michael Schroeder		August 2, 2004
Rochelle Rickun		March 2, 2005
Kyle Bucher		June 13, 2005
Andrew Martin		June 13, 2005
Eric Henning		May 8, 2006
Scott Henning		August 7, 2006
Phillip Sikorski		December 7, 2006
Merry Stein		January 1, 2007
Sonia Teran		July 28, 2008
Matthew Lawson		September 22, 2008
Dane Helland		October 20, 2008
Eric Palmer		April 20, 2009
Christopher Bellows		September 14, 2009
Christine Jungbluth		January 25, 2010
Vincent Strom		May 24, 2010
Jason Gruszynske		July 17, 2012

Administrative Assistant

Jean Szczygielski		August 27, 2001
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Information Technology Specialist

Long Dinh		April 25, 2005
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Office Operations Supervisor

Carol Knope		January 1, 1994
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<b>Name</b>	<b>Title</b>	<b>Date of Hire</b>
	<u>Police Support Specialists</u>	
Sandra Lanser		January 14, 1985
Sherry Heagney		October 28, 1996
Laura Rudie		June 1, 1998
Kay Bernier		October 25, 1999

<b>Name</b>	<b>Title</b>	<b>Date of Hire</b>
	<u>Telecommunicators</u>	
Kathy Ivans		July 2, 1979
Tracy Kirchberger		February 3, 1992
Ann LeSage		April 2, 1994
Tricia Schenk		May 2, 1994
Diane Braatz		January 3, 1996
Greg Vorpahl		July 3, 1997
Deborah Toth		March 9, 1998
Nathan Kane		July 12, 2000
Susanne Bowen		September 16, 2000
Marvin Baker		January 6, 2001
Kelly Nolan		January 26, 2004
Jacquie LaChapelle		May 17, 2010

<b>Name</b>	<b>Title</b>	<b>Date of Hire</b>
	<u>Police Aides (part time)</u>	
Nicholas Lewitzke		January 8, 2007
Nathan Lamm		November 1, 2010
Kevin Rollinger		June 20, 2011
Cattani, Dominic		May 29, 2012
Ryan Meissner		May, 29, 2012
Kayla Damrow		November 3, 2012
Erik Douglas		November 3, 2012
Brandon Larson		April 27, 2013
Tanner Markut		April 27, 2013
Widchero Cherident		August 19, 2013
Gregory Duckert		August 19, 2013
John Guillot		August 19, 2013
Mitchell Kraemer		August 19, 2013

<b>Name</b>	<b>Title</b>	<b>Date of Hire</b>
	<u>Police Canine</u>	
Tyson		August 22, 2011

## Personnel Actions

### ***Hired***

<i>Name</i>	<i>Position</i>	<i>Date of Hire</i>
Anthony Conforti	Police Aide	April 27, 2013
Brandon Larson	Police Aide	April 27, 2013
Tanner Markut	Police Aide	April 27, 2013
Widchero Cherident	Police Aide	August 19, 2013
Gregory Duckert	Police Aide	August 19, 2013
John Guillot	Police Aide	August 19, 2013
Mitchell Kraemer	Police Aide	August 19, 2013

### ***Promotions***

<i>Name</i>	<i>Rank</i>	<i>Date of Promotion</i>
Michael Brasch	Lieutenant	March 9, 2013
Eugene Neyhart	Lieutenant	April 6, 2013
Stephen McKinnon	Sergeant	April 6, 2013

### ***Retirements***

<i>Name</i>	<i>Position</i>	<i>Retired</i>	<i>Length of Service</i>
Brian Witt	Police Support Specialist	February 7, 2013	15 years
Chad Mueller	Lieutenant	March 4, 2013	25 years

### ***Resignations***

<i>Name</i>	<i>Position</i>	<i>Resigned</i>	<i>Length of Service</i>
Brandon Dallman	Police Aide	February 16, 2013	2 years, 3 months
Darren Von Bereghy	Police Aide	March 27, 2013	2 years, 10 months
Angela Hodermann	Police Aide	April 27, 2013	2 years, 5 months
Anthony Conforti	Police Aide	June 3, 2013	1 month
Matthew Carney	Police Officer	June 30, 2013	1 year, 8 months
Christopher Johnson	Police Aide	September 5, 2013	5 years, 3 months
Andrew Lindemann	Police Aide	October 3, 2013	2 years, 3 months
Carlton Nolen	Police Aide	October 5, 2013	11 months
Justin Kintop	Police Aide	December 15, 2013	2 years, 5 months

***Service Recognitions - (25 or more years of service)***

<b><i>Name</i></b>	<b><i>Position</i></b>	<b><i>Date of Hire</i></b>
Terry Hansen	Captain	February 18, 1974
Kathy Ivans	Telecommunicator	July 2, 1979
Steven Torn	Detective	February 9, 1981
Sandy Lanser	Police Support Specialist	January 14, 1985
William Marinin	Detective/Evidence Technician	May 30, 1986
Jeffrey Knop	Lieutenant	August 24, 1987
James Kirchberger	Juvenile Officer	August 1, 1988
Kevin Von Bank	Lieutenant	November 9, 1988

**Compiled and Edited by:**  
Jean Szczygielski, Administrative Assistant

**Contributors:**  
Anna Ruzinski, Chief of Police  
Mark Waters, Captain  
Kevin Von Bank, Lieutenant  
Michael Brasch, Lieutenant  
Eugene Neyhart, Lieutenant  
Steven Rudie, Sergeant