



2008 Annual Report



***Village of Menomonee Falls
Police Department***

*W156 N8480 Pilgrim Road
Menomonee Falls WI 53051-3140*

Non Emergency Telephone: 262.532.8700

2008

Dear Reader:

As Chief of Police for the Menomonee Falls Police Department (MFPD), I welcome you to our website and 2008 Annual Report. The MFPD is committed to maintain the highest quality of service to all who live, work and recreate in our community. The past year has brought many accomplishments to the department and more are planned for this coming year.

In 2008, we started our first annual Youth Leadership Conference as a way of building leaders for our future. We have also become a member of the Internet Crimes Against Children Task Force to join the cause to keep our kids safe. We will continue to build on these endeavors and others protecting our precious resource, our youth.

The strategy of the MFPD focuses on having a very visible presence in the community. Because of this we have developed ways to streamline some procedure to keep our officers out on patrol longer, encouraging them to make contact with more citizens and business owners. This strategy has paid off and we experienced a decrease in crimes of all types. Crashes and people injured from those crashes are also down from the previous year. This was accomplished through several traffic grants we received from the Department of Transportation.

The MFPD prides itself in having well trained officers which contributes to our success. We now have a state of the art training room within the police department that will enhance the amount and type of training we can provide our officers. In 2009 we will pass that training onto our citizens by hosting our first Police Citizen's Academy.

Other projects we plan to initiate in 2009 are a new radio/communications plan that will make us interoperable with the rest of Waukesha County, looking at in-squad cameras for all of our patrol vehicles, adding our motorcycle unit, and expanding our new Business Watch program.

The MFPD was able to accomplish much in 2008 due to the hard work and dedication of all the men and women of this department, both sworn and civilian. We look forward to even more progress this coming year. I welcome you to provide feedback on our department and this report. You can also sign up for e-notify on our website which will automatically send you crime trends and news on the department. Please e-mail police@menomonee-falls.org to offer your comments.

Sincerely,

Anna M. Ruzinski
Chief of Police

Table of Contents

DEPARTMENT MISSION	5
STRATEGIC GOALS	5
TRIBUTE TO MENOMONEE FALLS POLICE OFFICER BILL PARKER.....	6
2008 EXPENDITURES.....	7
MENOMONEE FALLS POLICE AND FIRE COMMISSION.....	9
COMMAND STAFF	10
ORGANIZATIONAL CHART	11
PATROL OPERATIONS BUREAU	12
TRAFFIC UNIT.....	15
SPECIAL INVESTIGATIONS BUREAU	17
SCHOOL LIAISON OFFICERS	17
JUVENILE-RELATED & SENSITIVE CRIMES	18
NEIGHBORHOOD WATCH.....	18
D.A.R.E. PROGRAM	18
CRIMESTOPPERS OF WAUKESHA COUNTY, INC.	18
WAUKESHA COUNTY DRUG ENFORCEMENT UNIT.....	19
OFFICE OPERATIONS UNIT.....	20
COMMUNICATIONS UNIT	21
SUPPORT SERVICES UNIT.....	22
POLICE AIDE PROGRAM.....	22
VOLUNTEER POLICE CHAPLAIN	22
POLICE OFFICER SUPPORT TEAM (P.O.S.T)	23
TRAINING	23
RECRUITMENT, SELECTION & PROMOTION	24
DEPARTMENT PERSONNEL	26
PERSONNEL ACTIONS.....	29
HIRED	29
PROMOTIONS	29
RETIREMENTS.....	29
RESIGNATIONS	29
SERVICE RECOGNITIONS - (25 OR MORE YEARS OF SERVICE).....	30



Department Mission

The mission of the Menomonee Falls Police Department is to preserve the public peace, protect persons and property, and enforce the law. The department will strive to interact with all people in a manner that promotes this mission through education, crime prevention, and enforcement of all laws and ordinances.

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).

Tribute to Menomonee Falls Police Officer Bill Parker

Menomonee Falls Police Officer Bill Parker joined the Menomonee Falls Police Department on September 16, 1991, transferring from the Milwaukee Police Department. While with Menomonee Falls, Bill was known to be a skilled investigator and problem-solver who applied common sense and showed concern for people. He served as a Field Training Officer since 1994, and as a Field Technician since 1998. Bill was very safety-oriented, and worked effectively in many challenging and hazardous situations throughout his career.



Bill was surprised by a cancer diagnosis early 2006, and despite difficult odds, he fought it bravely, with no complaint about the pain, suffering and problems the cancer had caused. Bill occasionally worked light duty during his chemotherapy and radiation treatments, but seldom missed a day of work, and went on the street whenever possible. He did so without complaint, saying he never wanted anyone's sympathy. Fellow officers were amazed at Bill's positive, hopeful and optimistic outlook, and his ability to work in a dedicated manner during this ordeal. On January 30th, Bill informed us that the cancer became very aggressive; that his liver was no longer functioning. The doctors estimated his life to last approximately three more weeks from that time. Officer Parker passed away on February 26, 2008.

Bill was a caring, loyal spouse and best friend to his wife, Rosalyn, and a dedicated father to his adult children, Danielle and Tony. He loved golf, fishing and hunting.

The Menomonee Falls Police Department will not forget Bill Parker for sharing his many talents, skills and ability as a peace officer with this community for over sixteen years. Bill's dedicated police work has been a major contribution to the excellent quality of life that is enjoyed by the residents of and visitors to Menomonee Falls, and to insure that the Village remains safe for everyone.

We celebrated Officer Parker's anniversary date with Menomonee Falls Police Department, on Tuesday, September 16, 2008 by dedicating our Field Training Office in memory of Police Officer William "Bill" Parker.



2008 Menomonee Falls Police Department Expenditures

Salaries	\$4,317,651
Overtime & Compensatory Time Pay	\$142,904
Vacation Pay	\$35,678
Holiday Pay	\$42,711
Part Time Wages – Police Aides	\$143,040
Temporary Help	\$26,532
Social Security (FICA)	\$353,309
Pension – Village Share & Employee Share	\$823,361
Health Insurance	\$843,846
Dental Insurance	\$50,779
Life Insurance	\$8,312
Worker's Compensation Insurance	\$113,362
Training	\$44,465
Education Reimbursement	\$5,236
Recruitment & Personnel	\$1,883
Travel Expenses	\$675
Uniforms	\$40,251
Office Supplies	\$3,755
Postage	\$4,047
Printing	\$1,115
Department Supplies	\$16,718
Towing	\$611
Small Equipment	\$4,234
Motorcycle Expenses	\$3,469
Investigative Expenses	\$1,050
Lease/Rent-Copier	\$12,951
Office Equipment Maintenance Contract	\$9,981
Equipment Maintenance & Repair	\$4,445
Vehicle Maintenance & Repair	\$56,115
Radio Maintenance & Repair	\$6,117
Vehicle Fuel	\$126,203
Vehicle Supplies	\$2,289
Vehicle Purchases	\$102,971
Office Furnishings	\$6,047
Fixed Assets	\$15,434
Computer Hardware	\$30,851
Software Modifications	\$717
Electric Service	\$1,835
Heat (Gas & Oil)	\$1,354
Telephone Service	\$28,011
Teletype	\$4,158
Mobile Data Terminal Services	\$9,924
Software Maintenance Contracts	\$40,664
Crossing Guard Contract	\$87,097
Total Expenditures	\$7,576,158

2008 Menomonee Falls Dispatch 911 Expenditures

Salaries	\$660,921
Overtime Pay	\$11,952
Social Security (FICA)	\$50,255
Pension – Village Share & Employee Share	\$71,251
Health Insurance	\$129,204
Dental Insurance	\$7,444
Life Insurance	\$1,302
Worker’s Compensation Insurance	\$1,496
Training	\$1,148
Education Reimbursement	\$400
Uniforms	\$1,500
Office Supplies	\$294
Recording Supplies	\$121
Membership/Publications	\$272
Department Supplies	\$523
Alarm Mailing Postage	\$79
Radio Maintenance Contract	\$14,309
Office Equipment Maintenance Contract	\$12,927
Radio Hardware	\$345
Computer Hardware	\$19,854
Telephone Service	\$3,619
Pager Service	\$33
Cellular Telephone Service	\$183
Software Maintenance Contracts	\$9,676
Total Expenditures	\$999,108

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 President John Wandschneider, and Commissioners Paul Binzak, Michael Santimauro, Christine Wilczynski-Vogel and Karen Nelson.

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



Paul Binzak



Michael Santimauro



Christine Wilczynski-Vogel



Karen Nelson



August 8, 2008 Sonia Teran was sworn in as a police officer.

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 Special Services Division. The Field Operations Division is comprised of the Patrol Bureau and the Special Investigations Bureau. The Special Services Bureau 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.

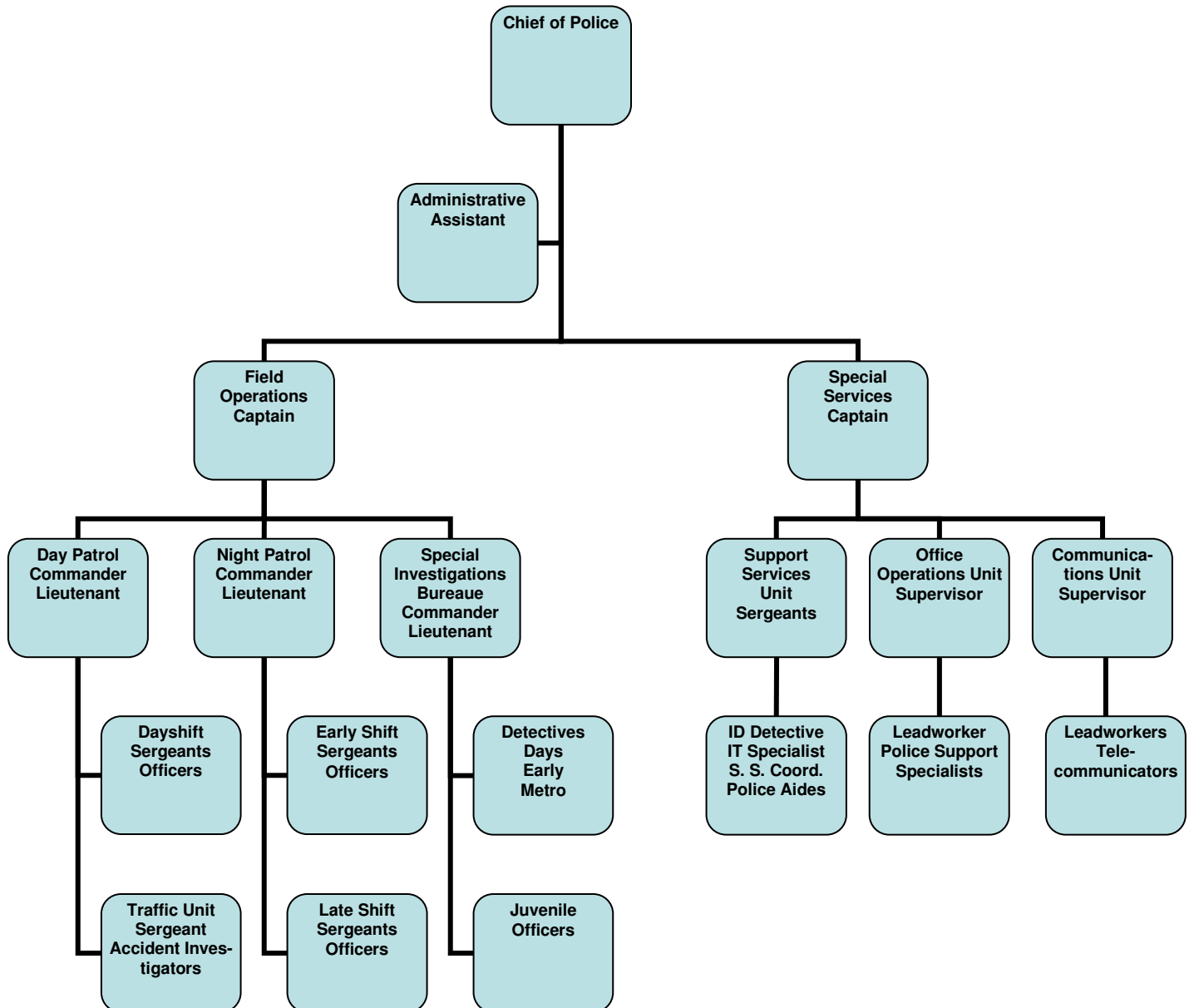
A Captain is responsible for command oversight of all Field Operations with assistance from three Lieutenants. Two Lieutenants are responsible for uniform Patrol Operations during the same 24-hour time frame; one Lieutenant is responsible for Traffic Unit and Day Shift Patrol Operations and the second 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 Captain commands the Special Services Bureau and has oversight of all administrative, training, and communications functions. These five 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, 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 Village Board has ultimate policy oversight of the department, and the Chief must ensure that there is ongoing liaison with that body and those committees and boards that have jurisdiction over matters involving the Police Department and public safety.

Menomonee Falls Police Department 2008 Organizational Chart

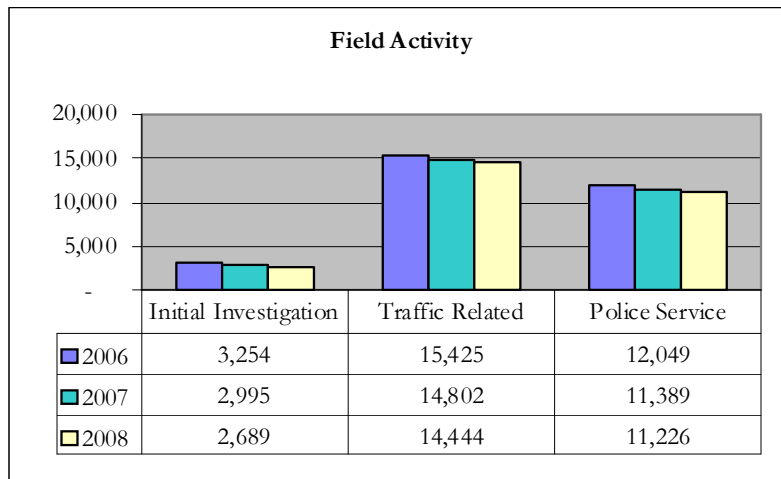


Patrol Operations Bureau

The Patrol Operations 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 Operations 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 Operations 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 in their squad areas.



The Patrol Operations Bureau, as well as the entire Police Department, operates under a Community Policing philosophy, a management 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 185 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 Operations 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 personnel is committed to the field operations.

While officers use random patrols in an effort to deter crime generally, this was supplemented by 317 directed patrols (a means of addressing specific traffic and crime problems) in 2008. Patrol-assigned officers also perform licensed premise inspections. Various police enforcement action options were used in these directed patrols.



Day Shift Patrol Officers

Enforcement of state and federal 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.



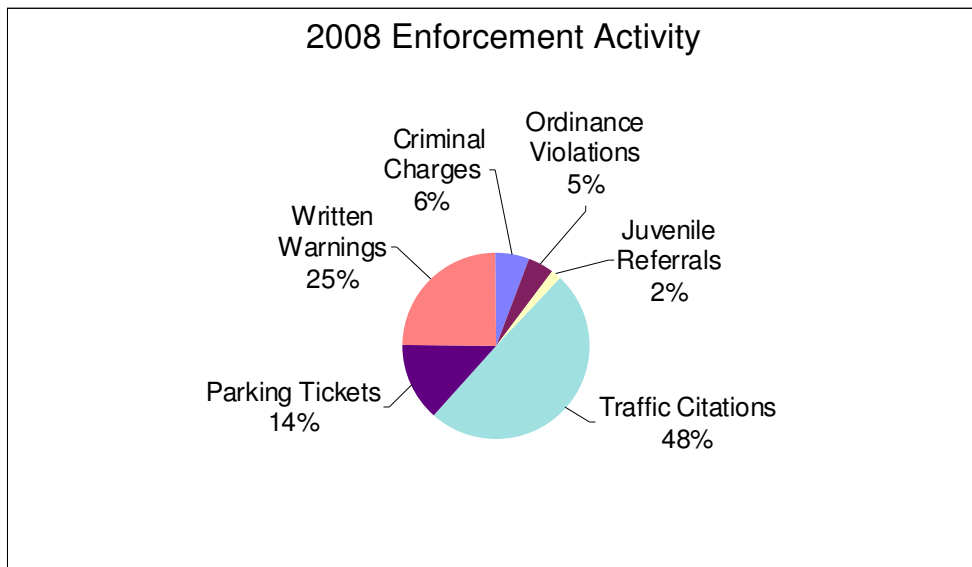
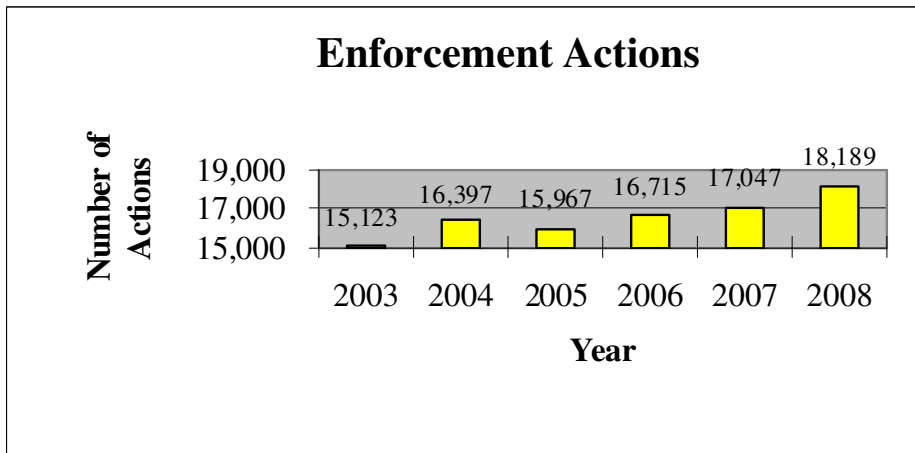
Early Shift Patrol Officers

Minor violations of the law are often handled with warnings in an effort to educate the public and gain future voluntary compliance. More 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, tool mark analysis and duplication. Their work better prepares the department's detectives and the District Attorney's office for the prosecution of cases.



Late Shift Patrol Officers



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 other people with dignity and respect, regardless of their situation.

Traffic Unit

The Traffic Unit consists of the Unit Supervisor and three Accident Investigators. Each 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 stationary radar
- ★ 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 all crash reports
- ★ Investigation of all fatal, serious injury and other significant crashes
- ★ Investigation and disposal of all abandoned vehicles
- ★ Investigation of all court ordered vehicle seizures
- ★ 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 all community development projects

In 2008, the Traffic Unit utilized new equipment to assist in the process of accident investigations. The Laser Technology Radial Azimuth Crash Investigation System allows the Accident 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	2006	2007	2008
Total Crashes	832	928	877
Property Damage Only	657	736	702
Personal Injury	174	189	173
Fatality	1	3	2
Hit & Run	145	122	129

*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 2008 were: motor carrier inspections, Alcohol Crackdown initiative, Click It or Ticket initiative, State Speed and Alcohol Enforcement Grant initiatives, and the Falls Safety Fair.

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.

The Falls Safety Fair was held on September 13, 2008 as an outdoor safety and education event in cooperation with the Menomonee Falls Fire Department, Wisconsin State Patrol, Waukesha County Sheriff, Germantown Fire Department and Milwaukee Fire Department. It brought large numbers of visitors affording them a great opportunity to visit with the unit and some of its personnel. This event provided enormous positive exposure and interaction with the public for the Traffic Unit.



Traffic enforcement is also conducted on two Harley Davidson police motorcycles. The motorcycle program is partially funded through community donations. In 2008, donations were received from McDonald's Corporation and Hour Glass & Trim Service, Inc. 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.

Special Investigations Bureau

The Special Investigations Bureau coordinates and 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 Investigations 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.



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 25 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. 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 and the familiarity of the officer is of benefit to all parties. The Police/School Liaison Program has Juvenile Officers assigned to three public school campuses: Menomonee Falls High School, North Junior High Campus, and Thomas Jefferson Middle School.

Juvenile-Related & Sensitive Crimes

The Special Investigations Bureau reviews all police department action in juvenile-related offenses. Disposition of juvenile matters as well as further investigative activity are 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 155 Neighborhood Watch groups, these include about 4,500 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 2008, 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 nineteen 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.

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.

Office Operations Unit

The Menomonee Falls Police Department Office Operations Unit strives to provide efficient service and support to Police Department customers and staff. If you call the non-emergency number at the Menomonee Falls Police Department during the normal business hours of 8:00 a.m. – 6:30 p.m. Monday through Friday, your call will be answered by a police support specialist. 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 party 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. For each incident 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 January of 2007 the Village Board placed the Municipal Court office under the direction of the Office Operations Unit. In 2008 approximately 8,050 cases were processed through the Menomonee Falls Municipal Court. Court is held each Wednesday in the courtroom area on the first floor of the Municipal Building with Judge Brad Matthiesen presiding.



In 2008 the Police Department Office Operations Unit was staffed with a supervisor, seven full-time police support specialists, and one full-time Deputy Court Clerk. This Unit is part of the Police Department team that provides important information and services to the citizens of Menomonee Falls.

Communications Unit

The Communications Unit is committed to the safety and quality of life in our community by providing citizens with efficient, reliable, responsive and professional public safety communications services.

The 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 entities. A total of 6,374 nine-one-one calls were received in 2008. Telecommunicators handle all after hours calls for the Business Office Unit and the 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 data bases. The Telecommunicators also are charged with the task of entering citation data into the records management system. In 2008, they entered 9,973 records.



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** provides immediate extra law enforcement personnel and equipment to agencies needing mutual aid assistance.

The staff is comprised of non-sworn personnel. Telecommunicators are called upon to make critical decisions in life threatening or other emergency situations. It is considered a high stress job because of the nature of work performed by these employees. The Communications Unit is headed by the Communications Supervisor who reports directly to the Special Services Captain.

Support Services Unit

The Support Services Unit consists of two Police Sergeants, an Information Technology Specialist, a Support Services Coordinator, and fourteen Police Aides. The Support Services Unit reports directly to the Special Services Captain.

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.

The Support Services Coordinator position is currently a part-time position. The department is utilizing the skills and experience of a retired Sergeant to fulfill the duties of the Support Services Coordinator. The Support Services Coordinator assists in the coordination of the purchase, assignment, implementation and repair of department equipment and uniforms. They serve as a liaison with the Waukesha County District Attorney's Office, and also assist with the orientation of new employees.

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.



Volunteer Police Chaplain



The Department has one volunteer member, **Reverend Russell Knoth** who acts as the department Chaplain. Rev. Knoth is the 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, assisting the Community Services Unit in Diversionary Programming, 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 can not 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 our officers and community.

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 court and circuit court liaison, management of the municipal lock up 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 pass a probationary period successfully. Members of the department attend routine in-service schools. 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/hostage 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 has seven instructors that are certified by the State of Wisconsin Training and Standards Bureau.



Recruitment, Selection & Promotion

The department conducted two entry-level assessment centers and one supervisory promotional assessment center. As a result, three new officers were hired. Swearing in ceremonies are held for officer promotions and newly appointed officers to the Department. August 8, 2008 Sonia Teran was sworn in as an Officer. October 1, 2008 Matthew Lawson was sworn in as an Officer. And October 27, 2008 Dane Helland was sworn in as an Officer.

Department Personnel

The following roster reflects department personnel and their positions as of December 31, 2008.

<i>Name</i>	<i>Title</i>	<i>Date of Hire</i>
Anna M. Ruzinski	<u>Chief of Police</u>	October 1, 2007
Terry Hansen Mark Waters	<u>Captain of Police</u>	February 18, 1974 May 18, 1992
Ricky Plumley Kevin Von Bank Chad Mueller	<u>Lieutenants of Police</u>	February 19, 1979 November 9, 1988 November 30, 1987
Eugene Bautch Christopher Campbell Jeffrey Knop Michael Brasch Michael Douglas Robert Jeske John Thomae Eugene Neyhart Andrew Birler	<u>Sergeants of Police</u>	February 19, 1979 August 17, 1981 August 24, 1987 July 12, 1993 March 9, 1992 February 20, 1978 July 16, 2001 January 22, 2001 December 28, 1998
Dennis Moran Steven Torn Vito Sorce Christopher Cybell Steven Rudie	<u>Detectives</u>	November 26, 1979 February 9, 1981 January 25, 1993 February 6, 1995 May 1, 1995
Timothy Schwabenlander James Bowen Scott Bellows	<u>Accident Investigators</u>	May 19, 1986 December 18, 1995 March 1, 1999
William Marinin	<u>Evidence Technician</u>	May 30, 1986
James Kirchberger Paul Lenz Jay Weber	<u>Juvenile Officers</u>	August 1, 1988 February 27, 1989 February 16, 1998

Name	Title	Date of Hire
	<u>Patrol Officers</u>	
Eileen Langford		October 15, 1990
Erich Uebersohn		March 15, 1993
Jackie Infalt		March 13, 1995
Brian Walter		July 22, 1996
Scott Holz		May 12, 1997
Barry Babler		December 8, 1997
Jason Cychosz		March 16, 1998
Dean Duffy		June 22, 1998
David Meyer		August 10, 1998
Michael DeRome		November 30, 1998
Steven Sanders		December 28, 1998
Eric Hansen		August 16, 1999
Collin McChesney		January 31, 2000
Stephen Bagin		January 22, 2001
Jennifer Goens		April 9, 2001
Lemar Brooks		July 16, 2001
Matthew Lewek		January 7, 2002
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
Chad Tuskiewicz		January 30, 2006
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

	<u>Administrative Assistant</u>	
Jean Szczygielski		August 27, 2001

	<u>Information Technology Specialist</u>	
Long Dinh		April 25, 2005

	<u>Support Services Coordinator (part time)</u>	
Joseph Konkol		March 12, 2001

<i>Name</i>	<i>Title</i>	<i>Date of Hire</i>
Carol Knope	<u>Office Operations Supervisor</u>	January 1, 1994
Gale Bautch	<u>Deputy Court Clerk</u>	April 9, 1985
Kathy-Jo Hilgen Sandra Lanser Sherry Heagney Brian Witt Laura Rudie Kay Bernier Tracy Seidl	<u>Police Support Specialists</u>	August 14, 1974 January 14, 1985 October 28, 1996 January 5, 1998 June 1, 1998 October 25, 1999 February 24, 2003
Linda Hornig	<u>Telecommunicator Supervisor</u>	November 4, 1974
Chris Merten Kathy Ivans Tracy Kirchberger Ann LeSage Tricia Schenk Diane Braatz Greg Vorpahl Deborah Toth Nathan Kane Susanne Bowen Marvin Baker Kelly Wawrzyniakowski	<u>Telecommunicators</u>	September 5, 1972 July 2, 1979 February 3, 1992 April 2, 1994 May 2, 1994 January 3, 1996 July 3, 1997 March 9, 1998 July 12, 2000 September 16, 2000 January 6, 2001 January 26, 2004
Nicholas Lewitzke Christopher Bellows Sara Lagerman Michael Otto Christopher Johnson Jaimie Byrnes Jacquie Vanden Heuvel Cody Stroik Robert Czerwinski Joseph Bahr Mackenzie Koster Vincent Strom	<u>Police Aides (part time)</u>	January 8, 2007 May 21, 2007 May 21, 2007 June 2, 2008 June 2, 2008 June 2, 2008 June 2, 2008 June 2, 2008 December 1, 2008 December 1, 2008 December 1, 2008 December 1, 2008

Personnel Actions

Hired

<i>Name</i>	<i>Position</i>	<i>Date of Hire</i>
Jaimie Byrnes	Police Aide	June 2, 2008
Christopher Johnson	Police Aide	June 2, 2008
Michael Otto	Police Aide	June 2, 2008
Jacquie Vanden Heuvel	Police Aide	June 2, 2008
Cody Stroik	Police Aide	June 2, 2008
Sonia Teran	Police Officer	July 28, 2008
Matthew Lawson	Police Officer	September 22, 2008
Dane Helland	Police Officer	October 20, 2008
Joseph Bahr	Police Aide	December 1, 2008
Robert Czerwinski	Police Aide	December 1, 2008
Mackenzie Koster	Police Aide	December 1, 2008
Vincent Strom	Police Aide	December 1, 2008

Promotions

<i>Name</i>	<i>Rank</i>	<i>Date of Promotion</i>
none		

Retirements

<i>Name</i>	<i>Position</i>	<i>Retired</i>	<i>Length of Service</i>
Michael Lane	Accident Investigator	April 18, 2008	31 years

Resignations

<i>Name</i>	<i>Position</i>	<i>Resigned</i>	<i>Length of Service</i>
Sarah Meka	Police Aide	January 1, 2008	7 months
Natasha Lindner	Police Aide	January 4, 2008	1 year
Douglas Keller	Police Aide	January 31, 2008	1+ years
Michael Leeman	Police Aide	March 19, 2008	2+ years
Bryan Kozlowski	Police Aide	May 30, 2008	1+ years
Kyle Henning	Police Aide	July 16, 2008	2 years
Katrina Frey	Police Aide	July 27, 2008	1+ year
Steven Wick	Police Aide	August 20, 2008	3+ years
Steven Miszewski	Police Aide	September 11, 2008	1+ years
Ryan Rasmussen	Police Aide	September 28, 2008	1+ years
Terry Donnell	Support Services Coord.	December 19, 2008	8 years
Nicole Delvoye	Police Aide	December 30, 2008	6 months

Service Recognitions - (25 or more years of service)

<i>Name</i>	<i>Position</i>	<i>Date of Hire</i>
Christine Merten	Telecommunicator	09/05/1972
Terry Hansen	Captain	02/18/1974
Kathy-Jo Hilgen	Police Support Specialist	08/14/1974
Linda Hornig	Telecommunicator Supervisor	11/04/1974
Michael Lane	Accident Investigator	04/18/1977
Robert Jeske	Sergeant	02/20/1978
Rick Plumley	Lieutenant	02/19/1979
Eugene Bautch	Sergeant	02/19/1979
Kathy Ivans	Telecommunicator	07/02/1979
Dennis Moran	Detective	11/26/1979
Steve Torn	Detective	02/09/1981
Christopher Campbell	Sergeant	08/17/1981

Compiled and Edited by:

Jean Szczygielski, Administrative Assistant

Contributors:

Anna M. Ruzinski, Chief of Police

Mark Waters, Captain

Kevin Von Bank, Lieutenant

Chad Mueller, Lieutenant

Michael Brasch, Sergeant

Michael Douglas, Sergeant

Carol Knope, Office Operations Supervisor

Linda Hornig, Telecommunicator Supervisor