



# 2019 Annual Report



**Village of Menomonee Falls  
Police Department**

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Dear Reader:

On behalf of the men and women of the Menomonee Falls Police Department (MFPD), I welcome you to review our 2019 annual report as well as explore 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.

Through the hard work of the men and women of the police department and in conjunction with our citizens, the Village of Menomonee Falls continues to enjoy a low crime index, while maintaining a hometown feel. We rely on our Neighborhood Watch group and Graduates of the Police Citizens' Academy to be resources and advocates for the department. Once again in 2019 we received several awards ranking us one of the safest cities in Wisconsin and in the country, even with our growing population and development success. This is a true testament to the dedication of our personnel.

A new program developed in 2019, is the Community Camera Co-op (CCC). This program allows businesses and residents to register their security cameras with the police department. In turn it allows the police department to work with the registrant when a crime occurs to possibly obtain footage that would assist in solving the crime and arresting the perpetrator. The program introduced in November, 2019, had over 100 people registering within that first month.

This year brought school shootings to the forefront. We have dedicated School Resource Officers in our high school and middle school, and another dedicated to the elementary schools administering the D.A.R.E. program among others. We enjoy a great working relationship with our school district and our local hospital. Together we have a Collective Impact group of stakeholders dedicated to implementing programs to ensure a safe and healthy community.

We continue to subscribe to a community policing philosophy. 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. We remain a highly educated and professional department.

We have continued with other programs we have been utilizing to make this a well-rounded police department. 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.

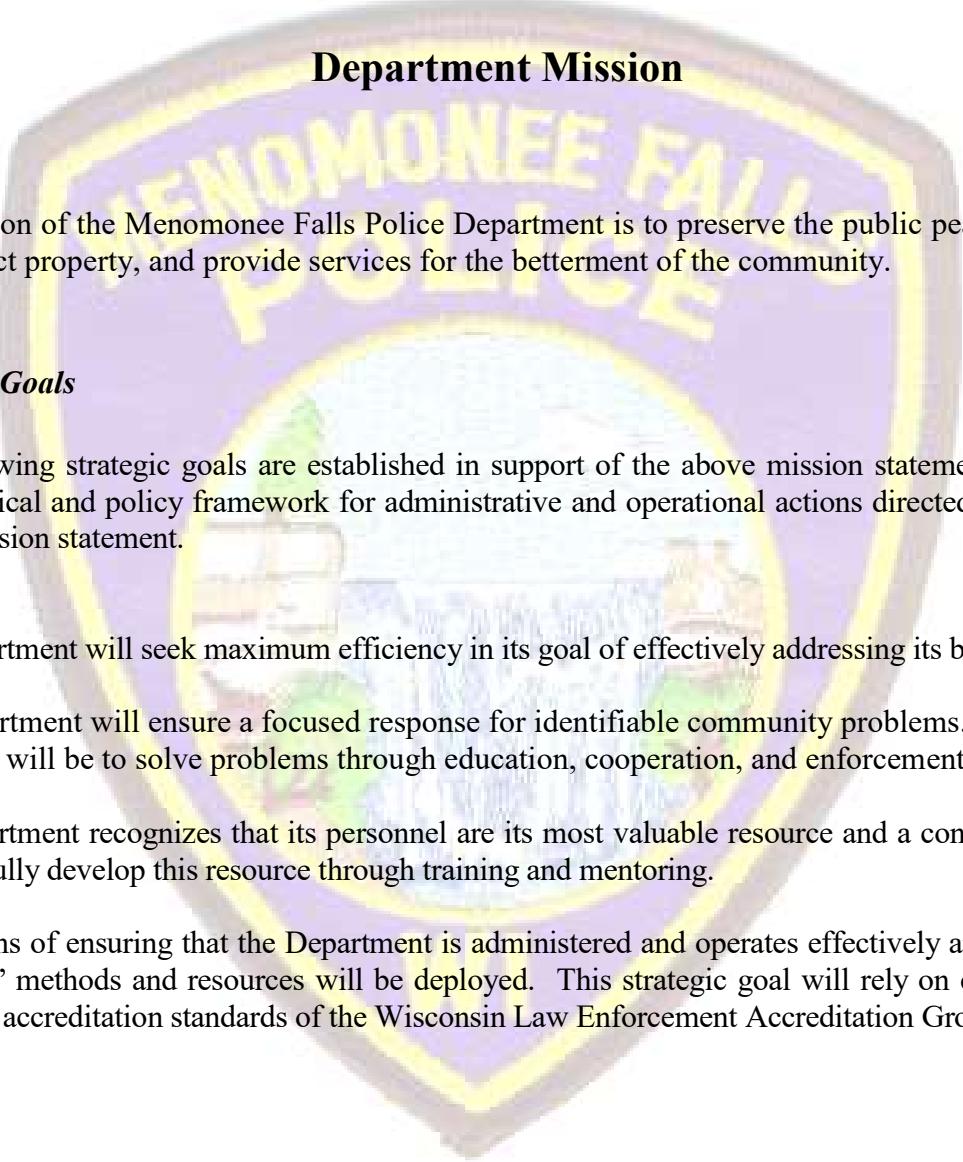
Sincerely,

Anna M. Ruzinski  
Chief of Police

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## 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).

## 2019 Menomonee Falls Police Department Expenditures

Salaries	\$5,349,736
Overtime & Compensatory Time Pay	\$266,873
Vacation Pay	\$32,854
Holiday Pay	\$43,225
Part Time Wages – Police Aides	\$153,267
Temporary Help	\$39,368
Retirement/Severance	\$107,658
Employee Benefits	\$2,492,231
Training	\$43,352
Education Reimbursement	\$10,000
Recruitment & Personnel	\$2,187
Employee Exams/Evaluations	\$9,174
Travel Expenses	\$576
Uniforms	\$45,887
Armored Vests	\$16,543
Office Supplies	\$2,819
Postage/Shipping	\$3,581
Printing	\$1,479
Department Supplies	\$6,015
Small Equipment	\$1,188
Investigative Expenses	\$5,007
Accreditation Expenses	\$650
Equipment Maintenance & Repair	\$2,780
Vehicle Maintenance & Repair	\$56,224
Radio Equipment Maintenance & Repair	\$698
Vehicle Fuel	\$71,834
Vehicle Supplies	\$2,244
Vehicle Purchases	\$27,534
Radio Hardware	\$2,079
Office Furnishings	\$1,178
Fixed Assets	\$6,295
Light/Power Service	\$4,149
Heat (Gas & Oil)	\$50
Waukesha County 800 Megahertz	\$24,617
Crossing Guard Contract	\$44,132
Transfer to Debt Service	\$13,977
<b>Total Expenditures</b>	<b>\$8,891,458</b>

## **Menomonee Falls Police and Fire Commission**

The Police and Fire Commission consists 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 Michael Santimauro, and Commissioners Carl Bahneman, Karen Nelson, Christine Wilczynski-Vogel, and Gerry Luisier.

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.



Pictured from left to right: Carl Bahneman, Karen Nelsen, Michael Santimauro, Christine Wilczynski-Vogel, and Gerry Luisier.

## Command Staff

The Police Department's Command Staff consists of the Chief of Police, the Assistant Chief of Police, a Captain, and four Lieutenants. The Chief of Police and the Command Staff oversee the various bureaus and units of the department. The department is divided into three bureaus; Patrol Bureau, Special Investigations Bureau and the Services Bureau. The management team is responsible for the program development and coordination within their respective bureaus and units. The Command Staff and specifically the Chief of Police is supported by the Administrative Assistant to the Chief of Police.

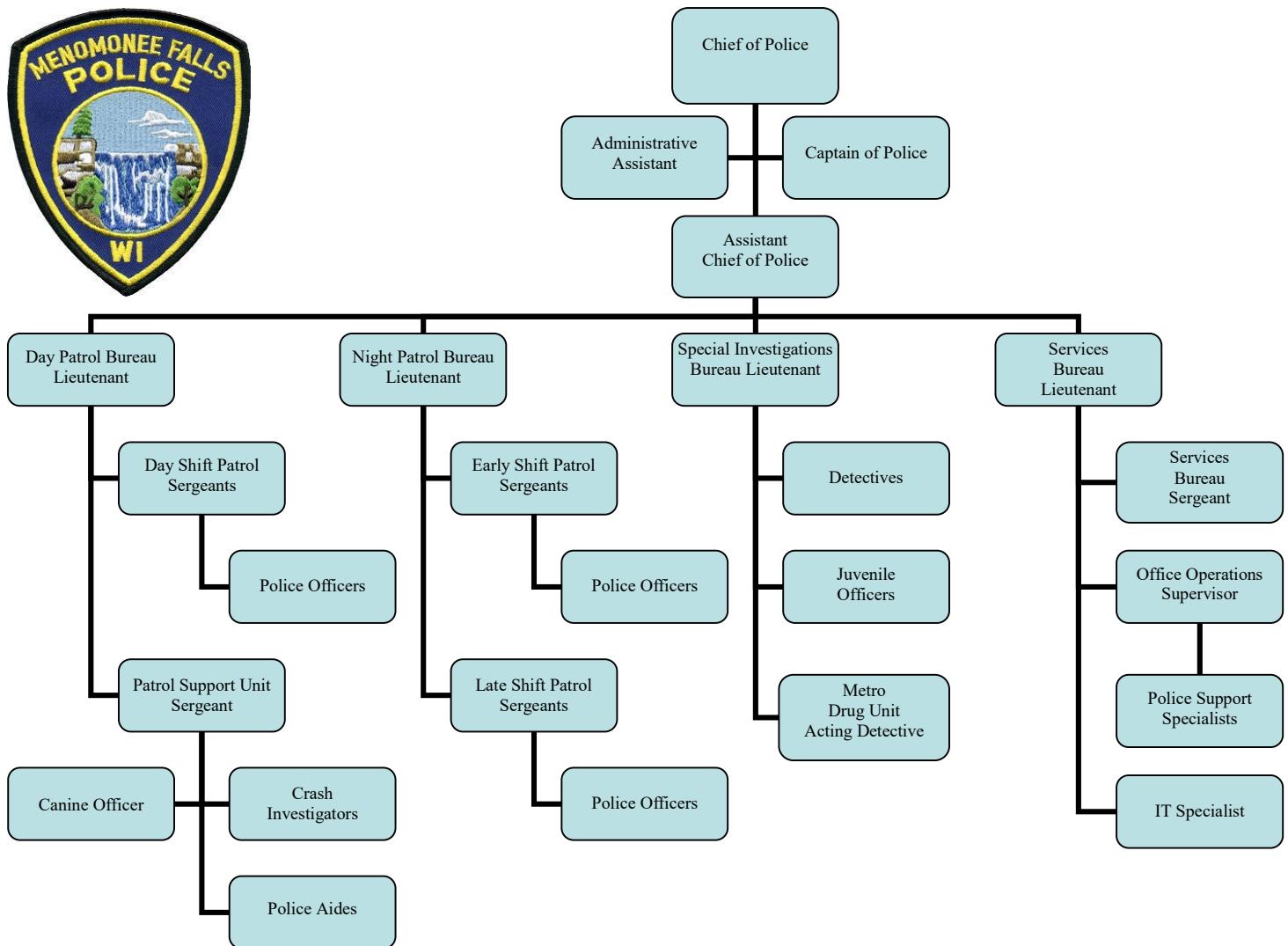
The Assistant Chief of Police is responsible for command oversight of all Police Department operations with assistance from four Lieutenants. Two Lieutenants command the Patrol Bureau; one Lieutenant is responsible for the Patrol Support Unit and Day Shift Patrol operations and the second Lieutenant is responsible for Early and Late Shift Patrol operations. A third Lieutenant is in command of the Special Investigations Bureau overseeing all of the department's detectives and juvenile officers. The fourth Lieutenant commands the Services Bureau and has oversight of all administrative, training, and communications functions. The Captain focuses on administrative functions, to include Public Information, internal investigations, managing policies, and accreditation for the department. The Captain also is delegated emergency management for the entire Village. 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

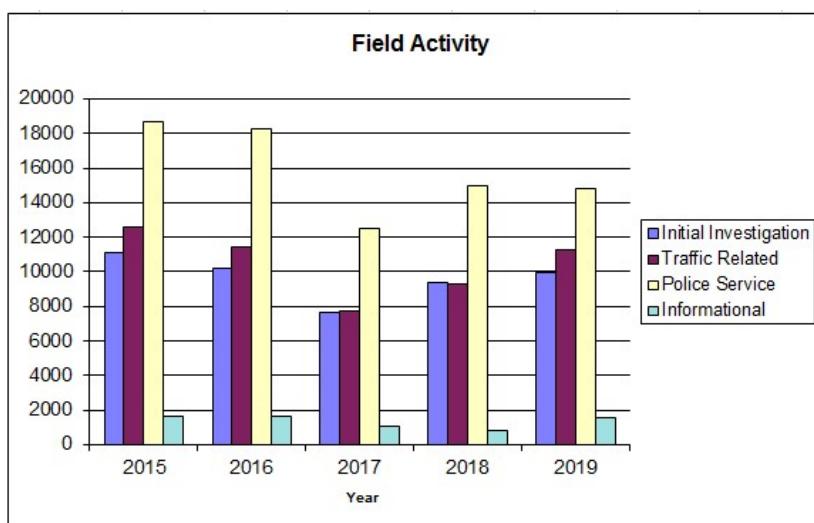
## 2019 Organizational Chart



## Patrol Operations 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 crashes 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.



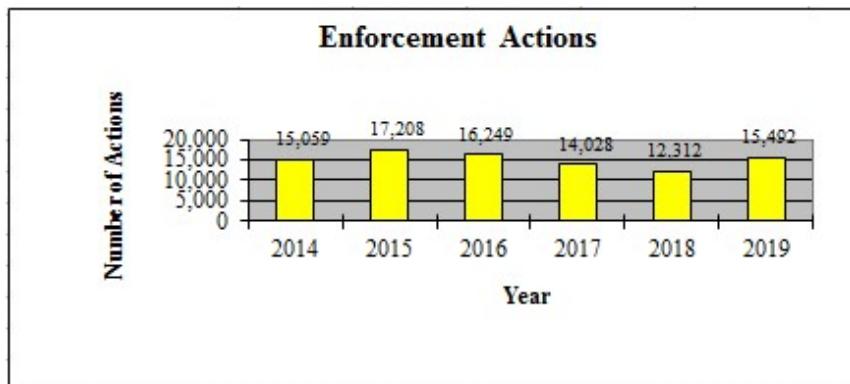
The Patrol Bureau, as well as the entire Police Department, operates under a Community Policing philosophy, an approach which stresses citizen, government and police partnership. It is designed to problem solve and address the causes of crime as well as the fear of crime among citizens. Officers assigned to this bureau maintain a close working relationship with citizens involved in the Neighborhood Watch Program. The program consists of 180 Block Watch Captains. These Captains are often times consulted by officers to obtain or pass along information important to neighborhood safety and security.

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. The 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.

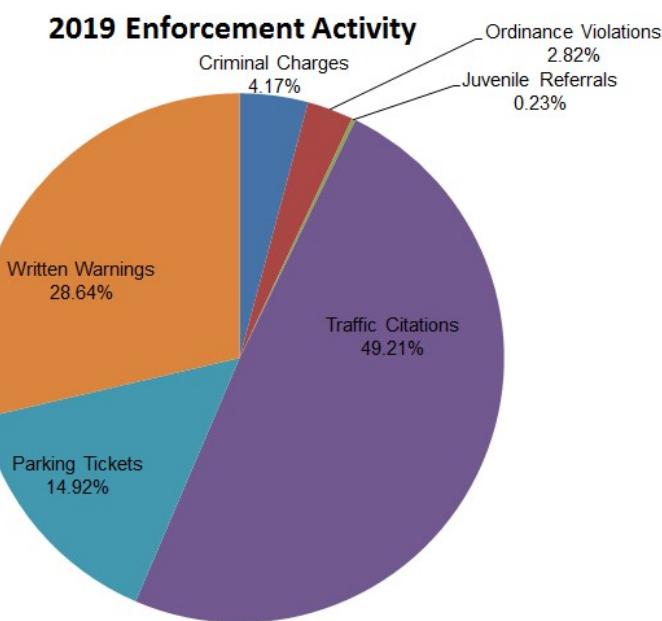
Minor violations of the law are often handled with warnings in an effort to educate the public and gain future voluntary compliance. Serious offenses generally require the physical arrest of the criminal actor or violator in order to maintain public safety. The majority of enforcement activity involves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

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 Memorial Fest and the Independence Day Parade and Fireworks celebrations.

Overall, citizens are very 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 do a good job in minimizing conflict, stabilizing dangerous situations, and communicating with people, even when the news is negative or unpleasant. Patrol Officers recognize 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.



## **Patrol Support Unit**



The Patrol Support Unit consists of the Unit Supervisor, who serves as the municipal and circuit court liaison, one Crash Investigator, one K-9 Officer, fourteen Police Aides and twelve School Crossing Guards. The 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, Patrol Support Unit personnel perform educational services at area schools, and meetings and 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
- ★ 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 Patrol Support 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 Patrol Support Unit has utilized new equipment to assist in the process of accident investigations. The Laser Technology Radial Azimuth Crash Investigation System allows the Crash Investigator 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	2017	2018	2019
Total Crashes	764	788	807
Property Damage Only	607	618	667
Personal Injury	154	167	140
Fatality	3	3	0
Hit & Run	119	145	148

\*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 Patrol Support Unit participated in during 2019 were: motor carrier inspections, Alcohol Crackdown initiative, high visibility traffic enforcement, drug interdiction enforcement, National Night Out and other community events.

The motor carrier inspections involve a certified crash investigator dedicating time to inspect commercial motor vehicles operating in the Village, and enforce laws and regulations. In 2019, the Patrol Support Unit partnered with the Wisconsin State Patrol to make an even greater presence for enforcing motor carrier laws. The Patrol Support Unit participates in Statewide crackdown initiatives coordinated by the Bureau of Transportation Safety and designed to target seatbelt and OWI enforcement.



2019 continued the partnership of Officer Harding and his police K-9, Tyson. Tyson is a ten 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 2019, Officer Harding and Tyson were trained to maintain their certification with the North American Police Working Dog Association. In December 2019, Tyson retired from active duty after proudly servicing alongside Officer Harding for over nine years.

### ***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.



### ***School Crossing Guard Program***

The School Crossing Guards are comprised of citizens of the community who want to help the Menomonee Falls Police Department with safely escorting and crossing school children through dangerous intersections in the Village. Upon being hired, Crossing Guards are provided training on how to properly cross children at the intersections. Each crossing guard is assigned an intersection with a morning and afternoon shift. The hours vary for each intersection but generally, most crossing guards work approximately three hours a day.

## 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.



### ***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 and neglect, 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 the impact of 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.



For the 2018 school year the Menomonee Falls Police Department D.A.R.E. program was taught at the following schools: Ben Franklin, Shady Lane, Riverside, Valley View, St. Mary's Catholic, St. Anthony's Catholic, Bethlehem Lutheran, Grace Lutheran, Zion Lutheran, and Pilgrim Lutheran. D.A.R.E. classes were taught to approximately 500 fifth-grade students by specially trained Menomonee Falls Police Officers.

## ***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 Susan Opper 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. More information is available online at [www.p3tips.com/1063](http://www.p3tips.com/1063).

### ***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 and the Office Operations Unit. The Services Bureau is led by the Services Bureau Commander and includes a Sergeant, an Information Technology Specialist, 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. 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, 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 crash 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. Sworn personnel

annually complete a handgun qualification course from curriculum based upon model standards established by the Law Enforcement Standards Board. The Menomonee Falls Police Department instructors are certified by the State of Wisconsin Training and Standards Bureau.

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

The department conducted one entry level assessment center and five expedited lateral entry processes to fill police officer vacancies. Swearing in ceremonies are held for officer promotions and newly appointed officers to the Department. Seven officers were hired in 2019. Patrol Officer Walter was appointed as an Identification Detective on January 5<sup>th</sup>. Patrol Officer Brooks was promoted to Sergeant on June 9<sup>th</sup>. Patrol Officer Bellows was appointed as a Detective on August 4<sup>th</sup>.

Regarding civilian employees in the police department, Police Support Specialist Braatz was promoted to Office Operations Supervisor on February 3<sup>rd</sup>. Also, three Police Support Specialists, four Police Aides, and fourteen Crossing Guards were hired in 2019.



## ***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. Pictured below is the Citizen Police Academy Session 10.

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.



## ***Volunteer Chaplain***



The Department has one volunteer member, **Reverend Russell Knoth** who acts as the Chaplain for the police department and fire department. 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 (P.O.S.T.). 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.

## Office Operations Unit

The Menomonee Falls Police Department Office Operations Unit strives to provide efficient service and support to Police Department customers and staff.

The Police Department Business Office is open 24 hours a day, 7 days a week, 365 days a year. All non-emergency calls are handled by the Police Department Business Office. The types of non-emergency calls received 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 a crash 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 parking ticket or citation, purchase a copy of a crash 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 result in 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 2019 the Police Department Office Operations Unit was staffed with a supervisor and ten 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, 2019.

<b>Name</b>	<b>Title</b>	<b>Date of Hire</b>
Anna Ruzinski	<u>Chief of Police</u>	October 1, 2007
Mark Waters	<u>Assistant Chief of Police</u>	May 18, 1992
Jeffrey Knop	<u>Captain of Police</u>	August 24, 1987
Michael Brasch	<u>Lieutenants of Police</u>	July 12, 1993
Eugene Neyhart		January 22, 2001
Steven Rudie		May 1, 1995
Matthew Lewek		January 7, 2002
Michael Douglas	<u>Sergeants of Police</u>	March 9, 1992
John Thomae		July 16, 2001
Andrew Birler		December 28, 1998
Steven Sanders		December 28, 1998
Phillip Sikorski		December 7, 2006
Jason Gruszynske		July 17, 2012
Stephen Bagin		January 22, 2001
Lemar Brooks		July 16, 2001
Vito Sorce	<u>Detectives</u>	January 25, 1993
Christopher Cybell		February 6, 1995
Andrew Martin		June 13, 2005
Christopher Bellows		September 14, 2009
Scott Bellows	<u>Crash Investigator</u>	March 1, 1999
Brian Walter	<u>Identification Detective</u>	July 22, 1996
Jay Weber	<u>Juvenile Officers</u>	February 16, 1998
Nicholas Gapinski		January 6, 2003
Scott Holz		May 12, 1997

Name	Title	Date of Hire
Jason Cychosz		March 16, 1998
Dean Duffy		June 22, 1998
Eric Hansen		August 16, 1999
Christopher Harding		September 16, 2002
Michael Schroeder		August 2, 2004
Kyle Bucher		June 13, 2005
Eric Henning		May 8, 2006
Scott Henning		August 7, 2006
Matthew Lawson		September 22, 2008
Dane Helland		October 20, 2008
Eric Palmer		April 20, 2009
Vincent Strom		May 24, 2010
Matthew Meinel		January 6, 2014
Hans Naker		January 6, 2014
Matthew Benson		May 27, 2014
Gregory Joseph		October 6, 2014
Ryan Young		October 6, 2014
Johnathon Eckert		February 9, 2015
Jacob Sterr		May 31, 2016
Don Lewis		January 22, 2018
Jarred Ruhlman		June 11, 2018
Zachary Riley		June 11, 2018
Donovan Carlson		June 11, 2018
Austin Gholson		October 10, 2018
Zachary Tank		December 10, 2018
Jacob Comerford		December 10, 2018
Lisa Dalpra		January 7, 2019
Jacob Lorenz		April 1, 2019
Joshua Schwechel		May 13, 2019
Lucas Kuehne		July 22, 2019
Nathan Holsbo		July 22, 2019
Nathan Hall		August 26, 2019
Kendal Kaiser		December 16, 2019

## Administrative Assistant

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Jean Szczęgielski August 27, 2001

## Information Technology Specialist

Long Dinh April 25, 2005

## Office Operations Supervisor

Diane Braatz January 3, 1996

<b>Name</b>	<b>Title</b>	<b>Date of Hire</b>
<u>Police Support Specialists</u>		
Sandra Lansen		January 14, 1985
Tracy Kirchberger		February 3, 1992
Tricia Schenk		May 2, 1994
Greg Vorpahl		July 3, 1997
Laura Rudie		June 1, 1998
Amy Hughes		June 5, 2017
Andrea Laster		July 5, 2017
Jill Amrhein		January 2, 2019
Joseph Snyder		March 4, 2019

Police Aides (part-time)

Tyler Pytlak	September 15, 2016
Matthew Otto	January 3, 2018
Alexander Holden	January 3, 2018
Joshua Belfiori	July 23, 2018
Thomas Madrzak	July 23, 2018
Connor Schmid	November 16, 2018
Chloe Liska	November 16, 2018
Justin Willis	November 16, 2018
Kalan Belfiori	November 16, 2018
Jonathan Angle	November 16, 2018
Brandon Melk	November 16, 2018
Michael Tibbals	October 7, 2019
Dylan Braatz	October 7, 2019
Holly McCabe	November 12, 2019

School Crossing Guards (part-time/seasonal)

Patricia Ciganek	March 26, 2019
Joyce Dvorak	March 26, 2019
Michael Grennier	March 26, 2019
Yvonne Holz	March 26, 2019
Mitchell Krajna	March 26, 2019
Juan Ocasio	March 26, 2019
Joseph Riefel	March 26, 2019
Joyce Stamm	March 26, 2019
Robert Stamm	March 26, 2019
Patricia Young	March 26, 2019
Lawrence Kozlowski	September 20, 2019
Natalie Merkel	October 9, 2019

Police Canine

Tyson	August 22, 2011
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## Personnel Actions

### ***Hired***

<b><i>Name</i></b>	<b><i>Position</i></b>	<b><i>Date of Hire</i></b>
Jill Amrhein	Police Support Specialist	January 2, 2019
Lisa Dalpra	Police Officer	January 7, 2019
Joseph Snyder	Police Support Specialist	March 4, 2019
Patricia Ciganek	School Crossing Guard	March 26, 2019
Joyce Dvorak	School Crossing Guard	March 26, 2019
Michael Grennier	School Crossing Guard	March 26, 2019
Yvonne Holz	School Crossing Guard	March 26, 2019
Mitchell Krajna	School Crossing Guard	March 26, 2019
Cindy Kubiak	School Crossing Guard	March 26, 2019
Juan Ocasio	School Crossing Guard	March 26, 2019
Joseph Riefel	School Crossing Guard	March 26, 2019
Joyce Stamm	School Crossing Guard	March 26, 2019
Robert Stamm	School Crossing Guard	March 26, 2019
Phyllis Wolf	School Crossing Guard	March 26, 2019
Patricia Young	School Crossing Guard	March 26, 2019
Jacob Lorenz	Police Officer	April 1, 2019
Joshua Schwebel	Police Officer	May 13, 2019
Lucas Kuehne	Police Officer	July 22, 2019
Nathan Holsbo	Police Officer	July 22, 2019
Kendal Kaiser	Police Aide	July 22, 2019
Sharon Bauch	Police Support Specialist	August 5, 2019
Nathan Hall	Police Officer	August 26, 2019
Lawrence Kozlowski	School Crossing Guard	September 20, 2019
Michael Tibbals	Police Aide	October 7, 2019
Dylan Braatz	Police Aide	October 7, 2019
Natalie Merkel	School Crossing Guard	October 9, 2019
Holly McCabe	Police Aide	November 12, 2019
Kendal Kaiser	Police Officer	December 16, 2019

### ***Promotions***

<b><i>Name</i></b>	<b><i>Rank</i></b>	<b><i>Date of Promotion</i></b>
Diane Braatz	Office Supervisor	February 3, 2019
Lemar Brooks	Sergeant	June 9, 2019

### ***Appointments***

<b><i>Name</i></b>	<b><i>Rank</i></b>	<b><i>Date of Promotion</i></b>
Brian Walter	Identification Detective	January 5, 2019
Christopher Bellows	Detective	August 4, 2019

## **Retirements**

<b>Name</b>	<b>Position</b>	<b>Retired</b>	<b>Length of Service</b>
William Marinin	Detective/Evid.Tech.	January 4, 2019	32 years & 4 months
Carol Knope	Office Supervisor	March 15, 2019	25 years & 2 months
Barry Babler	Detective	April 1, 2019	21 years & 2 months
Deborah Toth	Police Supp. Specialist	May 4, 2019	21 years & 2 months
Jackie Infalt	Police Officer	July 2, 2019	24 years & 3 months
Collin McChesney	Police Officer	December 19, 2019	19 years & 10 months

## **Resignations**

<b>Name</b>	<b>Position</b>	<b>Resigned</b>	<b>Length of Service</b>
Cindy Kubiak	School Crossing Guard	May 17, 2019	1 month
Chad Tuszkiewicz	Police Officer	July 2, 2019	13 years & 5 months
Nicholas Gerke	Police Aide	August 24, 2019	2 years
Phyllis Wolf	School Crossing Guard	September 13, 2019	5 months
Austin Arbuckle	Police Aide	September 25, 2019	1 year & 8 months
Erik Peterson	Police Officer	November 27, 2019	4 years & 5 months
Sharon Bauch	Police Supp. Specialist	December 20, 2019	5 months

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

<b>Name</b>	<b>Position</b>	<b>Date of Hire</b>
Sandra Lancer	Police Support Specialist	January 14, 1985
Jeffrey Knop	Captain	August 24, 1987
Tracy Kirchberger	Police Support Specialist	February 3, 1992
Michael Douglas	Sergeant	March 9, 1992
Mark Waters	Assistant Chief	May 18, 1992
Vito Sorce	Detective	January 25, 1993
Michael Brasch	Lieutenant	July 12, 1993
Tricia Schenk	Police Support Specialist	May 2, 1994

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

**Contributors:**

Anna Ruzinski, Chief of Police  
Mark Waters, Assistant Chief  
Eugene Neyhart, Lieutenant  
Steven Rudie, Lieutenant  
Andrew Birler, Sergeant  
Steven Sanders, Sergeant