

**Notice is hereby given according to State Statutes that the HOBART/LAWRENCE POLICE COMMITTEE of the Village of Hobart will meet on Thursday December 9<sup>th</sup> 2021 at 6:30 P.M. at the Hobart Village Office. NOTICE OF POSTING: Posted this 8<sup>th</sup> day of December, 2021 at the Hobart Village Office, 2990 S. Pine Tree Rd, the Lawrence Town Office at 2400 Shady Court, and the village's and town's websites.**

**MEETING NOTICE – HOBART/LAWRENCE POLICE COMMISSION**

**Date/Time: Thursday December 9<sup>th</sup> 2021 (6:30 P.M.)**

**Location: Hobart Village Office at 2990 South Pine Tree Road, Hobart, WI**

**ROUTINE ITEMS TO BE ACTED UPON:**

- 1. Call to order/Roll Call.**
- 2. Certification of the open meeting law agenda requirements and approval of the agenda.**
- 3. Approve Minutes of the February 17<sup>th</sup> 2021 meeting.**

**ACTION ITEMS**

**4. UPDATE – Police Department Update from Police Chief**

**5. DISCUSSION AND ACTION – Job Description and Posting for Police Captain and Patrol Officer**  
Staff is seeking approval of the job descriptions for these positions, which have been approved by the Hobart Village Board and Lawrence Town Board as part of the FY2022 budget, and approval to post the positions and commence with the hiring process.

**6. DISCUSSION AND ACTION – Scheduling of next Board meeting**

**7. ADJOURN**

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Aaron Kramer – Village Administrator

NOTE: THERE MAY BE A QUORUM OF BOTH THE VILLAGE OF HOBART AND TOWN OF LAWRENCE BOARD AT THIS MEETING.

Any person wishing to attend, who, because of disability requires special accommodations, should contact the Hobart Village Clerk-Treasurer at 920-869-1011 or the Lawrence Town Clerk at 920-347-3719 with as much advanced notice as possible. Notice is hereby given that action by the Committee may be considered and taken on any of the items described or listed in this agenda. There may be Committee members attending this meeting by telephone if necessary.

Village of Hobart-Town of Lawrence Police Commission  
Meeting Minutes – Wednesday, February 17, 2021 @ 5:30 PM\*

Town of Lawrence Office  
2400 Shady Court  
DePere, WI 54115

**Call to Order, Roll Call**

The meeting was called to order by John Shimek @ 5:33 PM. John Shimek (Chairman), Melissa Tanke (Secretary), Gary Pieschek (Vice Chairman), Don Hedrick, and Ron Jaeger were present. Chief Bani was also present. Kevin Brienen, Town of Lawrence Board Member, was in attendance\*.

**Certification of the Wisconsin Open Meeting Law and agenda requirement; approval of the agenda**

A motion to approve the agenda as posted was made by Gary Pieschek, seconded by John Shimek. All in favor; motion carried.

**Approve Meeting Minutes of 12-16-20**

A motion to approve minutes of the December 16<sup>th</sup>, 2020 meeting was made by John Shimek, seconded by Ron Jaeger. All in favor; motion carried.

**Police Department Update by Chief Bani**

The process by which a Municipal Judge is replaced was discussed. The department's policy manual is being updated, a process that is expected to take a full year. Officers will be fully trained and informed of the new policies once the manual update is complete. Officer evaluations are complete, with the exception of the two evaluations that are planned to take place following tonight's HLPC meeting. The transition to the new records management system is going well.

Ron Jaeger's 5 year term as a Police Commissioner will be expiring in 2021. Ron has agreed to serve another 5 year term; the Town of Lawrence's formal re-appointment is pending. The remaining 5 year commission appointments expire as follows: Commissioner Melissa Tanke, 2022; John Shimek, 2023; Don Hedrick, 2023; Gary Pieschek, 2024.

**Discussion & Action: Election of Officers**

John Shimek will continue to serve as Chairman for the HLPC. Melissa Tanke will continue to serve as HLPC Secretary. A motion was made to formally elect Gary Pieschek as HLPC Vice Chairman. Motion made by John Shimek, seconded by Melissa Tanke. Unanimous vote in favor of electing Gary Pieschek as Vice Chairman.

**Discussion & Action: Meeting Guidelines & Commission Procedures**

The commission discussed Robert's Rule of Order and the February 2<sup>nd</sup> Hobart Village Board meeting. Due to time limitations, the discussion regarding meeting guidelines and commission procedures will be continued in a future meeting; motion made by John Shimek, seconded by Gary Pieschek. Motion passed unanimously.

**Discussion & Action: Scheduling of the next HLPC meeting**

The next meeting will be scheduled by John Shimek and take place during the month of April or May. Any Commissioner may, at any time, call for a meeting and/or add items to upcoming meeting agendas as they see fit. Chief Bani will request meetings as needed.

**Adjourn to Closed Session**

At 6:21 PM, the commission convened to closed session under Wisconsin State Statute 19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The motion to adjourn to closed session was made by Melissa Tanke and seconded by John Shimek. The motion passed unanimously.

**Convene into Open Session**

Motion by Melissa Tanke, second by Ron Jaeger to convene to open session at 7:50 PM. All in favor. Motion passed.

**Action from Closed Session**

Motion by Ron Jaeger, second by Melissa Tanke to approve the promotion of Officer Chris Tremel to the position of Sergeant in accordance with the job description and HLPD policy. The motion passed unanimously; all in favor of Officer Tremel's promotion.

**Adjourn**

Meeting adjourned at 7:56 PM. Motion made by Ron Jaeger, second by John Shimek.

\*In error, the meeting start time was posted as 6:00 PM. As a result of the erroneously published meeting time, Melissa Tanke provided Town of Lawrence Chairman Kevin Brien a recap of the meeting discussion that took place prior to his arrival. Tangentially, the process for engaging the public and means by which the commission could receive comments from public were discussed.

Meeting Minutes submitted by:  
Melissa Tanke

# ***HOBART/LAWRENCE***

## **POLICE DEPARTMENT**

2990 S. Pine Tree Rd.  
Hobart, WI 54155  
Phone 920-869-3800  
fax: 920-869-2048

*Randall Bani*  
Chief



## **CAREER OPPORTUNITY**

Village of Hobart  
Town of Lawrence

### **Police Captain**

The Village of Hobart and Town of Lawrence are positive, team-oriented organizations with a commitment to providing exceptional customer service to its community. The Village of Hobart and Town of Lawrence strive to attract, develop, and retain critical talent by promoting a diversity of thought, valuing differing perspectives, and empowering employees to share their authentic viewpoints at all levels and functions within the organization. Diversity and inclusiveness enhance our employee's ability to be thoughtful, effective, and efficient while providing the very highest level of service to our communities. **If you enjoy a busy, positive work environment and the chance to contribute to the quality of life for a whole community, this job may be the right fit for you!**

**The Hobart/Lawrence Police is seeking a Police Captain to join the Police Department!** This is a management supervisory position that will oversee and direct the work of the entire police division including operation analysis, scheduling of staff, equipment and assisting all field operations. This Captain position with the Police Department will be a second in charge position. This vacancy is a newly created position for the department. The Chief of Police has been the Chief for almost 19 years and also anticipates retiring in the next few years. The department has 1 Sergeant, 9 Patrol Officers, with a total count of 12 sworn and 1 non-sworn positions. Full position details are available on the website at [www.hobart-wi.org/employment](http://www.hobart-wi.org/employment);

#### **Qualifications:**

1. United States Citizen.
2. Associate Degree in Criminal Justice, or related field, from an accredited college. FBI National Academy Graduate, Bachelor's Degree in Criminal Justice, Political Science, Public Administration, or a relevant degree in the social sciences, from an accredited university is a plus.
3. Eight years' experience as a sworn police officer.
4. Three to five years' supervisory experience, highly desirable.
5. Wisconsin Law Enforcement Standards Board Certification, highly desirable.
6. Minimum 21 years of age.
7. Valid unencumbered Wisconsin driver's license and safe driving record.
8. Must not have convictions of any Federal felony or any offense, which if committed in Wisconsin could be punishable as a felony unless the individual has received an unconditional pardon.

A combination of education and experience may be considered.

**Typical Work Schedule:** Monday through Friday, 8:00 a.m. to 4:00 p.m., variation with approval, and occasional nights, weekends, and holidays due to special events or criminal investigations. This is not an all-inclusive list and other duties will be required as part of this position.

**Salary:** The full starting salary is \$83,000 plus an excellent benefits package.

**How to Apply:** Apply online at Wilenet.

**Application Deadline:** Applications are being accepted until the position is filled. Review of the applications will begin the first week of February 2022.

We are an Equal Opportunity Employer seeking a talented and diverse workforce.

Commissioners,

The wording listed below is the wording we must use for the application process because we are very limited in the number of characters, we can use on the state web site. This web site (Wilenet) is the site where all jobs are posted throughout the state for employment opportunities in law enforcement. We will also have a full description of the job qualifications for the captain position, and officer position posted on our web site here at the Hobart – Lawrence web site.

Perform standard police patrol officer duties; investigate crimes, enforce state laws, Federal laws, and local ordinances, respond to, and resolve incidents, perform traffic enforcement duties, write incident reports, issue citations, make custodial arrests and all other duties determined by the department.

**HOBART / LAWRENCE POLICE DEPARTMENT**

**POLICE OFFICER**

**JOB DESCRIPTION**

**Essential Duties and Responsibilities**

This position is responsible for police work in the protection of life and property through the enforcement of state laws, federal laws and ordinances. Work involves responsibility for the protection of life and property, prevention of crime, arrest and apprehension of criminals and the enforcement of laws and ordinances in assigned and unassigned areas on any/many different variations of work shifts. Work includes the patrolling of assigned areas, enforcement of traffic regulations, accident and crime scene investigation and any/all special assignments. Work involves an element of personal danger and officers must be able to perform the physical demands of police work, act without direct supervision and exercise independent judgment in meeting complex emergency situations. Promote professional relationships within the agency, community, and village/town government in accordance with the department's mission, goals, and objectives. Work assignment and instructions are received in general terms from the Chief or a superior officer who reviews work methods and results through reports, observations and discussions.

**REPORTING RESPONSIBILITIES**

The Police Officer is under the general supervision of the Police Administrator (Chief) or his/her designee and is responsible to the Police Administrator or his/her designee. In the absence of these

supervisors, the Town/ Village Administrator will act as the designated supervisor.

### **Supervisory Responsibilities**

In the broad sense, the patrol officer does not have any supervisory responsibilities. Within the scope of the small police agency, the more seasoned officers are responsible to assist, train, develop, and generally supervise the day to day tasks of the new or junior officer whenever possible.

### **DUTIES AND RESPONSIBILITIES**

Patrol an assigned or unassigned area of the Town/ village in a patrol car or on foot, or by any other means provided. Prevent and discover commissions of crime, apprehend criminals and offenders, enforce federal, state, ordinance, and vehicle/ traffic laws, make police presence known in a manner that contributes toward deterrence of law violations.

#### **Secondary: Duties and responsibilities:**

Answer calls and radio complaints involving automobile accidents, misdemeanors and felonies; conduct accident investigations and preliminary investigations at the scene of crimes/ administer first aid to persons, gather evidence, locate and question witnesses, write citations and make arrests as required by circumstances and testify as a witness in court.

Establish traffic control and police protection at incidents, which may attract crowds and perform police duties at parades, processions and demonstrations in assigned areas.



Check and report on deficient streetlights, signs, road surfaces or other facilities, which serve the public.

Check doors, windows and examine premises of unoccupied buildings or residences in order to detect any suspicious conditions; give information and provide assistance to motorists and the public.

Perform community oriented policing activities, including making presentations to students at schools, serving Town/ village residents, guiding Neighborhood Watch groups, directing police volunteer groups, serving as a police school liaison, and similar activities, if appropriate.

Developing the community oriented police position so that it gains wide-spread community support.

Perform related work as required.

### **SKILLS AND ABILITIES**

Knowledge of police practices and methods.

Knowledge of applicable federal, state and local laws and ordinances.

Ability to read and interpret in English, laws, ordinances and technical materials dealing with police work.

Ability to deal firmly and courteously with the general public in a professional manner.

Ability to effectively communicate and comprehend in English and the ability to speak, orally and write in clear written English form.

Ability to analyze situations quickly, objectively and determine proper courses of actions.

Ability to accurately observe, recall details, copy written and oral information, apply and/ or follow instructions with a high degree of accuracy. Honestly testify in court proceedings and/ or whenever called upon to do so.

Ability to meet and maintain such physical demands and requirements as may be necessary to perform the job of a police officer. These demands are fluid, constantly changing, and established by the Police Agency Chief or Administrator.

### **PHYSICAL DEMANDS**

Ability to protect oneself and others by maintaining a full range of motion. Physical strength and endurance. Ability to run, climb, grab, pull, lift, bend and exert oneself. Ability to draw a weapon quickly, accurately function/ cycle a weapon time after time, and accurately shoot and control all types of weapons, makes, and models.

### **MINIMUM EDUCATION AND TRAINING**

Graduation from high school, a minimum of 21 years of age. Ability to be licensed as a valid driver in the State of Wisconsin, a two year degree beyond high school in a related field or a minimum of 60 college credits in a related field. Successful completion of a State of Wisconsin certified designated police recruit program. Any equivalent combination of training and experience which provides the appropriate skills and abilities as

determined by the Police Chief and or the Police Commission.

## **The application is on Wilenet.**

- Go into Wilenet,
- Go to Law Enforcement employment, opportunities, down below not in the main tab.
- Employment Forms,
- Forms/ Application for Employment as Law Enforcement, Jail, or Secure Juvenile Detention Officer (DJ-LE-330)
- And you can choose between, Adobe Acrobat, Adobe Acrobat fill-in or Microsoft Word

1. Home

2. Submit Opportunity

# Employment Opportunity Form

Indicates required field

Position Title

Agency Name

- None -

Start typing the name of the agency to filter results.

Agency not Specified

Check the box to specify the name of the agency.

Agency City

Agency State

Applications are now being accepted to

Fill vacancy

Establish eligibility list

(Check one or both)

Type of Opening

Full-Time

Part-Time

Seasonal

Check all that apply

Salary Minimum

Salary Maximum

Salary Type

Hour

Month

Year

Dependent on Qualifications

Position Responsibilities

**Benefits**

- Clothing Allowance
- Deferred Compensation
- Dental
- Education Incentive Pay
- Health Insurance
- Life Insurance
- Longevity Pay
- Paid Holidays
- Sick Leave
- Vacation
- Wisconsin Retirement Fund

Check all that apply  
Number of Paid Holidays  
Other Benefits

Show row weights

Previous Column		Next Column	
<b>Other Benefits</b>			
	Other Benefits		

Add

Add more items

Enter one per line. Click and drag to reorder.

**Qualifications**

- Ability to handle several tasks simultaneously
- \* Ability to perform essential functions of this position

- \* Ability to possess a firearm
- \* Ability to use all standard law enforcement equipment
- Able to work evenings, weekends, and holidays
- Clear and concise speech
- \* Driver's license
- Eligibility for Wisconsin Law Enforcement Standards Board Certification
- Good driving record
- Good physical condition
- \* Good verbal and written communication skills
- Knowledge and skills in operating computer systems
- No domestic abuse convictions
- \* No felony convictions
- Previous experience
- React quickly and effectively to stressful situations
- Supervisory/Management Experience
- U.S. citizen
- Vision correctable to 20/20
- Ability to keyboard/type words per minute
- Minimum Age
- Bilingual
  - Chinese
  - French
  - German
  - Italian
  - Miao, Hmong
  - Polish
  - Russian
  - Spanish
- Other Qualifications

Show row weights

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## Other Qualifications

Other Qualifications

Add

Add more items

Enter one per line. Click and drag to reorder.

Application Deadline

Application Deadline: Date

Application Deadline: Time

Wilenet only allows a 60 day posting period

Agency Application

DJ-LE-330

Resume

Agency Application

Link to Application

Link URL

Format: <https://website.com>

Application Contact

Submitter's Email

Specify which email address should receive a copy of the posting.

Name

Title

Agency

Address

Address

Additional Address

City/Town

ZIP/Postal Code

Phone

Please enter the phone number as (###) ###-####



Ext.

Fax

Email

Website

Link URL

Format: <https://website.com>

Notes

- \* Background check
- Drug Screening
- \* Medical examination
- \* Oral interviews
- \* Physical fitness/agility screening
- Polygraph Examination
- Psychological examination
- Residency Required
- Vision Examination
- Written Exam

Other Notes

Show row weights

Previous Column	Next Column
<b>Other Notes</b>	
<input type="text"/>	

Add more items

Enter one per line. Click and drag to reorder.

Education Requirements

- \* High school diploma
- \* 60 college credits / Associate's degree
- Bachelor's degree

Master's degree

Additional Education Information

Featured Text

Provide any text that you would like to appear at the top of the employment opportunity, on the listing's page.

- Affirmative Action (AA)
- American Disability Act (ADA)
- Equal Opportunity Employer (EOE)

Submit