



HOLMEN POLICE DEPARTMENT

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Holmen Police Department
Directive

Department structure, assignments and responsibilities

The Village of Holmen is continuing to grow, and as it grows so does the need for increased emergency services. We have been given a new police department, an increased squad fleet, better equipment, and an increase in man power and officer trainers. Our department is staffed and equipped to maintain a 24 hour service. Because of our equipment and staff, our department offers services to other agencies. Our department is sought after by other officers looking to change for the better.

As little as 4-5 years ago, officers could take time off as needed while allowing the police department to go un-manned for hours at a time or even shifts. This would put a burden on the County to help with services our police department would be responsible for taking. With our increased man power and or abilities, we cannot allow this to happen anymore.

Below is what will be expected from the Village of Holmen Police Department staff, their assignments and responsibilities.

Chief: The job of the Chief is to make sure the department maintains a high quality of service while being fiscally responsible and attends to the needs of the department and staff. The Chief's ultimate responsibility is to the public the department serves, while taking considerable amounts of care to make sure staff is safe, equipped, and treated fairly. While hearing to contractual obligations, the Chief can make appointments to positions and change policies to fit the department's needs. The Chief will not be responsible to cover patrol shifts unless there is an emergency or extreme department need such as in-service or special event.

Lieutenant (LT): The Lieutenant position is an arm of the Chief. The LT oversees the Chiefs mission to make sure it's carried out and accomplished. The LT will assist the Chief with meetings, budget, and equipment needed for the Police Department. The LT is responsible for the schedule, officer training, and assist the Chief with community events. The LT will fill in for the Chief when the Chief is not in the office. The LT will not be responsible to cover patrol shifts unless of an emergency or extreme department need such as in-service or special event.

Investigator: The investigator is responsible for investigating missing people, crimes of serious nature such as (child abuse, elder abuse, etc. Death investigation, burglaries, ETC.). The investigator will assist officer on lesser crimes such as (gas drive off, simple thefts, etc. as time permits). The investigator will be given assignments from the Chief or LT to follow up on. In times of emergency or extreme department need such as in-service or special events, the investigator will be switch from his/her duties to work the road. The investigator will be expected to take phone calls off duty from patrol or other department employees' for job related situations.

School Resource Officer (SRO): While an employee of the Village of Holmen and member of the Police Department, the SRO's main responsibility is to the school district of Holmen. The SRO will primarily be working out of an office located in the High school. The SRO will be responsible for assisting with school activities at all elementary schools, the middle school and high school. The SRO will be responsible for school related incidents, (truancy, theft, drugs, parking or any other situations regarding law enforcement in the schools). The SRO will assist the investigator with child crime incidents. Patrol officers will assist the SRO when requested to do so by the Chief, LT, or SRO if he/she has multiple incidents to deal with. When school is not in session (during school year) the SRO will have the ability to take days off using his/her benefits, during (summer months) the SRO will be assigned patrol duties. Using benefits for vacation during summer months need be taken as patrol is expected to.

Patrol: The patrol division's main responsibility is the enforcement of every day activity within the Village. The patrol is the first line to the community and a representative of the Chief and his/her mission. Patrol will respond to citizens' complaints, enforcement of traffic and all Village and State statues applicable to misdemeanor, criminal, and felonies incidents. Patrol officers will be responsible for following up on incidents during their shifts, or continuous shifts unless the follow up is too time consuming or all methods at the patrol level have been exhausted. At that time the follow up will be assigned to the investigator. The department will have at a minimum one Patrol Officer assigned to first, second, and third shifts. For certain Holiday's the department will make exceptions to coverage. Patrol officers will be allowed time off outside of their regular scheduled days, only if the department has enough (Patrol) officers to cover for the requested time. The Chief, LT, Investigator, and SRO will not be responsible to cover patrol shifts unless it's an emergency or extreme department need such as in-service or special events.

Senior Administrative Assistant (SAA): The SAA reports to the Chief and works for the Chief to assist with daily activities and the departments day to day needs. The LT can also direct the SAA when the Chief is not available. The SAA does not take orders from patrol, investigation, or SRO.

Administrative Assistant (AA): The AA works under the direction of the SAA and is given assignments from the SAA: such as parking ticket entering and other miscellaneous tasks. The AA will work with patrol to assist with downloading video, and reports. The AA is responsible for the front counter and assisting the public.

The department is expected to hire one more officer in August of 2019. Starting in 2020 the department will change work shifts to have three officers on at a minimum staff, (day, afternoon, and evening shifts). The evening shift will have two 10p-6a officers and one 7p-3a officer. If the department is able to continue to hire, swing shifts might be an option again.

Disclaimer

The Police Chief has the right to make changes to this directive at his/her discretion according to department needs. Assignments and responsibilities listed above for each position is not limited to what is written. Full job description can be reviewed by contacting the Chief. The Chief can change the description or add responsibilities to accommodate the department.

Chief Shane Collins

