

**CITY OF PRESCOTT, WISCONSIN  
ORDINANCE 08-23**

**AN ORDINANCE AMENDING CHAPTER 146, POLICE DEPARTMENT**

Upon review, recommendation, and consideration by the City of Prescott Common Council does Ordain:

**Section 1.** The Chapter 146, Police Department is amended as follows:

**§ 146-1 Organization.**

The Prescott Police Department shall consist of a Chief of Police and such other officers and assistants as from time to time may be appointed by the Board of Police Commissioners, pursuant to the provisions of the Wisconsin Statutes.

**§ 146-2 Records and reports.**

- A. ~~Monthly~~ Reports. The Chief of Police shall submit ~~a monthly general~~ reports to the ~~Board of Police Commissioners~~ Mayor and Council of all activities of the Department ~~during the preceding month~~ upon request.
- B. Police records. There shall be recorded accurate and complete reports of criminal activity, motor vehicle accidents, calls for service by the public and all arrests, criminal and traffic, made by the Department and the disposition thereof.

**§ 146-3 General power of police officers.**

Every member of the Police Department shall:

- A. Familiarize her/himself with the ordinances of the City and the laws of the State of Wisconsin and attend to the enforcement of such laws and ordinances by all lawful means.
- B. Help prevent crimes and violations of City ordinances and protect the health, safety, public peace and order of the City and its inhabitants.
- C. Report all street and sidewalk obstructions and defective or dangerous streets and sidewalks to the appropriate person or organization responsible for their repair or service.
- D. Maintain order at the scene of a fire or any other fire response within the City.
- E. See that the necessary permits and licenses issued by the state or City are in the possession of or properly displayed by any person engaged in an activity or business within the City for which such permit or license is required and that the terms of such permits or licenses are complied with.

- F. Perform such other lawful duties as ordered by the Chief of Police or his/her authorized representative.

**§ 146-4 Responsibilities of Chief of Police.**

- A. Duties. In addition to the duties imposed upon him/her elsewhere in this Code of Ordinances, the Chief of Police shall:
1. Have command of the Police Department on administrative matters, subject to the general direction of the Mayor and ~~Board of Police Commissioners~~ Common Council, pursuant to the Wisconsin Statutes.
  2. Cause to be maintained accurate records of complaints, crimes, traffic accidents, ordinance violations, arrests, summons, incidents, and calls for police service and shall provide a system of periodic summary and analysis to ensure the most efficient and effective deployment and use of the Department's resources. He/she shall submit or cause to be submitted to the various agencies such reports and summaries as are required by state statutes or ordinances and shall participate in programs designed to improve law enforcement and public safety.
  3. Submit such reports and/or information and comply with such policies as may be prescribed by the Mayor, Common Council, and Board of Police Commissioners.
  4. Have exclusive control of the assignment, hours of duty, and duties of all members of the Department.
  5. Plan, organize, staff, direct, and control all of the human and material resources of the Department for the most effective and efficient discharge of its duty to protect persons and property, preserve the peace, protect the rights of citizens and enforce the Wisconsin Statutes and the ordinances of the City as are within its jurisdiction. The Chief of Police shall supervise the preparation and presentation of reports on Department activities and budgets for the Police Department. The Chief of Police shall be required to certify to the correctness of all expenses incurred by the Department.
  6. Strive to maintain suitable, productive relationships with other City departments and with other governmental agencies concerned with law enforcement, crime prevention, administration of justice and public safety. The Chief of Police shall cooperate and exchange information with other City departments in matters relating to their various functions.
  7. Plan and execute programs designed to prevent and repress crime, apprehend and prosecute offenders, recover property, and regulate noncriminal conduct, giving highest priority in the allocation of resources to crime and other offenses most hazardous to life and property.

8. Provide for and supervise animal control services to insure that stray animals are safely and humanely removed from the City.
  9. Provide and maintain such written policies and procedures as mandated by state law or in keeping with accredited law enforcement standards.
  10. In the case of absence or disability of the Chief of Police, the Lieutenant shall be the acting Chief of Police and such acting Chief of Police shall perform the duties and exercise the power and authority of the Chief of Police but shall be entitled to no additional pay.
- B. Custody of Department equipment. The Chief of Police shall be the custodian of all City property, equipment and supplies under the control of, or used by, the Police Department and shall be responsible for the care, maintenance, safeguarding and accurate records of such property, equipment, and supplies.
- C. Custody of Department property. The Chief of Police shall be the custodian of all property and be responsible for the safekeeping, lawful disposition and accurate record of the same. The Chief of Police shall see that all property is returned to its lawful owner or otherwise disposed of according to the applicable statutes.

**§ 146-5 Maintenance of personnel records and performance evaluations.**

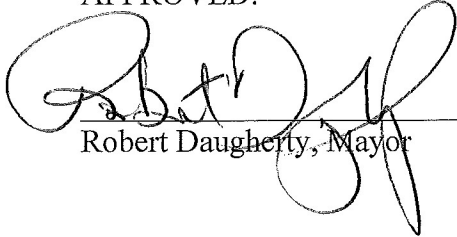
The Chief of Police shall cause to be maintained adequate personnel records of employment, assignment, promotions, attendance, performance and training for all members of the Department. The Chief of Police shall also comply with all provisions of the State of Wisconsin Department of Justice Training and Standards Board in regard to law enforcement officer hiring and employment practices. The Chief of Police shall keep himself adequately informed of the activities of the Department and be assured that the duties of his subordinates are properly discharged. The Chief of Police shall formulate procedures for recognizing outstanding performance by Department members, for investigating complaints of misconduct by any Department member and for taking appropriate disciplinary action subject to the provisions of the applicable statutes and policies and procedures of the Department and requirements set forth by the Board of Police Commissioners of the Department.

**§ 146-6 Civilians to assist.**

All persons in the City, when called upon by any police officer or peace officer, shall promptly aid and assist him in the execution of his duties and whoever shall neglect or refuse to give such aid or assistance shall be subject to the general penalty as provided in § 1-4 of this Code.


**Section 2. Effective Date:** This Ordinance shall be effective upon adoption and publication as required by law.

APPROVED:



Robert Daugherty, Mayor

ATTEST:



Rashel Temmers, City Clerk

Introduced: 11/13/2023

Adopted: 11/27/2023

Published: 12/06/2023

Effective: 12/08/2023

