Amended Police Commission Agenda

Thursday, November 5, 2026
7:00 a.m.
Neenah Police Department Community Room
2111 Marathon Avenue
Neenah, WI 54956

I. Call to Order

II. Approval of Minutes
A. Approval of October 7, 2026 Minutes

III. Police Chief Hiring Process
A. Approve Police Chief Job Description, attached.
B. Approve Police Chief Hiring Timeline, attached.
C. Advertising Approval
D. Interview Panel Discussion - Review and Approval
   i. See Page 5 of Police Commission Rules and Regulations

IV. Police Chief's Report
A. Personnel/Training Updates
B. Hiring Process Updates

V. Other Business

VI. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities.

If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the ***Neenah Police Department's Executive Assistant at (920) 886-6016*** *or* ***City's ADA Coordinator at (920) 886-6106, or email: attorney@neenahwi.gov*** *at least 48 hours prior to the scheduled meeting or event to request an accommodation.*

City of Neenah
Position Description

Position:	Police Chief	**Grade:**	19 Full-Time (1950)
Department:	Police Department	**FLSA:**	Exempt
Reporting Supervisor:	Mayor	**Date:**	October 2026

The City of Neenah is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

JOB SUMMARY:

The purpose of this position includes police service planning, organizational development, personnel management, policing strategies, and maintaining a positive community relationship. The individual will plan, organize, manage, direct, coordinate and administer all department operations and personnel to provide public service, community protection, and law enforcement services within the city. The Police Chief's work is performed under the direction of the Mayor and Common Council, as well as the Police Commission for matters of hiring, promotion, and significant cases of discipline.

ESSENTIAL JOB DUTIES

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Directs identification, research, planning, and implementation of department initiatives to provide police services to meet community needs.
- Research law enforcement perspectives, trends, technologies, and best practices.
- Develops, monitors, and maintains department strategic plans.
- Prepares or directs preparation of department operating and Capital Improvement budgets. Administers and monitors budget activity.
- Investigates grant funding opportunities, prepares or directs preparation of grant applications, and administration of grant programs.
- Develops and counsels employees toward personal and professional goals.
- Directs and develops rules of conduct policies and work procedures.
- Develops and maintains liaison relationship with criminal justice professionals, community groups, news media and city officials.
- Coordinates departmental human resources functions with the City's human resources department and Police Commission. This includes performance reviews, recruitment, testing, hiring, evaluation, discipline, discharge, promotions and commendations.
- Evaluates employee work performance.
- Participates in labor contract negotiations.
- Resolves grievances and labor policy issues.
- Oversees the development, implementation, and review of employee training programs.
- Prepares and reads memoranda of understanding and memoranda of agreement with other agencies and organizations.
- Facilitates, conducts, and attends various meetings. Prepares and delivers reports and information.
- Serves as a member of the board of directors for the Lake Winnebago Area Metropolitan Enforcement Group.
- Oversees the coordination of criminal investigations.
- Monitors critical emergency incidents and serves as department representative in the City's Emergency Operations Center.
- Attends City Council and committee meetings as required by agenda.

- Provides regular reports on department activities, trends, and crime data to the Public Services and Safety Committee.
- Advocates for department needs and makes requests for funding, equipment, programming, and staffing to City Council and committees.
- Directs department asset acquisition and management.
- Sets an example for conduct by all members of the department and manages the organizational culture.
- Conducts or assigns press briefings. Responds to interview requests from news media. Prepares or assigns press releases.
- Regular attendance and punctuality required.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Police Science, Criminal Justice, Public Administration or related field is required (Master's degree is preferred).
- Ten years law enforcement experience with three years in a leadership capacity is preferred. A combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.
- Police officer certification and valid Wisconsin driver's license required.

KNOWLEDGE/SKILLS/ABILITIES:

- Knowledge of modern office equipment, practices, and procedures
- Knowledge of City and Department policies and procedures
- Knowledge of basic accounting and mathematics
- Knowledge of local, state, and federal employment practices
- Knowledge of local, state, and federal laws, statutes, and ordinances
- Skill in compiling data and preparing reports
- Skill in planning and organizing work independently
- Skill in establishing and maintaining files and records
- Skill in interpersonal relations
- Skill in oral and written communication
- Ability to work autonomously and as part of a team
- Ability to read and interpret employment contracts
- Ability to use good judgement and discernment
- Ability to maintain confidentiality
- Ability to supervise, manage, and lead

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to have close visual acuity to perform activity such as preparing and analyzing data and figures; transcribing, viewing a computer terminal; extensive reading
- Ability to operate standard office equipment and keyboards
- Ability to exert light physical effort in sedentary to light work, but may involve some lifting, carrying, pushing and pulling

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work is performed in both indoor and outdoor environments. Exposure to extreme heat, cold, and precipitation may occur
- The work may be performed with people who are fearful, intoxicated, belligerent, resistive, combative, irrational, delusional, spitting, and or threating. Exposure to and prolonged contact with individuals who have mental illness, dementia, people who have urinated or defecated upon themselves, people with offensive habits or body odors, people who are exhibiting significant or fatal injuries, or people who are deceased may occur.

- Unknown hazards including potentially hazardous driving conditions may occur
- Late night finance meetings, public safety meetings, council meetings, and other meetings as assigned
- Moderate exposure to loud noises or equipment
- Moderate travel to various job sites exists
- Be available by phone 24 hours a day

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

- Direct oversight of the Assistant Chief and Executive Assistant. Indirect oversight of 40 sworn officers and 12 civilian staff.

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions herein described. Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in the job description sheet. AT ANY TIME, AN EMPLOYEE MAY BE ASKED TO ASSIST ANOTHER DEPARTMENT WHERE NEEDED AND IN PERIODS OF DOWN TIME.

CITY OF NEENAH
POLICE DEPARTMENT

Judd Stevenson
Commission President

2111 Marathon Avenue
Neenah, Wisconsin 54956

Police Chief Hiring Timeline

November 5
Police Commission Meeting to approve timeline/job description

November 6 – December 4, 2026
Advertising period for Chief of Police position (HR)

December 8, 2026
Panel Interview (If panel is approved by commission, if not, Commission interview)

December 14, 2026
Commission Interview

January 7 – January 25, 2027
Background, Psychological, and medical evaluations (HR)

February 1, 2027
Final offer extended (HR)

March 1, 2027
Start date for selected candidate

April 2, 2027
Aaron's final day

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