



Village of Bayside
9075 N Regent Road
Board of Trustees Meeting
September 12, 2024
Village Board Room, 6:00pm

MEETING AGENDA

PLEASE TAKE NOTICE that a meeting of the Bayside Village Board will be held at the Village Hall of the Village of Bayside, 9075 N. Regent Road, Bayside, Wisconsin in addition to virtually. Public can access this meeting of the Village Board by phone or by computer. The phone number is: **+1 312 626 6799**. The Zoom Meeting code is: **870 1737 7145** and the Passcode is: **947601**. Persons desiring to speak in the remote format during Agenda Item III, Citizens, and Delegations, should register twenty-four hours in advance by calling (414) 206-3915. The following items of business will be discussed and possibly acted upon:

I. CALL TO ORDER AND ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. CITIZENS AND DELEGATIONS

Open to any citizen who wishes to speak. Please note there may be limited discussion on the information received, however, no action will be taken. Please state your name and address for the record.

- A. Public Safety Committee
 - 1. Ceremonial Oath of Office and Swearing In of Police Lieutenant Robert Wenger
- B. Recognition of Bayside Youth Citizens Academy Graduates
 - 1. Jim Luzano-Belfeld
 - 2. Jackson Bruggeman
 - 3. Ethan Schmucker
 - 4. Liz Schmucker
 - 5. Brock Stuck
 - 6. Jack Stuck
 - 7. Koko Walny
- C. Presentation of 2024 Youth Academy Survey Results.
- D. Resolution No: 24-15 A Resolution Request from the Youth Citizens Academy to Rename the Village Hall Mascot.

IV. CONSENT AGENDA

Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration.

Approval of:

- A. Board of Trustees meeting minutes for July 18, 2024.
- B. August 2024 Financial Statement.
- C. Summary of Disbursements for July 3, 2024, through August 28, 2024, in the amount of \$966,664.10.
- D. July and August 2024 Community Impact Report, Police Department Reports, Bayside Communications Center Reports, Public Works Reports, and Administrative Services Report.
- E. Police Department Standard Operating Procedures Chapters 5-7
- F. 2024 Bird City Wisconsin Sustainable Flight Status Award
- G. Resolution 24-16, A Resolution for the Redemption of \$55,000 of the Special Assessment B Bonds, Series 2015A, dated May 7, 2015
- H. Sanitary Sewer Closed Circuit Television Inspection Contract.

- I. Lake Drive Right-of-Way Stormwater Engineering Proposal.
- J. Appointment of Jeffrey Harrington to the Board of Zoning Appeals.

V. BUSINESS AGENDA

A. COMMITTEE AND COMMISSION REPORTS

1. Public Works Committee

- a. Discussion/action on Memorandum of Understanding 1st Amendment to Funding Agreement M10005BA01 Private Property Infiltration and Inflow Reduction Program.
- b. Discussion/action on Memorandum of Understanding 1st Amendment to Funding Agreement M10005BA02 Private Property Infiltration and Inflow Reduction Program.
- c. Discussion/action on Memorandum of Understanding M10005BA03 Private Property Infiltration and Inflow Reduction Program.
- d. Update on 2024 Capital Projects.

2. Finance & Administration Committee

- a. Discussion/action on Solar Array Addition proposal at 621 W. Brown Deer Road, Ellsworth Park, and Village Hall.

3. Board of Zoning Appeals

- a. Discussion/action on the request for special exception by Kenneth S. Collins for stairs on the side of the home at the property located at 202 W. Brown Deer Road, contrary to Section 125-3(f)(1) with regard to front setback of structures with the requirement of the property owner entering into a right-of-privilege agreement with the Village of Bayside.
- b. Discussion/action of right-of privilege agreement with 202 West Brown Deer Road.
- c. Discussion/ action on the request for special exception by Bayside & S-L Company, LLP to install a cabinet-style temporary monument sign at the property 8909 N Port Washington Road for no more than 18 months, contrary to Section 116-8(a) of the Bayside Municipal Code with regard to the 15-day duration of temporary sign permits.
- d. Discussion/ action on the request for a special exception by Katz Properties, Inc., Daniel J. Katz to construct monument sign at the property 9001 N. Port Washington Road with a size greater than 8 feet in height and 8 feet in width contrary to Section 116-6(7) of the Bayside Municipal Code with regard to signs in the business districts.
- e. Discussion/ action on the request for special exception by Michael and Lynda Barth, 9270 N Waverly Drive to construct an addition to their home in which the set-back proposed is contrary to Section 125-3(f)(1) of the Bayside Municipal Code with regard to setbacks, elevations and height of structure for residences in "A", "B", and "C" districts.

VII. VILLAGE PRESIDENT'S REPORT

VIII. VILLAGE MANAGER'S REPORT

IX. VILLAGE ATTORNEY'S REPORT

X. MOTION TO ADJOURN TO CLOSED SESSION

- A. Pursuant to Section 19.85 (1) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (Notice of Claim: Parcel No. 020-9980-0007)

XI. MOTION TO RECONVENE IN OPEN SESSION Pursuant to Section 19.85 (2)

- A. Possible Action on items in closed session.

XII. ADJOURNMENT

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. Contact Village Hall at 414-206-3915. It is possible that members of and possibly a quorum of members of other Boards, Commissions, or Committees of the Village may be in attendance in the above stated meeting to gather information; no action will be taken by any other Boards, Commissions, or Committees of the Village except by the Board, Commission, or Committee noticed above. Agendas and minutes are available on the Village website (www.baysidewi.gov)



Village of Bayside
9075 N Regent Road
Board of Trustees Meeting
September 12, 2024
Village Board Room, 6:00pm

MEETING AGENDA SUPPLEMENTAL NOTES

I. CALL TO ORDER AND ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. CITIZENS AND DELEGATIONS

- A. Public Safety Committee
 - 1. Ceremonial Oath of Office and Swearing In of Police Lieutenant Robert Wenger

Lieutenant Bobby Wenger joins the Bayside Police Department from the Milwaukee Police Department where he served in his most recent capacity as a sergeant . Welcome Bobby!

- B. Recognition of Bayside Youth Citizens Academy Graduates
 - 1. Jim Luzano-Belfeld
 - 2. Jackson Bruggeman
 - 3. Ethan Schmucker
 - 4. Liz Schmucker
 - 5. Brock Stuck
 - 6. Jack Stuck
 - 7. Koko Walny
- C. Presentation of 2024 Youth Academy Survey Results.
- D. Resolution No: 24-15 A Resolution Request from the Youth Citizens Academy to Rename the Village Hall Mascot.

The above seven individuals participated in the inaugural Youth Citizens Academy. The new initiative was well received by both participants and presenters. The format was much more hands on and engaging, ranging from tending the fire hose, operating the garbage truck to listening to dispatch calls. The survey results are attached.

Also, as part of the general government presentation, the group discussed how ordinances and resolutions are developed, considered, and then implemented. To assist in their learning process, Administrative Services Director Safstrom engaged the group in a discussion on the process to develop a Resolution for the Village Board to consider. The group ultimately decided to develop a Resolution for Village Board to consider naming the unofficial mascot in Village Hall. The unofficial mascot is Rachel's personal and lifelike M&M on wheels. Naming options are included in the packet. **Staff does not have a recommendation on the preferred alternative.**

IV. CONSENT AGENDA

Approval of:

- A. Board of Trustees meeting minutes for July 18, 2024.

Approval is recommended.

- B. August 2024 Financial Statement.

Approval is recommended.

- C. Summary of Disbursements for July 3, 2024, through August 28, 2024, in the amount of \$966,664.10.

Approval is recommended.

- D. July and August 2024 Community Impact Report, Police Department Reports, Bayside Communications Center Reports, Public Works Reports, and Administrative Services Report.

Both July and August monthly reports are included and attached in the packet. **Approval is recommended.**

- E. Police Department Standard Operating Procedures Chapters 5-7

The Department has reviewed and updated policies in Chapters 5-7. **Approval is recommended.**

- F. 2024 Bird City Wisconsin Sustainable Flight Status Award

The Village was once again awarded the Bird City Wisconsin Sustainable Flight Status Award. **Approval is recommended.**

- G. Resolution 24-16, A Resolution for the Redemption of \$55,000 of the Special Assessment B Bonds, Series 2015A, dated May 7, 2015.

Attached is a Resolution for the B-Bond special assessment prepayments from the municipal water project. Prepayments are processed twice a year through approval by the Village Board. This resolution would authorize \$55,000 in payments towards the 2015A issuance. **Approval is recommended.**

- H. Sanitary Sewer Closed Circuit Television Inspection Contract.

Attached is a proposal from Kapur and Associates to provide closed circuit television inspection services for a significant portion of the Village's sanitary sewer system. This engineering analysis will provide the basis to develop a 5 year work plan to address issues within the Village's sanitary sewer system. **Approval is recommended.**

- I. Lake Drive Right-of-Way Stormwater Engineering Proposal.

Attached is an engineering proposal for a planning assessment of stormwater and green infrastructure solutions along the east side of Lake Drive right-of-way beginning at Brown Deer Road and continuing south. This proposal would examine ways to better manage stormwater runoff coming off adjacent properties south of Brown Deer Road along Lake Drive. This proposal aims to provide a basis for preparing design plans which would be completed under a separate proposal. **Approval is recommended.**

- J. Appointment of Jeffrey Harrington to the Board of Zoning Appeals.

The Committee application is attached.

V. BUSINESS AGENDA

A. COMMITTEE AND COMMISSION REPORTS

1. Public Works Committee

- a. Discussion/action on Memorandum of Understanding 1st Amendment to Funding

Agreement M10005BA01 Private Property Infiltration and Inflow Reduction Program.

The proposed amendment to the MOU includes the following: Replace the budget for subtask 1 Project Management from \$3,690 to \$7,887; an increase of \$4,197. Replace the budget for subtask 2 Investigation, Design, and Bidding from \$21,217 to \$35,062; an increase of \$13,845. Replace the budget for subtask 3 Public Outreach from \$5,628 to \$10,991; an increase of \$5,363. Replace the budget for subtask 4 Consultant Expenses from \$761 to \$6,548; an increase of \$5,787. All costs would be covered through MMSD grant funding and adds six additional properties to the project. **Approval is recommended.**

- b. Discussion/action on Memorandum of Understanding 1st Amendment to Funding Agreement M10005BA02 Private Property Infiltration and Inflow Reduction Program.

The proposed amendment to the MOU includes the following:

MMSD shall procure construction and construction inspection at the following 13 properties:

1. 1466 E. Bay Point Rd. – Lateral grouting mainline to 5 ft
2. 1470 E. Bay Point Rd. – Partial lateral relay, lateral grouting from MH to 5 ft
3. 1469 E. Bay Point Rd. – 240 ft lateral relay, disconnect downspouts, 3 interior lateral connections
4. 1459 E. Bay Point Rd. – Lateral grouting mainline to 5 ft
5. 1428 E. Bay Point Rd. - Lateral grouting mainline to 5 ft
6. 1490 E. Fairy Chasm Rd. – Lateral rehab of the unlined section of lateral from cleanout to home, approximately 20 ft
7. 1500 E. Fairy Chasm Rd. – Disconnect 9 downspouts, abandon Palmer valve, install sump pump
8. 8645 N. Pelham Pkwy. – Full lateral replacement, abandon Palmer valve, install sump pump
9. 8665 N. Pelham Pkwy. – Full lateral replacement, abandon Palmer valve, install sump pump
10. 725 E. Wahner Pl. – Full lateral replacement, abandon Palmer valve, install sump pump
11. 222 E. Fairy Chasm Rd. – Full lateral replacement, abandon Palmer valve, install sump pump, lateral grouting mainline to 5 ft
12. 920 E. Fairy Chasm Rd. – Partial lateral replacement, install sump pump, lateral grouting mainline to 5 ft
13. 9055 N. Tennyson Rd. – Full lateral replacement, abandon Palmer valve, install sump pump, lateral grouting mainline to 5 ft

The overall amendment is in the amount of \$450,981 and will be funded through an MMSD grant. **Approval is recommended.**

- c. Discussion/action on Memorandum of Understanding M10005BA03 Private Property Infiltration and Inflow Reduction Program.

The proposed MOU with MMSD outlines roles and responsibilities with administering the two above PPII programs. **Approval is recommended.**

- d. Update on 2024 Capital Projects. **Approval is recommended.**

2024 Road Project

The 2024 Road Project area includes North Regent Road from the south termini at the Village of Fox Point to Fairy Chasm Road, North Tennyson Drive from East Fairy Chasm Road to East Bay Point Road, and East Bay Point Road from North Tennyson Drive to the east termini.

The project is nearing completion with road striping to be completed in the coming days.

East Side Sanitary Sewer Relief Project

The project is now complete.

MMSD Private Property Infiltration & Inflow Reduction Program

The above MOUs will lead to the construction work to commence.

Advanced Warning Crosswalk System Replacement

The Village will be replacing Advanced Warning Crosswalk Systems at two intersections: Brown Deer Road and Regent Road, and Brown Deer Road and Pelham Parkway. The purpose of the project is to prioritize and enhance pedestrian safety and road crossing experiences. These advanced systems will replace outdated crosswalk infrastructure while introducing additional early warning signs. With heightened visibility and proactive signs, our new crosswalks will aid in safer road crossings, safeguarding pedestrians, and motorists alike.

The Village applied for and received a competitive grant that will aid in funding the project costs. The Village recently received state approval for the procurement of the crosswalk systems. The estimated installation and completion of this project is the middle of October.

2. Finance & Administration Committee

- a. Discussion/action on Solar Array Addition proposal at 621 W. Brown Deer Road, Ellsworth Park, and Village Hall.

The Village's initial solar project installation has outperformed projections. In approximately 39 months, the Village's solar array on the DPW building has produced 458 MWh of electricity, saving the Village nearly \$87,000 in utility costs since initial installation. The resulting savings has been the equivalent of 709,364 pounds of CO2 as well the planting of 5,360 trees. The initial projection of payback has been reduced from approximately 10 years down to less than 7 years on the initial investment.

The Village has analyzed all its facilities and the attached proposal proposes to expand the Village's solar footprint and reduce Village operating costs. In summary, the installation of a solar array atop the pavilion at Ellsworth Park as well as the 621 Stormwater Pond would result in the elimination or near elimination of electricity bills as the arrays would generate enough power for those facilities. The proposal also includes the expansion of the Village Hall solar array to expand the array for the Village Hall, Police Department, and Bayside Communications Center. This expansion would continue to lessen operating costs for the municipal complex. The overall investment would be \$436,850, of which 32, or \$140,211, would be funded through a grant. The remaining \$296,639 would be funded as follows: 18.2% from the stormwater utility fund, 44.7% from facility maintenance fund, and 36.7% from the dispatch capital fund. The combined projected payback is approximately 12 years. This payback does not factor in past performance and does not reflect increased utility costs in 2024 at the 621 pond due to increased energy usage. Both factors would reduce the ROI to approximately 8 years.

The proposal was to be included in the 2025 budget. However, the grant may expire in 2025, and the supply chain requires significant advance lead time for acquisition. Therefore, advance approval is recommended to secure the grant and order materials and supplies. **Approval is recommended.**

3. Board of Zoning Appeals

- a. Discussion/action on the request for special exception by Kenneth S. Collins for stairs on the side of the home at the property located at 202 W. Brown Deer Road, contrary to Section 125-3(f)(1) with regard to front setback of structures with the requirement of the property owner entering into a right-of-privilege agreement with the Village of Bayside.
- b. Discussion/action of right-of-privilege agreement with 202 W. Brown Deer Road.
- c. Discussion/ action on the request for special exception by Bayside & S-L

Company, LLP to install a cabinet-style temporary monument sign at the property 8909 N. Port Washington Road for no more than 18 months, contrary to Section 116-8(a) of the Bayside Municipal Code with regard to the 15-day duration of temporary sign permits.

- d. Discussion/ action on the request for a special exception by Katz Properties, Inc., Daniel J. Katz to construct monument sign at the property 9001 N. Port Washington Road with a size greater than 8 feet in height and 8 feet in width contrary to Section 116-6(7) of the Bayside Municipal Code with regard to signs in the business districts.
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The Board of Zoning Appeals has recommended agenda item A and B and will considering agenda items C, D and E on September 12 prior to the Village Board meeting.

VII. VILLAGE PRESIDENT'S REPORT

VIII. VILLAGE MANAGER'S REPORT

IX. VILLAGE ATTORNEY'S REPORT

X. MOTION TO ADJOURN TO CLOSED SESSION

- A. Pursuant to Section 19.85 (1) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (Notice of Claim: Parcel No. 020-9980-0007)

XI. MOTION TO RECONVENE IN OPEN SESSION Pursuant to Section 19.85 (2)

- A. Possible Action on items in closed session.

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CERTIFICATE of Completion

This certificate is proudly presented to :

Jim Luzano-Belfield

as a graduate of the Bayside Youth Citizens Academy.

Awarded September 12, 2024

.....
Andrew K. Pederson, Village Manager
Village of Bayside

.....
Eido Walny, Village President
Village of Bayside



CERTIFICATE of Completion

This certificate is proudly presented to :

Ethan Schmucker

as a graduate of the Bayside Youth Citizens Academy.

Awarded September 12, 2024

.....
Andrew K. Pederson, Village Manager
Village of Bayside

.....
Eido Walny, Village President
Village of Bayside

The background of the certificate is white with several large, overlapping geometric shapes in various shades of blue (light blue, medium blue, and dark blue) scattered across the page, primarily on the left and right sides, creating a modern, abstract design.

CERTIFICATE of Completion

This certificate is proudly presented to :

Liz Schmucker

as a graduate of the Bayside Youth Citizens Academy.

Awarded September 12, 2024

Andrew K. Pederson, Village Manager
Village of Bayside

Eido Walny, Village President
Village of Bayside



CERTIFICATE of Completion

This certificate is proudly presented to :

Brock Stuck

as a graduate of the Bayside Youth Citizens Academy.

Awarded September 12, 2024

Andrew K. Pederson, Village Manager
Village of Bayside

Eido Walny, Village President
Village of Bayside

The background of the certificate is white with a decorative border of blue geometric shapes, including triangles and polygons of various shades of blue, scattered around the edges.

CERTIFICATE of Completion

This certificate is proudly presented to :

Jack Stuck

as a graduate of the Bayside Youth Citizens Academy.

Awarded September 12, 2024

Andrew K. Pederson, Village Manager
Village of Bayside

Eido Walny, Village President
Village of Bayside



CERTIFICATE of Completion

This certificate is proudly presented to :

Jackson Bruggeman

as a graduate of the Bayside Youth Citizens Academy.

Awarded September 12, 2024

.....
Andrew K. Pederson, Village Manager
Village of Bayside

.....
Eido Walny, Village President
Village of Bayside



CERTIFICATE of Completion

This certificate is proudly presented to :

Koko Walny

as a graduate of the Bayside Youth Citizens Academy.

Awarded September 12, 2024

Andrew K. Pederson, Village Manager
Village of Bayside

Eido Walny, Village President
Village of Bayside

2024 Bayside Youth Citizens Academy

Participant Survey Results

Overall - Very Positive Feedback!

7/7

Participants said they would recommend it

7/7

Participants said they enjoyed it

7/7

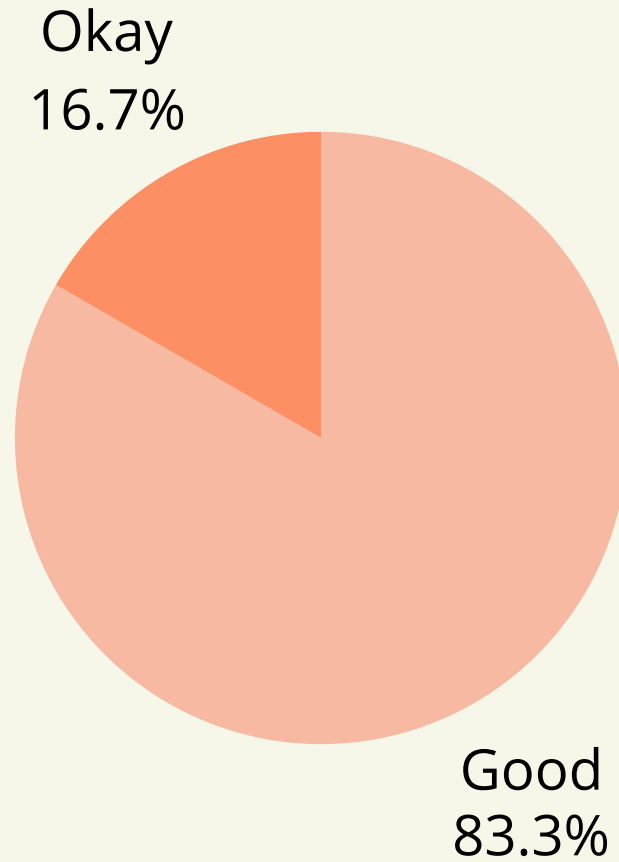
Participants said they wouldn't change anything about the program

6/7

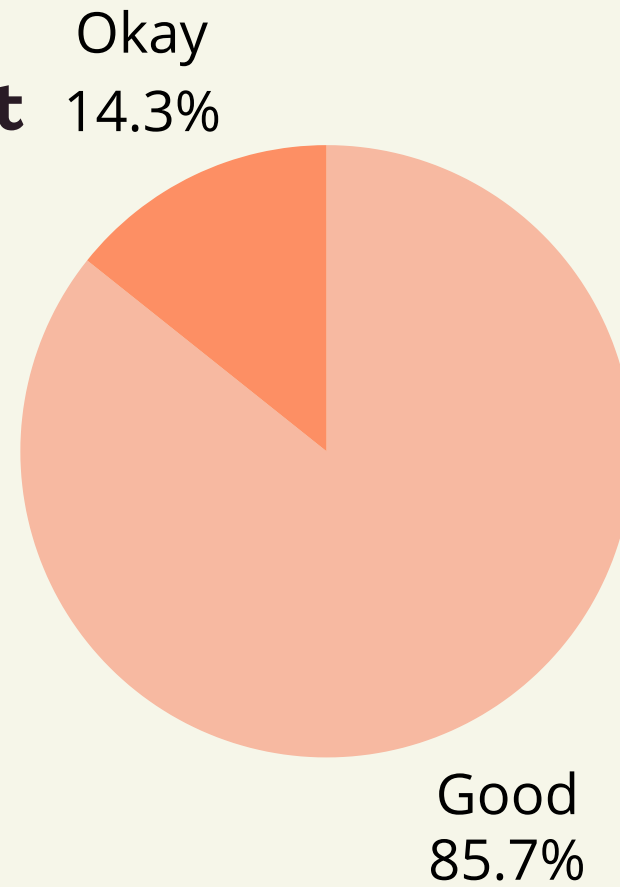
Participants said yes or that they would now consider working in Public Service

How would you rate the tour/content of each session?

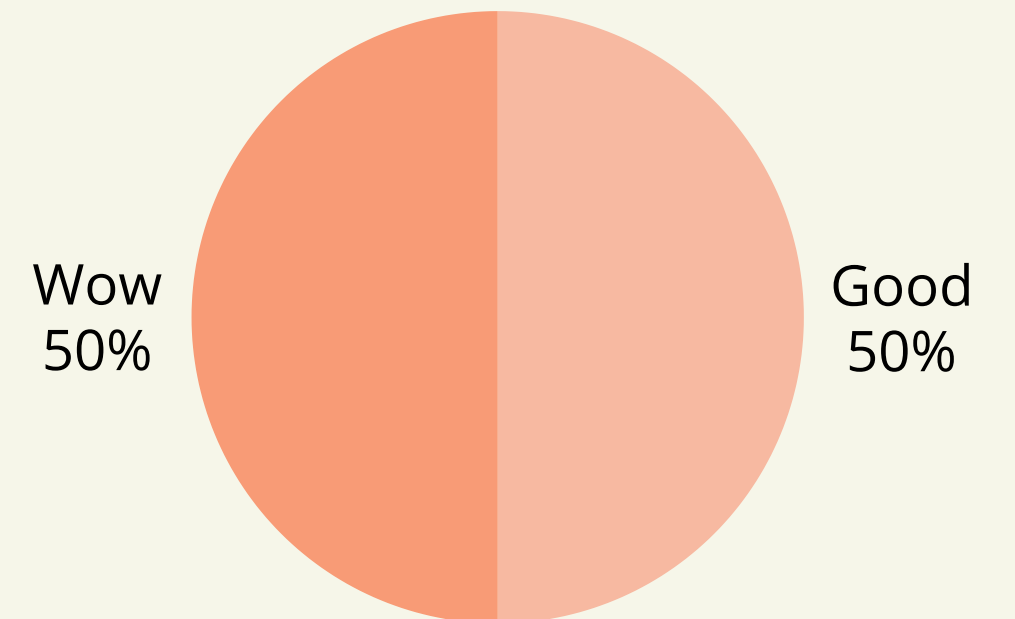
Fire Department & EMS



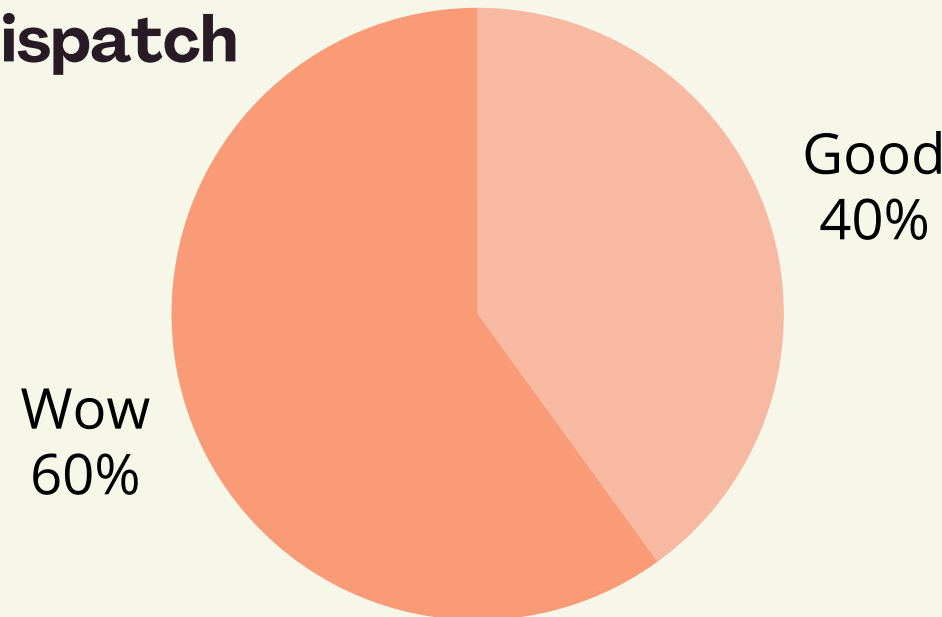
Police Department



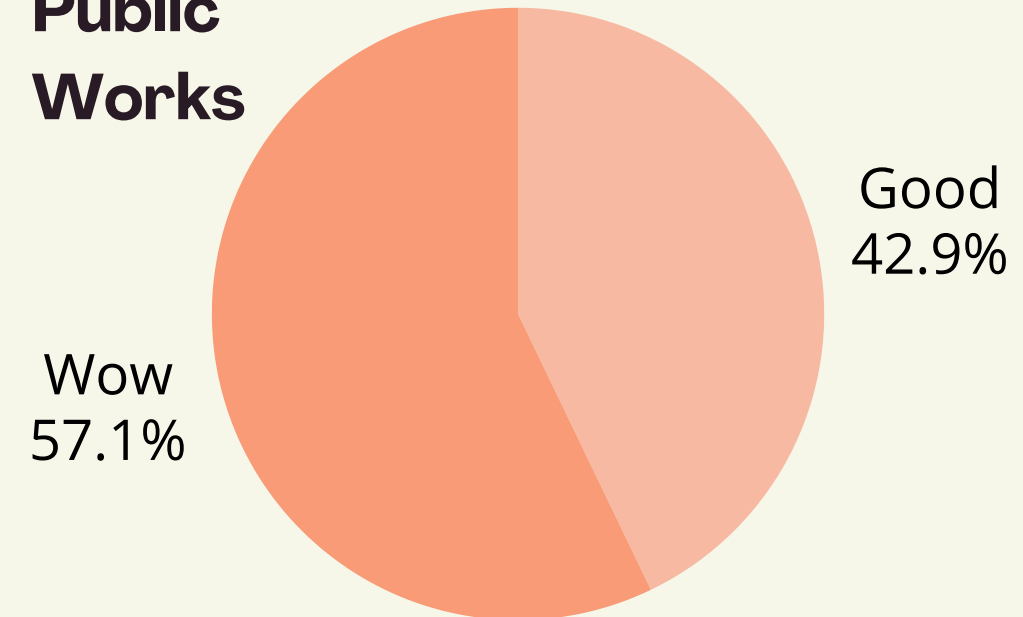
General Government



Dispatch



Public Works



What was the most fun moment in Bayside Youth Citizens Academy?



General
Government Trivia

Using the Firehouse

Looking in the Police
Department

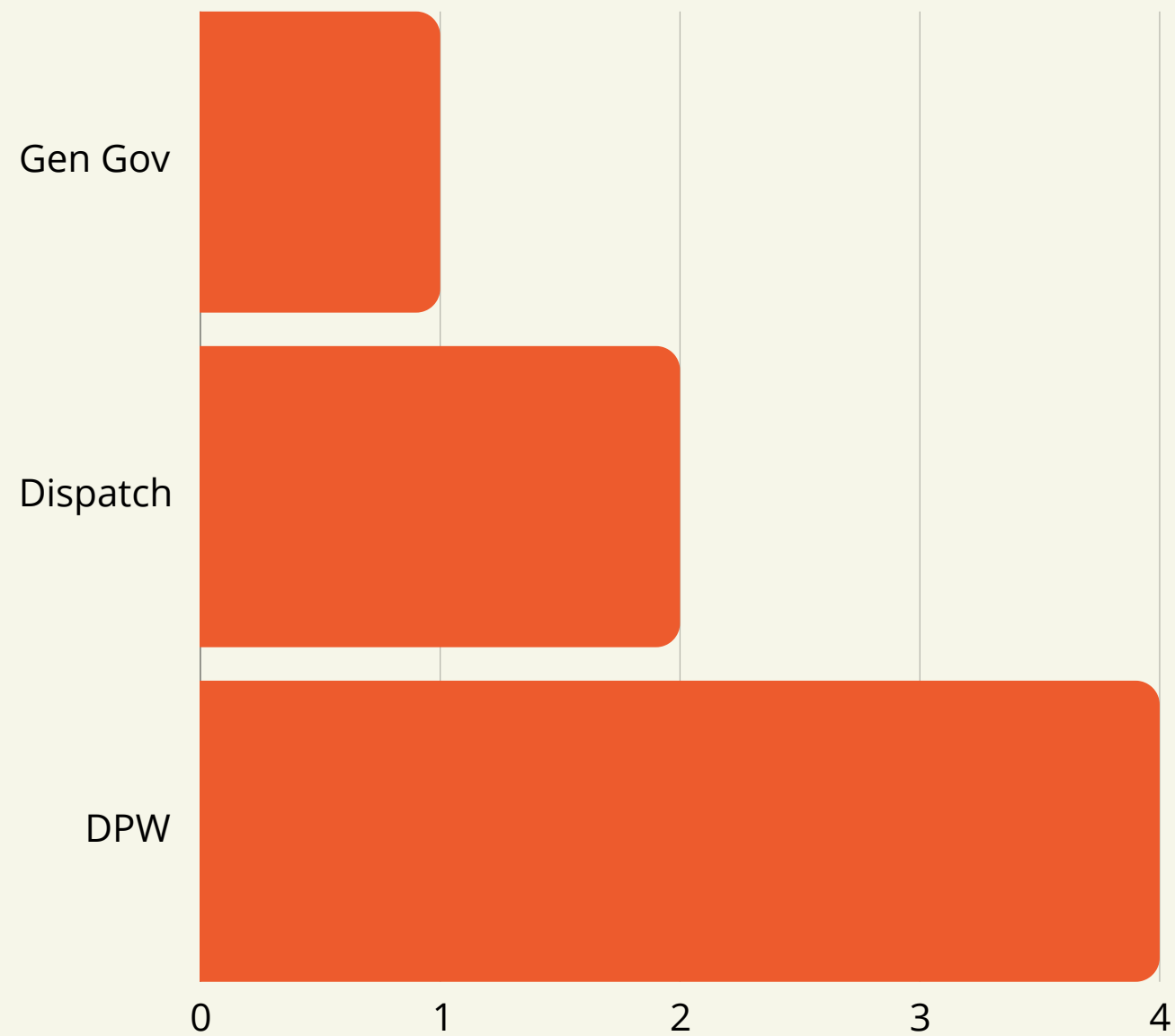
Learning about the
Village Budget

Sitting in on
Dispatch Calls

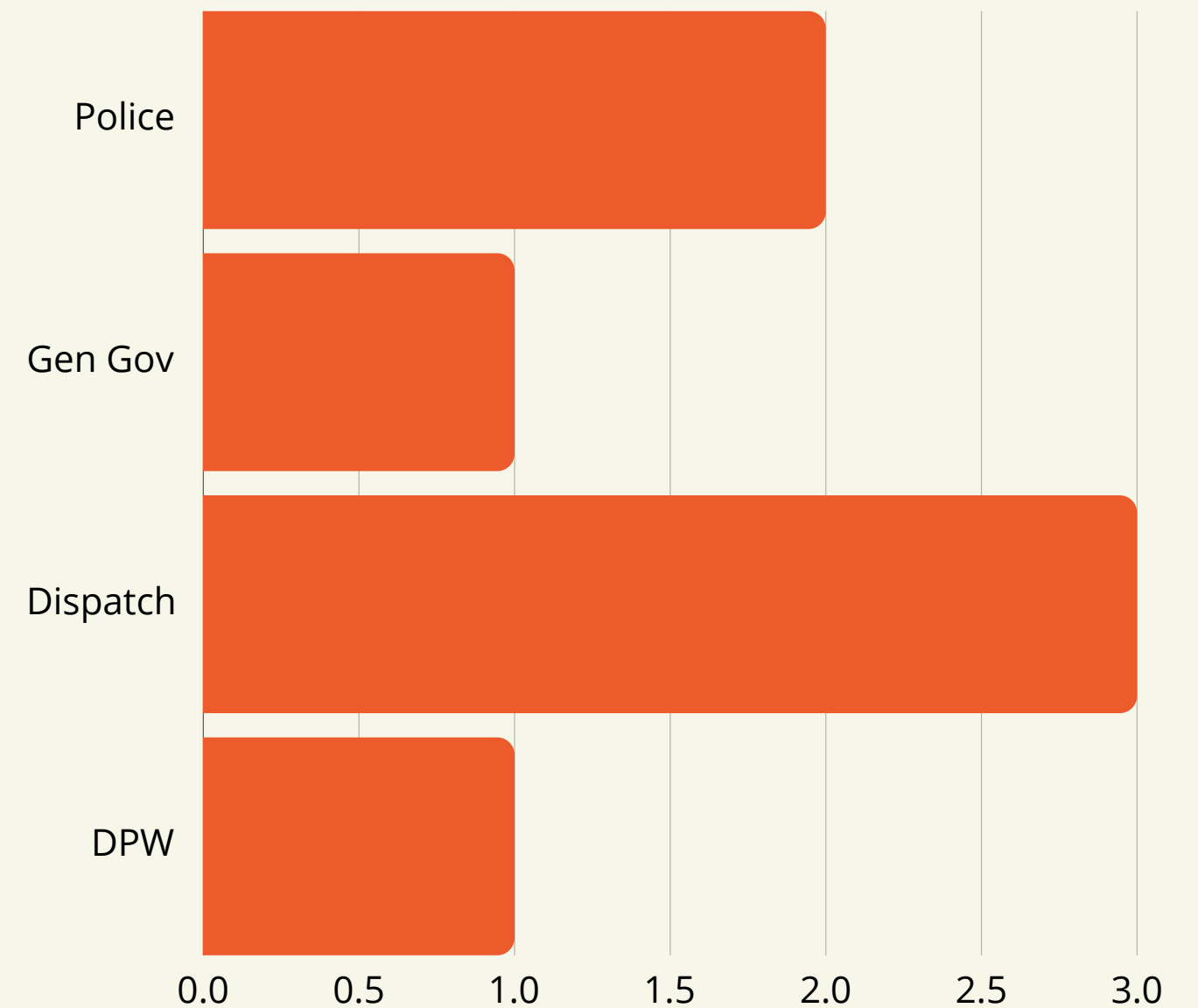
Operating DPW
Equipment

DPW Facility Tour

Which session did you enjoy the most?



Which session did you learn the most from?



Biggest Take Away?

The government has a lot of intertwining parts that all work together to give citizens a seamless experience in day-to-day life.

I learned a lot about the police process after an arrest.

I didn't know how much the Village did and how much they really matter!

How each job in the community plays a big role in how it functions.

All the interactive components were really interesting to see and try.

There are a lot of different jobs and tasks even in a smaller Village, most of which are unseen.



Thank you
participants for a
great first year!

**STATE OF WISCONSIN
MILWAUKEE AND OZAUKEE COUNTIES
VILLAGE OF BAYSIDE**

RESOLUTION NO: 24-15

**A RESOLUTION REQUEST FROM THE YOUTH CITIZENS ACADEMY
TO RENAME THE VILLAGE HALL MASCOT**

WHEREAS, the Youth Citizens Academy included a session on General Government to learn more about Clerk and Treasurer functions; and

WHEREAS, the Youth Citizens Academy discussed how ordinances and resolutions were developed, deliberated, and implemented; and

WHEREAS, the Youth Citizens Academy was asked to determine a new name for Brown M&M®; and

WHEREAS, the Youth Citizens Academy requested the Village Board make this determination based on options to observe the process; and

WHEREAS, the Youth Citizens Academy has come up with five options for the Village Board to consider on September 12, 2024

Management Mindy
Village Hall Veronica
Village Hall Harriet

Clerk's Office Carrie
Treasurer Tina

Now Therefore Be It Resolved that the Village Board acknowledges the Youth Citizens Academy appreciation for the educational opportunity of the program; and

Be it Further Resolved that the Village Board declares the new name of the mascot to be _____.

PASSED AND ADOPTED by the Village Board of the Village of Bayside this 12th day of September, 2024.

VILLAGE OF BAYSIDE

Eido Walny, Village President

Rachel Safstrom, Director of Administrative Services



Village of Bayside
9075 N Regent Road
Board of Trustees Meeting
July 18, 2024
Village Board Room, 6:00 PM

**BOARD OF TRUSTEES
Meeting Minutes**

I. CALL TO ORDER AND ROLL CALL

Trustee Barth called the meeting to order at 6:00 PM.

ROLL CALL

President: Eido Walny - Excused
Trustees: Mike Barth
Elizabeth Levins
Kelly Marrazza
Ben Minkin
Bob Rudman
Margaret Zitzer

Also Present: Village Manager Andy Pederson
Administrative Services Director Rachel Safstrom
Village Attorney Chris Jaekels
Police Chief Thomas Liebenthal
Communications Center Director Liane Scharnott
Deputy Clerk/Treasurer Nicole Maurer

II. PLEDGE OF ALLEGIANCE

III. CITIZENS AND DELEGATIONS

Gerry Feldman – 133 East Glencoe Place

IV. PUBLIC HEARING

- A. In the Matter of 2025 Community Development Block Grant Funds – Proposed 2025 Village of Bayside Project: LX Club

The public hearing regarding the Matter of 2025 Community Development Block Grant Funds – Proposed 2025 Village of Bayside Project: LX Club was held. There were no members of the public present for comment. The public hearing was closed at 6:04 PM.

V. CONSENT AGENDA

Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration.

Approval of:

- A. Board of Trustees meeting minutes for June 27, 2024.
- B. June 2024 Financial Statement.
- C. Summary of Disbursements for June 6, 2024, through July 3, 2024, in the amount of \$839,699.06.
- D. Resolution 24-14, A Resolution to amend the 2024 Annual Program Budget.
- E. Police Department Standard Operating Procedures Chapter 4
- F. Submittal of the 2025 Community Development Block Grant application.
- G. Resolution for Inclusion Under the Income Continuation Insurance Plan.
- H. State of Wisconsin Accident Plan.
- I. Liquid deicing equipment proposal.
- J. Asphalt patching proposal.

Motion by Trustee Zitzer, seconded by Trustee Rudman, to approve: Board of Trustees meeting minutes for June 27, 2024; June 2024 Financial Statement; Summary of Disbursements for June 6, 2024, through July 3, 2024, in the amount of \$839,699.06; Resolution 24-14, A Resolution to amend the 2024 Annual Program Budget; Police Department Standard Operating Procedures Chapter 4; Submittal of the 2025 Community Development Block Grant application; Resolution for Inclusion Under the Income Continuation Insurance Plan; State of Wisconsin Accident Plan; Liquid deicing equipment proposal; and Asphalt patching proposal. Motion carried unanimously.

VI. BUSINESS AGENDA

A. COMMITTEE AND COMMISSION REPORTS

1. Public Safety Committee

- a. Discussion/action on June 2024 Communications Center Report.

Communications Center Director Scharnott gave a brief overview of the June 2024 Communications Center Report. Of significant note, staff completed active shooter training.

Motion by Trustee Barth, seconded by Trustee Levins, to approve the June 2024 Communications Center Report. Motion carried unanimously.

- b. Discussion/action on June 2024 Police Department Report.

Chief Liebenthal gave a brief overview of the June 2024 Police Department Report. Of significant note, the department is currently working with the Bayside Communications Center on a peer support program.

Motion by Trustee Barth, seconded by Trustee Levins, to approve the June 2024 Police Department Report. Motion carried unanimously.

2. Public Works Committee

- a. Discussion/action on June 2024 Department of Public Works Report.

Village Manager Pederson gave a brief overview of the June 2024 Department of Public Works Report. Of significant note, the department has been working on the culvert and ditching project in advance of the road project.

Motion by Trustee Minkin, seconded by Trustee Levins, to approve the June 2024 Department of Public Works Report. Motion carried unanimously.

b. Update on 2024 Capital Projects.

Village Manager Pederson provided a brief update on 2024 Capital Projects.

The crew is nearly completion of the ditching and culvert work for the 2024 Road Project. Repaving will start at the end of July and is expected to finish in August.

Final paving for the East Sanitary Relief Project will be combined with the 2024 Road Project.

The MMSD Commission will soon consider the Private Property Infiltration & Inflow Reduction Program next week with construction to begin in fall.

The crosswalk warning system is expected to be replaced shortly as part of the grant program.

No action was taken.

3. Finance & Administration Committee

a. Discussion/action on June 2024 Administrative Services Report.

Administrative Services Director Safstrom provided a brief overview of the June 2024 Administrative Services Report. Absentee ballots for the 2024 Partisan Primary Election were mailed in June. In person absentee voting starts July 30, 2024.

Motion by Trustee Minkin, seconded by Trustee Zitzer, to approve the June 2024 Administrative Services Report. Motion carried unanimously.

VII. VILLAGE PRESIDENT'S REPORT

No Report.

VIII. VILLAGE MANAGER'S REPORT

Village Manager Pederson stated Fall Fest preparation has started. MyBlue Night Out is on Thursday, August 8, 2024, from 6:00 PM to 8:00 PM. The Youth Citizens Academy started with the Fire Department.

IX. VILLAGE ATTORNEY'S REPORT

No Report.

X. MOTION TO ADJOURN TO CLOSED SESSION

Motion by Trustee Zitzer, seconded by Trustee Barth, to convene to closed session pursuant to Section 19.85 (1) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (Notice of Claim: Parcel No. 020-9980-0007) and pursuant to Section 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 (Staffing). Motion carried unanimously.

A closed session of approximately 36 minutes was held in which the Village Board discussed Notice of Claim and Staffing.

xi. MOTION TO RECONVENE IN OPEN SESSION Pursuant to Section 19.85 (2)

Motion by Trustee Zitzer, seconded by Trustee Minkin, to reconvene to open session and regular order of business. Motion carried unanimously.

A. Possible Action on items in closed session.

Motion by Trustee Barth, seconded by Trustee Zitzer, to approve interim services for Police Chief and Police Chief Recruitment with McMahan and Associates. Motion carried unanimously.

xii. ADJOURNMENT

Motion by Trustee Minkin, seconded by Trustee Levins, to adjourn the meeting at 6:55 PM.

Esteemed Members of the Board of Trustees,

I'm Gerry Feldman, of 133 E Glencoe Place. I stand before you tonight deeply concerned about the future of our community.

Your silence is a betrayal of your oath of office, the pledge of allegiance you just recited, and the trust of the 20% of Bayside residents who voted for you.

What is the status of the \$288,000 annual library lease set to begin next month, and how do you plan to address the \$2 million funding gap? And what's the plan to make up for the over \$194,000 we've lost due to the \$4.143 million OneNorth assessment reduction that was locked in for 22 years thanks to TIF law misuse?

Despite raising these issues multiple times, there has been no communication about OneNorth since April 2023. This lack of transparency is a disservice to our community.

We need answers to several critical questions. What is the status of the lease signed last year? When does the \$26,000 monthly rent commence, and have Bayside, Glendale, Fox Point, and River Hills approved this financial burden? How much of the \$2 million funding gap has been pledged and is currently available? Does the \$820,000 held by the Library Foundation contribute to this amount? How much more is needed to begin construction on the library space?

Our leaders have not provided any updates on fundraising efforts for over fourteen months. If there were positive developments, they would have shared them by now. Instead, we are left in the dark, and this silence is unacceptable.

As the April election reminded us, 'choice' in our village is but an illusion. The outcomes were preordained, the elections a formality. When power is abused to the point where a trustee must step down, don't expect change; expect a handpicked successor from the same closed circle. Raise your voice on Nextdoor? Risk deleted comments and banishment, as I faced. Speak for the absent? Face gavels and threats of arrest, as I faced.

The silence that met my last speech, where I exposed the misdeeds of this administration, the muzzling of our voices, the shadowy dealings of the OneNorth project—serious enough for one trustee not to seek reelection—and the looming threat of missing the library funding deadline, speaks volumes. It's a silence that screams neglect for your oath of office, your democratic duty, and the very ideals of transparency, accountability, and good governance this community holds dear.

Who among you honors this commitment? And who sees it as mere political theater, devoid of consequence? Your consistent inaction on serious public concerns, month after month, is not just neglectful; it borders on a betrayal of trust, one of the gravest transgressions for a public servant, second only to corruption.

Those who challenge the status quo are met with a deluge of misinformation, their voices quelled by a tide of deceit. My own experiences on Nextdoor attest to this pattern. Repeatedly silenced by moderators allied with those in power, my efforts to set the record straight are met with banishment, only to be overturned by Nextdoor's customer service upon review. Each return marks my commitment to truth and integrity in our dialogue.

Bayside deserves more. We are entitled to genuine debates, equitable competition, and a leadership that listens. Let's nurture a community that values conversation, champions transparency, and guarantees every voice is acknowledged and represented.

Thank you, my fellow Baysiders, for your steadfast commitment to our home. And to the Trustees, I await your response, not just in words, but in actions that reflect the respect and responsiveness you promised to the people of Bayside.

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 08/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 08/31/2024	Activity For 08/31/2024	Available Balance 08/31/2024	% Bdgt Used
Fund: 10 GENERAL FUND						
Account Category: Revenues						
TAXES						
10-00000-41100	PROPERTY TAXES	3,335,297.00	3,335,297.01	565,158.62	(0.01)	100.00
10-00000-41300	INTEREST ON DELINQUENT TAXES	14,000.00	15,622.67	0.00	(1,622.67)	111.59
10-00000-41500	PAYMENT IN LIEU OF TAXES	48,975.00	49,271.72	0.00	(296.72)	100.61
	TAXES	3,398,272.00	3,400,191.40	565,158.62	(1,919.40)	100.06
INTERGOVERNMENTAL						
10-00000-43210	COMMUNITY DEVELOPMENT BLOCK GR	5,598.00	1,000.00	0.00	4,598.00	17.86
10-00000-43225	PUBLIC SAFETY COMMUNICATION AD	106,006.00	106,006.00	0.00	0.00	100.00
10-00000-43235	NORTH SHORE LIBRARY REVENUE	20,052.00	20,052.00	0.00	0.00	100.00
10-00000-43240	TID ADMINISTRATION	15,000.00	15,000.00	0.00	0.00	100.00
10-00000-43410	STATE SHARED REVENUES	165,124.00	24,768.18	0.00	140,355.82	15.00
10-00000-43415	VIDEO SERVICE PROVIDER AID	14,470.00	14,470.35	0.00	(0.35)	100.00
10-00000-43510	RECYCLING GRANT	25,717.00	25,754.32	0.00	(37.32)	100.15
10-00000-43523	PUBLIC SAFETY GRANT	17,062.00	8,304.94	0.00	8,757.06	48.68
10-00000-43530	EXEMPT COMPUTER AID	15,160.00	15,159.62	0.00	0.38	100.00
10-00000-43535	PERSONAL PROPERTY AID	1,738.00	1,737.78	0.00	0.22	99.99
10-00000-43540	STATE TRANSPORTATION AIDS	342,564.00	256,961.07	0.00	85,602.93	75.01
10-00000-43545	ST 32 HIGHWAY AIDS	20,701.00	18,178.05	0.00	2,522.95	87.81
10-00000-43555	INTERGOVERNMENTAL GRANT	5,600.00	4,124.12	0.00	1,475.88	73.65
10-00000-43600	EXPENDITURE RESTRAINT	52,093.00	52,092.95	0.00	0.05	100.00
10-00000-48215	INTERGOVERNMENTAL REVENUE	27,450.00	30,635.81	0.00	(3,185.81)	111.61
	INTERGOVERNMENTAL	834,335.00	594,245.19	0.00	240,089.81	71.22
LICENSES & PERMITS						
10-00000-44100	OPERATORS LICENSE	1,500.00	1,100.00	0.00	400.00	73.33
10-00000-44120	LIQUOR LICENSE	3,000.00	2,510.00	0.00	490.00	83.67
10-00000-44140	CIGARETTE LICENSE	300.00	300.00	0.00	0.00	100.00
10-00000-44220	ANIMAL LICENSES	1,400.00	944.76	18.00	455.24	67.48
10-00000-44300	CABLE FRANCHISE FEES	56,000.00	25,221.40	9,809.39	30,778.60	45.04
10-00000-44415	ARC APPLICATION FEES	4,000.00	3,325.00	75.00	675.00	83.13
10-00000-44420	OCCUPANCY PERMITS	1,800.00	1,975.00	500.00	(175.00)	109.72
10-00000-44435	TRANSIENT MERCHANT PERMIT	500.00	750.00	460.00	(250.00)	150.00
10-00000-44460	BUILDING PERMITS	95,000.00	112,130.85	13,097.20	(17,130.85)	118.03
10-00000-44480	VACANT PROPERTY FEE	500.00	0.00	0.00	500.00	0.00
10-00000-44495	EXCAVATION/RIGHT OF WAY/PRIVLE	10,000.00	17,100.00	1,250.00	(7,100.00)	171.00
10-00000-44530	RUMMAGE SALE PERMITS	150.00	315.00	30.00	(165.00)	210.00
10-00000-44535	DUMPSTER PERMITS	4,000.00	3,250.00	310.00	750.00	81.25
10-00000-44540	SIGN PERMITS	500.00	2,600.00	0.00	(2,100.00)	520.00
10-00000-44550	CONDITIONAL USE APPLICATION	600.00	0.00	0.00	600.00	0.00
10-00000-44555	BOARD OF ZONING APPEALS FEES	500.00	3,500.00	1,000.00	(3,000.00)	700.00
10-00000-44570	SPECIAL EVENT PERMITS	50.00	250.00	100.00	(200.00)	500.00
	LICENSES & PERMITS	179,800.00	175,272.01	26,649.59	4,527.99	97.48
FINES & FORFEITURES						
10-00000-45100	FINES & FORFEITURES-NSMC	37,500.00	22,241.23	3,364.79	15,258.77	59.31
10-00000-45105	FINES & FORFEITURES-BAYSIDE SD	3,360.00	4,448.69	806.76	(1,088.69)	132.40
10-00000-45125	NOTARY/FINGER	50.00	200.00	25.00	(150.00)	400.00
	FINES & FORFEITURES	40,910.00	26,889.92	4,196.55	14,020.08	65.73

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

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Fund: 10 GENERAL FUND						
Account Category: Revenues						
PUBLIC CHARGES FOR SERVIC						
10-00000-46110	PROPERTY STATUS REVENUE	2,500.00	1,200.00	175.00	1,300.00	48.00
10-00000-46120	PUBLICATION FEES	200.00	200.00	0.00	0.00	100.00
10-00000-46125	PROFESSIONAL SERVICE INVOICING	19,200.00	10,095.83	277.89	9,104.17	52.58
10-00000-46130	DATA SALES	200.00	25.00	0.00	175.00	12.50
10-00000-46310	SPECIAL PICKUPS	8,500.00	8,138.30	1,280.00	361.70	95.74
10-00000-46315	MULCH DELIVERIES	6,000.00	6,330.00	200.00	(330.00)	105.50
10-00000-46330	WELL PERMIT/ABANDONMENT FEES	675.00	450.00	0.00	225.00	66.67
10-00000-46400	EQUIPMENT RENTAL- SEWER FUND	21,200.00	21,200.00	0.00	0.00	100.00
10-00000-46415	EQUIPMENT RENTAL- STORMWATER F	21,200.00	21,200.00	0.00	0.00	100.00
10-00000-46710	PARK FACILITY RENTAL & PROGRAM	1,200.00	5,506.74	779.00	(4,306.74)	458.90
10-00000-46715	PUBLIC WORKS SERVICE REVENUE	19,100.00	10,447.29	395.18	8,652.71	54.70
	PUBLIC CHARGES FOR SERVIC	99,975.00	84,793.16	3,107.07	15,181.84	84.81
MISC REVENUE						
10-00000-46740	COMMUNITY EVENT DONATIONS	7,250.00	360.00	180.00	6,890.00	4.97
10-00000-48100	INTEREST	75,000.00	451,260.83	0.00	(376,260.83)	601.68
10-00000-48120	REALIZED/UNREALIZED GAIN/LOSS	0.00	13,662.96	0.00	(13,662.96)	100.00
10-00000-48200	MISCELLANEOUS REVENUE	500.00	5,249.88	0.00	(4,749.88)	1,049.98
10-00000-48210	COPIES	750.00	609.81	41.25	140.19	81.31
10-00000-48220	FALSE ALARM FEES	1,400.00	5,954.60	247.05	(4,554.60)	425.33
10-00000-48230	RECYCLING PROCEEDS	1,000.00	1,661.23	624.64	(661.23)	166.12
10-00000-48240	CREDIT CARD REVENUE	7,000.00	8,155.08	3,227.14	(1,155.08)	116.50
10-00000-48260	INSURANCE AWARDS/DIVIDENDS	5,975.00	14,092.65	0.00	(8,117.65)	235.86
10-00000-48310	EQUIPMENT SALE PROCEEDS	1,000.00	0.00	0.00	1,000.00	0.00
10-00000-48500	DONATIONS	8,000.00	17,243.86	1,156.23	(9,243.86)	215.55
	MISC REVENUE	107,875.00	518,250.90	5,476.31	(410,375.90)	480.42
	Revenues	4,661,167.00	4,799,642.58	604,588.14	(138,475.58)	102.97
Account Category: Expenditures						
GENERAL GOVERNMENT						
10-51000-51100	WAGES FT	336,395.00	180,921.92	21,986.80	155,473.08	53.78
10-51000-51170	HEALTH INSURANCE BUYOUT	4,410.00	1,471.41	200.02	2,938.59	33.37
10-51000-51190	DENTAL INSURANCE BUYOUT	158.00	52.32	48.32	105.68	33.11
10-51000-51200	TRUSTEE WAGES	8,400.00	5,600.00	700.00	2,800.00	66.67
10-51000-51250	ELECTION WAGES	13,042.00	4,425.75	2,288.25	8,616.25	33.93
10-51000-51300	ELECTIONS SUPPLIES	8,244.00	2,581.67	154.92	5,662.33	31.32
10-51000-51400	LONGEVITY	444.00	0.00	0.00	444.00	0.00
10-51000-51500	WISCONSIN RETIREMENT SYSTEM	23,242.00	13,863.49	1,517.06	9,378.51	59.65
10-51000-51510	SOCIAL SECURITY	27,758.00	15,544.54	1,703.24	12,213.46	56.00
10-51000-51520	LIFE INSURANCE	432.00	375.10	47.72	56.90	86.83
10-51000-51530	HEALTH INSURANCE	36,713.00	22,089.52	2,410.01	14,623.48	60.17
10-51000-51540	DENTAL INSURANCE	731.00	437.32	5.86	293.68	59.82
10-51000-51800	RECRUITMENT	150.00	59.90	0.00	90.10	39.93
10-51000-52100	CONTRACTUAL SERVICES	31,043.00	22,632.47	1,883.82	8,410.53	72.91
10-51000-52110	LEGAL COUNSEL - CONTRACTED	62,118.00	38,927.65	5,247.09	23,190.35	62.67
10-51000-52130	LEGAL COUNSEL-PERSONNEL	1,000.00	264.00	0.00	736.00	26.40
10-51000-52140	AUDIT SERVICES	22,432.00	21,137.45	0.00	1,294.55	94.23
10-51000-52170	PUBLIC HEALTH SERVICES	33,895.00	25,422.00	0.00	8,473.00	75.00

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Account Category: Expenditures						
GENERAL GOVERNMENT						
10-51000-52190	ASSESSOR SERVICES	24,900.00	24,900.00	0.00	0.00	100.00
10-51000-52210	TELECOMMUNICATIONS	2,520.00	1,899.76	162.47	620.24	75.39
10-51000-52250	COMPUTER SUPPORT	1,000.00	0.00	0.00	1,000.00	0.00
10-51000-52260	ADMINISTRATIVE FEES	1,879.00	1,869.10	0.00	9.90	99.47
10-51000-52300	MATERIALS & SUPPLIES	7,500.00	1,362.55	75.65	6,137.45	18.17
10-51000-53000	ADMINISTRATIVE	1,000.00	108.00	0.00	892.00	10.80
10-51000-53110	POSTAGE	11,000.00	4,000.00	4,000.00	7,000.00	36.36
10-51000-53210	DUES & SUBSCRIPTIONS	6,153.00	5,178.53	30.00	974.47	84.16
10-51000-53220	TRAINING, SAFETY & CERTS	11,390.00	6,845.86	1,659.97	4,544.14	60.10
10-51000-53240	PUBLICATIONS/PRINTING	150.00	73.39	0.00	76.61	48.93
10-51000-55000	CONTINGENCY	47,087.00	0.00	0.00	47,087.00	0.00
10-51000-55100	GENERAL LIABILITY	34,744.00	34,762.94	0.00	(18.94)	100.05
10-51000-55110	AUTO LIABILITY	2,844.00	3,602.29	0.00	(758.29)	126.66
10-51000-55120	BOILER INSURANCE	488.00	445.60	0.00	42.40	91.31
10-51000-55130	WORKERS COMPENSATION	32,701.00	20,611.20	0.00	12,089.80	63.03
10-51000-55150	COMMERCIAL CRIME POLICY	105.00	99.15	0.00	5.85	94.43
10-51000-55160	PROPERTY INSURANCE	8,322.00	9,107.12	0.00	(785.12)	109.43
10-51000-55200	TAX REFUNDS/UNCOLLECTIBLES	0.00	3,302.90	0.00	(3,302.90)	100.00
GENERAL GOVERNMENT		804,390.00	473,974.90	44,121.20	330,415.10	58.92
POLICE						
10-52100-51100	WAGES FT	1,130,595.00	619,307.32	78,140.93	511,287.68	54.78
10-52100-51110	OVERTIME	67,080.00	49,603.26	4,115.95	17,476.74	73.95
10-52100-51150	GRANT OVERTIME	14,000.00	6,348.18	507.36	7,651.82	45.34
10-52100-51160	HOLIDAY PAY	40,128.00	13,951.20	494.04	26,176.80	34.77
10-52100-51170	HEALTH INSURANCE BUYOUT	18,900.00	12,637.44	2,100.00	6,262.56	66.86
10-52100-51180	SHIFT DIFFERENTIAL PAY	4,500.00	4,573.52	489.63	(73.52)	101.63
10-52100-51190	DENTAL INSURANCE BUYOUT	0.00	37.76	18.88	(37.76)	100.00
10-52100-51400	LONGEVITY	1,046.00	0.00	0.00	1,046.00	0.00
10-52100-51500	WISCONSIN RETIREMENT SYSTEM	164,433.00	97,734.65	11,879.71	66,698.35	59.44
10-52100-51510	SOCIAL SECURITY	97,633.00	53,102.09	6,388.50	44,530.91	54.39
10-52100-51520	LIFE INSURANCE	1,169.00	831.17	130.76	337.83	71.10
10-52100-51530	HEALTH INSURANCE	144,625.00	90,577.92	9,570.07	54,047.08	62.63
10-52100-51540	DENTAL INSURANCE	2,312.00	1,739.85	185.77	572.15	75.25
10-52100-51800	RECRUITMENT	0.00	2,706.83	249.80	(2,706.83)	100.00
10-52100-52090	HOUSE OF CORRECTION FEES	300.00	0.00	0.00	300.00	0.00
10-52100-52100	CONTRACTUAL SERVICES	40,306.00	55,475.39	16,722.83	(15,169.39)	137.64
10-52100-52110	LEGAL COUNSEL-CONTRACTED	24,847.00	16,803.16	2,657.86	8,043.84	67.63
10-52100-52130	LEGAL COUNSEL-PERSONNEL	1,000.00	3,244.00	900.00	(2,244.00)	324.40
10-52100-52150	MADACC	948.00	710.82	0.00	237.18	74.98
10-52100-52210	TELECOMMUNICATIONS	6,789.00	4,199.86	475.37	2,589.14	61.86
10-52100-52250	COMPUTER SUPPORT SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
10-52100-52300	MATERIALS & SUPPLIES	8,500.00	4,205.68	36.60	4,294.32	49.48
10-52100-52310	FLEET MAINTENANCE	7,000.00	3,395.43	178.50	3,604.57	48.51
10-52100-53110	POSTAGE	800.00	39.80	0.00	760.20	4.98
10-52100-53210	DUES & SUBSCRIPTIONS	1,150.00	1,050.00	0.00	100.00	91.30
10-52100-53220	TRAINING, SAFETY & CERTIFICATI	5,700.00	1,543.97	0.00	4,156.03	27.09
10-52100-53230	AMMUNITION	4,500.00	273.68	0.00	4,226.32	6.08

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Account Category: Expenditures						
POLICE						
10-52100-53300	UNIFORM SUPPLIES	7,800.00	8,375.58	717.97	(575.58)	107.38
10-52100-53400	FUEL MAINTENANCE	18,500.00	9,497.60	0.00	9,002.40	51.34
POLICE		1,819,561.00	1,061,966.16	135,960.53	757,594.84	58.36
NORTH SHORE FIRE DEPT						
10-52200-52240	NORTH SHORE FIRE DEPARTMENT	887,638.00	702,393.00	0.00	185,245.00	79.13
10-52200-53760	FIRE INSURANCE DUES	27,450.00	0.00	0.00	27,450.00	0.00
NORTH SHORE FIRE DEPT		915,088.00	702,393.00	0.00	212,695.00	76.76
BUILDING INSPECTION						
10-52400-51100	WAGES FT	20,000.00	20,000.00	0.00	0.00	100.00
10-52400-52500	BUILDING INSPECTIONS	52,250.00	63,193.52	10,048.02	(10,943.52)	120.94
BUILDING INSPECTION		72,250.00	83,193.52	10,048.02	(10,943.52)	115.15
DEPT OF PUBLIC WORKS						
10-53000-51100	WAGES FT	295,381.00	194,247.60	22,106.38	101,133.40	65.76
10-53000-51110	OVERTIME	4,200.00	3,277.64	0.00	922.36	78.04
10-53000-51120	WAGES PT	27,000.00	12,162.31	3,540.00	14,837.69	45.05
10-53000-51170	HEALTH INSURANCE BUYOUT	8,610.00	5,696.90	722.15	2,913.10	66.17
10-53000-51190	DENTAL INSURANCE BUYOUT	286.00	199.30	79.28	86.70	69.69
10-53000-51400	LONGEVITY	636.00	0.00	0.00	636.00	0.00
10-53000-51500	WISCONSIN RETIREMENT SYSTEM	20,715.00	13,227.00	1,521.81	7,488.00	63.85
10-53000-51510	SOCIAL SECURITY	25,713.00	15,663.88	1,928.14	10,049.12	60.92
10-53000-51520	LIFE INSURANCE	511.00	287.62	27.31	223.38	56.29
10-53000-51530	HEALTH INSURANCE	62,330.00	52,572.84	5,003.66	9,757.16	84.35
10-53000-51540	DENTAL INSURANCE	1,155.00	1,055.27	100.42	99.73	91.37
10-53000-51800	RECRUITMENT	250.00	195.90	0.00	54.10	78.36
10-53000-52000	FACILITY MAINTENANCE & SUPPLIE	31,488.00	15,784.75	2,993.59	15,703.25	50.13
10-53000-52010	CLEANING & JANITORIAL SERVICES	9,963.00	6,721.71	637.46	3,241.29	67.47
10-53000-52020	HVAC MAINTENANCE	4,611.00	1,305.50	0.00	3,305.50	28.31
10-53000-52100	CONTRACTUAL SERVICES	42,270.00	26,039.34	5,153.21	16,230.66	61.60
10-53000-52160	ENGINEERING	20,800.00	15,332.47	4,046.66	5,467.53	73.71
10-53000-52200	UTILITIES	44,158.00	26,159.10	2,823.96	17,998.90	59.24
10-53000-52210	TELECOMMUNICATIONS	1,180.00	952.64	59.08	227.36	80.73
10-53000-52300	MATERIALS & SUPPLIES	7,450.00	2,275.92	242.15	5,174.08	30.55
10-53000-52310	FLEET MAINTENANCE	40,000.00	24,649.17	7,489.80	15,350.83	61.62
10-53000-52330	TOOLS	2,000.00	1,021.04	0.00	978.96	51.05
10-53000-53210	DUES & SUBSCRIPTIONS	650.00	628.00	0.00	22.00	96.62
10-53000-53220	TRAINING, SAFETY & CERTIFICATI	2,800.00	2,346.57	0.00	453.43	83.81
10-53000-53300	UNIFORM SUPPLIES	2,175.00	806.50	0.00	1,368.50	37.08
10-53000-53340	WINTER OPERATIONS	40,874.00	22,829.20	0.00	18,044.80	55.85
10-53000-53400	FUEL MAINTENANCE	33,000.00	10,641.59	5,787.17	22,358.41	32.25
10-53000-53500	EQUIPMENT REPLACEMENT	500.00	496.09	0.00	3.91	99.22
10-53000-53600	EQUIPMENT RENTAL	5,000.00	1,665.00	0.00	3,335.00	33.30
10-53000-53700	TIPPING FEES	80,000.00	38,810.82	81.14	41,189.18	48.51
10-53000-53770	YARD WASTE TUB GRINDING	12,785.00	0.00	0.00	12,785.00	0.00
10-53000-54000	STREET MAINTENANCE	7,810.00	4,126.68	3,662.22	3,683.32	52.84
10-53000-54500	SIGNAGE	5,750.00	1,073.70	294.21	4,676.30	18.67
10-53000-54600	FORESTRY & LANDSCAPING	8,500.00	0.00	0.00	8,500.00	0.00

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 08/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 08/31/2024	Activity For 08/31/2024	Available Balance 08/31/2024	% Bdgt Used
Fund: 10 GENERAL FUND						
Account Category: Expenditures						
DEPT OF PUBLIC WORKS						
	DEPT OF PUBLIC WORKS	850,551.00	502,252.05	68,299.80	348,298.95	59.05
NORTH SHORE LIBRARY						
10-55100-52270	NORTH SHORE LIBRARY	170,279.00	170,279.07	0.00	(0.07)	100.00
	NORTH SHORE LIBRARY	170,279.00	170,279.07	0.00	(0.07)	100.00
PARKS						
10-55200-51100	WAGES FT	5,600.00	3,071.43	400.00	2,528.57	54.85
10-55200-51510	SOCIAL SECURITY	398.00	234.97	30.60	163.03	59.04
10-55200-52300	MATERIALS & SUPPLIES	800.00	52.50	0.00	747.50	6.56
10-55200-52350	COMMUNITY EVENTS	22,250.00	6,949.44	892.66	15,300.56	31.23
	PARKS	29,048.00	10,308.34	1,323.26	18,739.66	35.49
TRANS TO OTHER FUND						
10-59240-59000	TRANSFER OUT	648,883.00	648,883.00	0.00	0.00	100.00
	TRANS TO OTHER FUND	648,883.00	648,883.00	0.00	0.00	100.00
	Expenditures	5,310,050.00	3,653,250.04	259,752.81	1,656,799.96	68.80
Fund 10 - GENERAL FUND:						
	TOTAL REVENUES	4,661,167.00	4,799,642.58	604,588.14	(138,475.58)	
	TOTAL EXPENDITURES	5,310,050.00	3,653,250.04	259,752.81	1,656,799.96	
	NET OF REVENUES & EXPENDITURES:	(648,883.00)	1,146,392.54	344,835.33	(1,795,275.54)	
	BEG. FUND BALANCE	2,526,752.03	2,526,752.03			
	END FUND BALANCE	1,877,869.03	3,673,144.57			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 08/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 08/31/2024	Activity For 08/31/2024	Available Balance 08/31/2024	% Bdgt Used
Fund: 20 SANITARY SEWER FUND						
Account Category: Revenues						
INTERGOVERNMENTAL						
20-00000-43210	INTERGOVERNMENTAL GRANTS	0.00	3,626.18	0.00	(3,626.18)	100.00
	INTERGOVERNMENTAL	0.00	3,626.18	0.00	(3,626.18)	100.00
PUBLIC CHARGES FOR SERVIC						
20-00000-46410	RESIDENTIAL SEWER	849,655.00	853,135.41	14,295.41	(3,480.41)	100.41
20-00000-46420	COMMERCIAL SEWER	148,696.00	84,258.08	16.52	64,437.92	56.66
20-00000-46425	POLICE LEASE REVENUE	5,498.00	0.00	0.00	5,498.00	0.00
20-00000-46430	SEWER CONNECTION FEE	0.00	5,912.50	0.00	(5,912.50)	100.00
	PUBLIC CHARGES FOR SERVIC	1,003,849.00	943,305.99	14,311.93	60,543.01	93.97
MISC REVENUE						
20-00000-48100	INTEREST	500.00	727.96	0.00	(227.96)	145.59
20-00000-48200	MISCELLANEOUS REVENUE	2,712.00	0.00	0.00	2,712.00	0.00
	MISC REVENUE	3,212.00	727.96	0.00	2,484.04	22.66
	Revenues	1,007,061.00	947,660.13	14,311.93	59,400.87	94.10
Account Category: Expenditures						
GENERAL SEWER						
20-51000-51100	WAGES FT	130,869.00	62,528.56	6,734.41	68,340.44	47.78
20-51000-51110	OVERTIME	0.00	95.25	0.00	(95.25)	100.00
20-51000-51170	HEALTH INSURANCE BUYOUT	1,395.00	183.98	24.99	1,211.02	13.19
20-51000-51190	DENTAL INSURANCE BUYOUT	95.00	7.39	6.04	87.61	7.78
20-51000-51400	LONGEVITY	291.00	0.00	0.00	291.00	0.00
20-51000-51500	WISCONSIN RETIREMENT SYSTEM	9,050.00	4,255.62	455.79	4,794.38	47.02
20-51000-51510	SOCIAL SECURITY	10,148.00	4,707.67	510.07	5,440.33	46.39
20-51000-51520	LIFE INSURANCE	267.00	88.66	10.15	178.34	33.21
20-51000-51530	HEALTH INSURANCE	21,405.00	4,631.16	199.78	16,773.84	21.64
20-51000-51540	DENTAL INSURANCE	446.00	91.45	(1.28)	354.55	20.50
20-51000-52100	CONTRACTUAL SERVICES	317,923.00	183,916.60	2,703.12	134,006.40	57.85
20-51000-52140	AUDIT SERVICES	4,180.00	3,938.77	0.00	241.23	94.23
20-51000-52160	ENGINEERING	24,649.00	10,949.97	3,866.66	13,699.03	44.42
20-51000-52200	UTILITIES	6,800.00	3,460.88	266.93	3,339.12	50.90
20-51000-52210	TELECOMMUNICATIONS	480.00	266.23	38.03	213.77	55.46
20-51000-52260	ADMINISTRATIVE FEES	50.00	50.00	0.00	0.00	100.00
20-51000-52300	MATERIALS & SUPPLIES	6,350.00	802.42	0.00	5,547.58	12.64
20-51000-52310	FLEET MAINTENANCE	2,000.00	0.00	0.00	2,000.00	0.00
20-51000-52320	LIFT STATION MAINTENANCE	16,500.00	3,120.04	665.00	13,379.96	18.91
20-51000-52330	TOOLS	1,000.00	375.31	0.00	624.69	37.53
20-51000-52340	DIGGERS HOTLINE	2,500.00	1,699.20	798.40	800.80	67.97
20-51000-53110	POSTAGE	400.00	0.00	0.00	400.00	0.00
20-51000-53220	TRAINING, SAFETY & CERTIFICATI	500.00	48.00	0.00	452.00	9.60
20-51000-53400	FUEL MAINTENANCE	4,000.00	4,000.00	0.00	0.00	100.00
20-51000-53500	EQUIPMENT REPLACEMENT	675.00	575.00	0.00	100.00	85.19
20-51000-53600	EQUIPMENT RENTAL-GENERAL FUND	21,200.00	21,200.00	0.00	0.00	100.00
20-51000-55100	GENERAL LIABILITY INSURANCE	1,431.00	1,866.36	0.00	(435.36)	130.42
20-51000-55130	WORKERS COMPENSATION	3,737.00	2,355.57	0.00	1,381.43	63.03
20-51000-55150	COMMERCIAL CRIME POLICY	93.00	38.24	0.00	54.76	41.12
20-51000-55160	PROPERTY INSURANCE	3,215.00	3,518.66	0.00	(303.66)	109.45

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 08/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 08/31/2024	Activity For 08/31/2024	Available Balance 08/31/2024	% Bdgt Used
Fund: 20 SANITARY SEWER FUND						
Account Category: Expenditures						
GENERAL SEWER						
20-51000-55300	AUTO LIABILITY	2,761.00	3,496.34	0.00	(735.34)	126.63
20-51000-58010	CAPITAL PROJECTS	183,879.00	(23,128.93)	0.00	207,007.93	(12.58)
20-51000-58030	CAPITAL EQUIPMENT	35,575.00	0.00	0.00	35,575.00	0.00
	GENERAL SEWER	813,864.00	299,138.40	16,278.09	514,725.60	36.76
DEPRECIATION						
20-53000-57000	DEPRECIATION	79,815.00	0.00	0.00	79,815.00	0.00
	DEPRECIATION	79,815.00	0.00	0.00	79,815.00	0.00
DEBT						
20-58100-56180	PRINCIPAL REDEMPTION - BOND	195,000.00	0.00	0.00	195,000.00	0.00
20-58100-56210	INTEREST - BOND	48,060.00	21,480.19	7,710.00	26,579.81	44.69
	DEBT	243,060.00	21,480.19	7,710.00	221,579.81	8.84
	Expenditures	1,136,739.00	320,618.59	23,988.09	816,120.41	28.21
Fund 20 - SANITARY SEWER FUND:						
	TOTAL REVENUES	1,007,061.00	947,660.13	14,311.93	59,400.87	
	TOTAL EXPENDITURES	1,136,739.00	320,618.59	23,988.09	816,120.41	
	NET OF REVENUES & EXPENDITURES:	(129,678.00)	627,041.54	(9,676.16)	(756,719.54)	
	BEG. FUND BALANCE	2,557,264.07	2,557,264.07			
	END FUND BALANCE	2,427,586.07	3,184,305.61			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 08/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 08/31/2024	Activity For 08/31/2024	Available Balance 08/31/2024	% Bdgt Used
Fund: 22 STORMWATER UTILITY FUND						
Account Category: Revenues						
INTERGOVERNMENTAL						
22-00000-43210	INTERGOVERNMENTAL GRANTS	77,023.00	0.00	0.00	77,023.00	0.00
	INTERGOVERNMENTAL	77,023.00	0.00	0.00	77,023.00	0.00
PUBLIC CHARGES FOR SERVIC						
22-00000-44545	RAIN BARREL	0.00	300.00	75.00	(300.00)	100.00
22-00000-44560	TREE PROGRAM	0.00	5,250.00	0.00	(5,250.00)	100.00
22-00000-46405	RESIDENTIAL STORMWATER	407,682.00	422,928.00	7,920.00	(15,246.00)	103.74
22-00000-46425	COMMERCIAL STORMWATER	156,840.00	79,298.83	10.84	77,541.17	50.56
22-00000-46430	RIGHT-OF-WAY MANAGEMENT	20,000.00	19,800.00	100.00	200.00	99.00
	PUBLIC CHARGES FOR SERVIC	584,522.00	527,576.83	8,105.84	56,945.17	90.26
MISC REVENUE						
22-00000-48260	INSURANCE AWARDS/DIVIDENDS	0.00	3,550.00	0.00	(3,550.00)	100.00
	MISC REVENUE	0.00	3,550.00	0.00	(3,550.00)	100.00
	Revenues	661,545.00	531,126.83	8,105.84	130,418.17	80.29
Account Category: Expenditures						
DEPT OF PUBLIC WORKS						
22-51000-55110	AUTO LIABILITY	2,761.00	3,496.34	0.00	(735.34)	126.63
22-53000-51100	WAGES FT	130,869.00	87,742.39	11,331.12	43,126.61	67.05
22-53000-51110	OVERTIME	950.00	0.00	0.00	950.00	0.00
22-53000-51120	WAGES PT	0.00	3,637.50	315.00	(3,637.50)	100.00
22-53000-51170	HEALTH INSURANCE BUYOUT	1,395.00	183.88	24.99	1,211.12	13.18
22-53000-51190	DENTAL INSURANCE BUYOUT	95.00	7.42	6.04	87.58	7.81
22-53000-51400	LONGEVITY	291.00	0.00	0.00	291.00	0.00
22-53000-51500	WISCONSIN RETIREMENT SYSTEM	9,050.00	6,015.10	776.53	3,034.90	66.47
22-53000-51510	SOCIAL SECURITY	10,220.00	6,780.83	870.55	3,439.17	66.35
22-53000-51520	LIFE INSURANCE	267.00	124.62	20.52	142.38	46.67
22-53000-51530	HEALTH INSURANCE	21,405.00	11,878.68	1,089.56	9,526.32	55.49
22-53000-51540	DENTAL INSURANCE	446.00	236.79	16.58	209.21	53.09
22-53000-52100	CONTRACTUAL SERVICES	38,692.00	37,797.20	354.30	894.80	97.69
22-53000-52140	AUDIT SERVICES	1,962.00	1,848.77	0.00	113.23	94.23
22-53000-52160	ENGINEERING	35,748.00	21,367.56	4,316.68	14,380.44	59.77
22-53000-52200	UTILITY EXPENSES	2,300.00	2,505.84	100.75	(205.84)	108.95
22-53000-52210	TELECOMMUNICATIONS	100.00	0.00	0.00	100.00	0.00
22-53000-52260	ADMINISTRATIVE FEES	50.00	50.00	0.00	0.00	100.00
22-53000-52300	MATERIALS & SUPPLIES	2,450.00	932.07	0.00	1,517.93	38.04
22-53000-52320	LIFT STATION MAINTENANCE	2,000.00	0.00	0.00	2,000.00	0.00
22-53000-53220	TRAINING, SAFETY & CERTIFICATI	500.00	0.00	0.00	500.00	0.00
22-53000-53270	CULVERT MATERIALS	42,900.00	20,806.74	6,675.87	22,093.26	48.50
22-53000-53280	LANDSCAPING MATERIALS	64,000.00	21,033.30	1,238.00	42,966.70	32.86
22-53000-53290	EXCAVATION AND DISPOSAL	17,500.00	0.00	0.00	17,500.00	0.00
22-53000-53400	FUEL MAINTENANCE	5,000.00	5,000.00	0.00	0.00	100.00
22-53000-53600	EQUIPMENT RENTAL	62,175.00	21,200.00	0.00	40,975.00	34.10
22-53000-55100	GENERAL LIABILITY INSURANCE	3,519.00	3,922.22	0.00	(403.22)	111.46
22-53000-55130	WORKERS COMPENSATION	3,737.00	2,355.57	0.00	1,381.43	63.03
22-53000-55150	COMMERCIAL CRIME POLICY	62.00	38.24	0.00	23.76	61.68
22-53000-55160	PROPERTY INSURANCE	3,026.00	3,311.68	0.00	(285.68)	109.44

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 08/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 08/31/2024	Activity For 08/31/2024	Available Balance 08/31/2024	% Bdgt Used
Fund: 22 STORMWATER UTILITY FUND						
Account Category: Expenditures						
DEPT OF PUBLIC WORKS						
	DEPT OF PUBLIC WORKS	463,470.00	262,272.74	27,136.49	201,197.26	56.59
TRANS TO OTHER FUND						
22-59200-59000	ADMINISTRATIVE/TRANSFER TO	72,048.00	72,048.00	0.00	0.00	100.00
	TRANS TO OTHER FUND	72,048.00	72,048.00	0.00	0.00	100.00
CAPITAL PROJECTS						
22-53000-53500	EQUIPMENT REPLACEMENT	39,175.00	1,259.99	0.00	37,915.01	3.22
22-53000-58010	CAPITAL PROJECTS	263,873.00	31,544.01	3,550.00	232,328.99	11.95
	CAPITAL PROJECTS	303,048.00	32,804.00	3,550.00	270,244.00	10.82
	Expenditures	838,566.00	367,124.74	30,686.49	471,441.26	43.78
Fund 22 - STORMWATER UTILITY FUND:						
	TOTAL REVENUES	661,545.00	531,126.83	8,105.84	130,418.17	
	TOTAL EXPENDITURES	838,566.00	367,124.74	30,686.49	471,441.26	
	NET OF REVENUES & EXPENDITURES:	(177,021.00)	164,002.09	(22,580.65)	(341,023.09)	
	BEG. FUND BALANCE	988,929.71	988,929.71			
	END FUND BALANCE	811,908.71	1,152,931.80			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 08/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 08/31/2024	Activity For 08/31/2024	Available Balance 08/31/2024	% Bdgt Used
Fund: 23 TAX INCREMENTAL FINANCING DISTRICT 1						
Account Category: Revenues						
TAXES						
23-00000-41101	TAX INCREMENT	8,217.00	7,911.33	0.00	305.67	96.28
	TAXES	8,217.00	7,911.33	0.00	305.67	96.28
MISC REVENUE						
23-00000-48200	MISCELLANEOUS REVENUE	25,000.00	12,218.04	2,190.00	12,781.96	48.87
	MISC REVENUE	25,000.00	12,218.04	2,190.00	12,781.96	48.87
	Revenues	33,217.00	20,129.37	2,190.00	13,087.63	60.60
Account Category: Expenditures						
GENERAL GOVERNMENT						
23-51000-52300	PROFESSIONAL SERVICES	150,000.00	12,622.54	1,678.50	137,377.46	8.42
	GENERAL GOVERNMENT	150,000.00	12,622.54	1,678.50	137,377.46	8.42
TRANS TO OTHER FUND						
23-59210-59000	TRANSFER OUT	15,000.00	15,000.00	0.00	0.00	100.00
	TRANS TO OTHER FUND	15,000.00	15,000.00	0.00	0.00	100.00
	Expenditures	165,000.00	27,622.54	1,678.50	137,377.46	16.74
Fund 23 - TAX INCREMENTAL FINANCING DISTRICT 1:						
	TOTAL REVENUES	33,217.00	20,129.37	2,190.00	13,087.63	
	TOTAL EXPENDITURES	165,000.00	27,622.54	1,678.50	137,377.46	
	NET OF REVENUES & EXPENDITURES:	(131,783.00)	(7,493.17)	511.50	(124,289.83)	
	BEG. FUND BALANCE	(138,106.67)	(138,106.67)			
	END FUND BALANCE	(269,889.67)	(145,599.84)			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 08/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 08/31/2024	Activity For 08/31/2024	Available Balance 08/31/2024	% Bdgt Used
Fund: 26 PUBLIC SAFETY COMMUNICATIONS						
Account Category: Revenues						
TAXES						
26-00000-41100	PROPERTY TAXES	316,779.00	316,779.00	0.00	0.00	100.00
	TAXES	316,779.00	316,779.00	0.00	0.00	100.00
INTERGOVERNMENTAL						
26-00000-46220	INTERGOVERNMENTAL REVENUE	517,813.00	368,034.95	8,861.21	149,778.05	71.07
26-00000-47130	CONTRACT REVENUE	2,217,456.00	1,663,091.97	0.00	554,364.03	75.00
	INTERGOVERNMENTAL	2,735,269.00	2,031,126.92	8,861.21	704,142.08	74.26
MISC REVENUE						
26-00000-48100	CONSOLIDATED SERVICE BILLINGS	112,485.00	97,631.38	6,913.99	14,853.62	86.80
	MISC REVENUE	112,485.00	97,631.38	6,913.99	14,853.62	86.80
	Revenues	3,164,533.00	2,445,537.30	15,775.20	718,995.70	77.28
Account Category: Expenditures						
PUBLIC SAFETY COMM						
26-51000-51100	WAGES FT	1,758,538.00	1,080,988.19	130,322.94	677,549.81	61.47
26-51000-51110	OVERTIME	35,000.00	49,110.81	4,275.58	(14,110.81)	140.32
26-51000-51160	HOLIDAY PAY	36,928.00	16,258.59	2,578.19	20,669.41	44.03
26-51000-51170	HEALTH INSURANCE BUYOUT	16,800.00	18,353.51	2,825.00	(1,553.51)	109.25
26-51000-51190	DENTAL INSURANCE BUYOUT	544.00	536.18	86.85	7.82	98.56
26-51000-51400	LONGEVITY	3,110.00	0.00	0.00	3,110.00	0.00
26-51000-51500	WISCONSIN RETIREMENT SYSTEM	127,552.00	78,181.07	9,465.21	49,370.93	61.29
26-51000-51510	SOCIAL SECURITY	142,701.00	84,901.94	10,186.54	57,799.06	59.50
26-51000-51520	LIFE INSURANCE	2,808.00	2,185.53	273.35	622.47	77.83
26-51000-51530	HEALTH INSURANCE	377,691.00	244,502.00	25,311.24	133,189.00	64.74
26-51000-51540	DENTAL INSURANCE	7,628.00	4,871.63	513.81	2,756.37	63.87
26-51000-51800	RECRUITMENT	2,500.00	462.41	70.66	2,037.59	18.50
26-51000-52000	FACILITY MAINTENANCE & SUPPLIE	23,817.00	11,424.66	866.79	12,392.34	47.97
26-51000-52010	CLEANING & JANITORIAL SERVICES	12,688.00	8,640.97	920.70	4,047.03	68.10
26-51000-52100	CONTRACTUAL SERVICES	38,583.00	41,488.13	130.68	(2,905.13)	107.53
26-51000-52130	LEGAL COUNSEL-PERSONNEL	1,000.00	0.00	0.00	1,000.00	0.00
26-51000-52140	AUDIT SERVICES	1,962.00	1,848.76	0.00	113.24	94.23
26-51000-52200	UTILITIES	26,480.00	16,415.59	2,179.76	10,064.41	61.99
26-51000-52210	TELECOMMUNICATIONS	81,721.00	55,569.20	19,505.18	26,151.80	68.00
26-51000-52250	COMPUTER SUPPORT SERVICES	5,000.00	1,895.25	0.00	3,104.75	37.91
26-51000-52260	ADMINISTRATIVE FEES	860.00	616.00	0.00	244.00	71.63
26-51000-52300	MATERIALS & SUPPLIES	10,000.00	4,635.63	76.53	5,364.37	46.36
26-51000-52360	LICENSING & MAINTENANCE	350,673.00	329,852.21	(488.80)	20,820.79	94.06
26-51000-53110	POSTAGE	500.00	0.00	0.00	500.00	0.00
26-51000-53210	DUES & SUBSCRIPTIONS	2,500.00	580.71	0.00	1,919.29	23.23
26-51000-53220	TRAINING, SAFETY & CERTIFICATI	14,500.00	2,641.72	50.00	11,858.28	18.22
26-51000-53300	CLOTHING/EMPLOYEE EXPENSES	840.00	191.00	0.00	649.00	22.74
26-51000-53400	FUEL MAINTENANCE	0.00	69.26	0.00	(69.26)	100.00
26-51000-53900	EMPLOYEE RECOGNITION	250.00	121.98	0.00	128.02	48.79
26-51000-55000	CONTINGENCY	19,918.00	0.00	0.00	19,918.00	0.00
26-51000-55100	GENERAL LIABILITY	6,142.00	6,724.10	0.00	(582.10)	109.48
26-51000-55130	WORKERS COMPENSATION	18,686.00	2,650.02	0.00	16,035.98	14.18
26-51000-55150	COMMERCIAL CRIME POLICY	124.00	73.65	0.00	50.35	59.40

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 08/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 08/31/2024	Activity For 08/31/2024	Available Balance 08/31/2024	% Bdgt Used
Fund: 26 PUBLIC SAFETY COMMUNICATIONS						
Account Category: Expenditures						
PUBLIC SAFETY COMM						
26-51000-55160	PROPERTY INSURANCE	4,350.00	4,760.54	0.00	(410.54)	109.44
	PUBLIC SAFETY COMM	3,132,394.00	2,070,551.24	209,150.21	1,061,842.76	66.10
TRANS TO OTHER FUND						
26-59217-59000	ADMINISTRATIVE/TRANSFER TO	106,006.00	106,006.00	0.00	0.00	100.00
26-59241-59000	TRANSFER OUT	620,000.00	620,000.00	0.00	0.00	100.00
	TRANS TO OTHER FUND	726,006.00	726,006.00	0.00	0.00	100.00
	Expenditures	3,858,400.00	2,796,557.24	209,150.21	1,061,842.76	72.48
Fund 26 - PUBLIC SAFETY COMMUNICATIONS:						
	TOTAL REVENUES	3,164,533.00	2,445,537.30	15,775.20	718,995.70	
	TOTAL EXPENDITURES	3,858,400.00	2,796,557.24	209,150.21	1,061,842.76	
	NET OF REVENUES & EXPENDITURES:	(693,867.00)	(351,019.94)	(193,375.01)	(342,847.06)	
	BEG. FUND BALANCE	1,066,582.63	1,066,582.63			
	END FUND BALANCE	372,715.63	715,562.69			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 08/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 08/31/2024	Activity For 08/31/2024	Available Balance 08/31/2024	% Bdgt Used
Fund: 30 LONG TERM FINANCIAL FUND						
Account Category: Revenues						
TAXES						
30-00000-41100	PROPERTY TAXES	839,601.00	839,601.00	0.00	0.00	100.00
	TAXES	839,601.00	839,601.00	0.00	0.00	100.00
INTERGOVERNMENTAL						
30-00000-47115	B SERIES ADMIN FEE	11,000.00	0.00	0.00	11,000.00	0.00
	INTERGOVERNMENTAL	11,000.00	0.00	0.00	11,000.00	0.00
OTHER FINANCING SOURCES						
30-00000-49250	TRANSFER FROM STORMWATER FUND	72,048.00	72,048.00	0.00	0.00	100.00
	OTHER FINANCING SOURCES	72,048.00	72,048.00	0.00	0.00	100.00
	Revenues	922,649.00	911,649.00	0.00	11,000.00	98.81
Account Category: Expenditures						
DEBT						
30-58100-52150	MADACC	1,770.00	202.48	0.00	1,567.52	11.44
30-58100-55950	PAYMENT TO ESCROW AGENT	6,500.00	1,200.00	0.00	5,300.00	18.46
30-58100-56100	2021A GENERAL OBLIGATION	190,000.00	0.00	0.00	190,000.00	0.00
30-58100-56110	NSFD STATION	48,885.00	30,656.00	0.00	18,229.00	62.71
30-58100-56190	2016 GENERAL OBLIGATION	135,000.00	135,000.00	0.00	0.00	100.00
30-58100-56200	2018 GENERAL OBLIGATION	90,000.00	90,000.00	0.00	0.00	100.00
30-58100-56210	INTEREST ON BOND	133,558.00	98,006.25	18,120.00	35,551.75	73.38
30-58100-56240	2021 B GO DEBT	320,000.00	0.00	0.00	320,000.00	0.00
	DEBT	925,713.00	355,064.73	18,120.00	570,648.27	38.36
TRANS TO OTHER FUND						
30-59240-59000	TRANSFER OUT	418,272.00	418,272.00	0.00	0.00	100.00
	TRANS TO OTHER FUND	418,272.00	418,272.00	0.00	0.00	100.00
	Expenditures	1,343,985.00	773,336.73	18,120.00	570,648.27	57.54
Fund 30 - LONG TERM FINANCIAL FUND:						
	TOTAL REVENUES	922,649.00	911,649.00	0.00	11,000.00	
	TOTAL EXPENDITURES	1,343,985.00	773,336.73	18,120.00	570,648.27	
	NET OF REVENUES & EXPENDITURES:	(421,336.00)	138,312.27	(18,120.00)	(559,648.27)	
	BEG. FUND BALANCE	604,146.86	604,146.86			
	END FUND BALANCE	182,810.86	742,459.13			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 08/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 08/31/2024	Activity For 08/31/2024	Available Balance 08/31/2024	% Bdgt Used
Fund: 40 POLICE CAPITAL						
Account Category: Revenues						
TAXES						
40-00000-41100	PROPERTY TAXES	169,029.00	169,029.00	0.00	0.00	100.00
40-00000-41130	FIRE & RESCUE PROPERTY TAXES	42,025.00	42,025.00	0.00	0.00	100.00
	TAXES	211,054.00	211,054.00	0.00	0.00	100.00
INTERGOVERNMENTAL						
40-00000-43215	POLICE REVENUE	17,000.00	17,000.00	0.00	0.00	100.00
	INTERGOVERNMENTAL	17,000.00	17,000.00	0.00	0.00	100.00
MISC REVENUE						
40-00000-48310	EQUIPMENT SALE PROCEEDS	0.00	2,821.25	0.00	(2,821.25)	100.00
	MISC REVENUE	0.00	2,821.25	0.00	(2,821.25)	100.00
OTHER INCOME						
40-00000-49210	TRANSFER FROM GENERAL FUND	129,777.00	129,777.00	0.00	0.00	100.00
	OTHER INCOME	129,777.00	129,777.00	0.00	0.00	100.00
	Revenues	357,831.00	360,652.25	0.00	(2,821.25)	100.79
Account Category: Expenditures						
CAPITAL PROJECTS						
40-91000-58020	CAPITAL LEASE	5,498.00	5,498.00	0.00	0.00	100.00
40-91000-58030	CAPITAL EQUIPMENT	276,438.00	17,033.00	0.00	259,405.00	6.16
	CAPITAL PROJECTS	281,936.00	22,531.00	0.00	259,405.00	7.99
	Expenditures	281,936.00	22,531.00	0.00	259,405.00	7.99
Fund 40 - POLICE CAPITAL:						
	TOTAL REVENUES	357,831.00	360,652.25	0.00	(2,821.25)	
	TOTAL EXPENDITURES	281,936.00	22,531.00	0.00	259,405.00	
	NET OF REVENUES & EXPENDITURES:	75,895.00	338,121.25	0.00	(262,226.25)	
	BEG. FUND BALANCE	107,172.99	107,172.99			
	END FUND BALANCE	183,067.99	445,294.24			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 08/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 08/31/2024	Activity For 08/31/2024	Available Balance 08/31/2024	% Bdgt Used
Fund: 41 DEPARTMENT OF PUBLIC WORKS						
Account Category: Revenues						
TAXES						
41-00000-41100	PROPERTY TAXES	79,695.00	79,695.00	0.00	0.00	100.00
	TAXES	79,695.00	79,695.00	0.00	0.00	100.00
INTERGOVERNMENTAL						
41-00000-43210	INTERGOVERNMENTAL GRANTS	0.00	30,990.03	5,000.00	(30,990.03)	100.00
	INTERGOVERNMENTAL	0.00	30,990.03	5,000.00	(30,990.03)	100.00
PUBLIC CHARGES FOR SERVIC						
41-00000-46320	GARBAGE CONTAINER & FEES	8,500.00	3,845.00	225.00	4,655.00	45.24
41-00000-46325	CULVERT REPLACEMENT	0.00	1,081.50	15.75	(1,081.50)	100.00
41-00000-46725	MAILBOX REPLACEMENT	0.00	2,600.00	200.00	(2,600.00)	100.00
	PUBLIC CHARGES FOR SERVIC	8,500.00	7,526.50	440.75	973.50	88.55
MISC REVENUE						
41-00000-48200	MISCELLANEOUS REVENUE	124,244.00	65,968.50	0.00	58,275.50	53.10
41-00000-48260	INSURANCE AWARDS/DIVIDENDS	5,000.00	0.00	0.00	5,000.00	0.00
41-00000-48310	EQUIPMENT SALES	0.00	4,746.39	0.00	(4,746.39)	100.00
	MISC REVENUE	129,244.00	70,714.89	0.00	58,529.11	54.71
OTHER INCOME						
41-00000-49210	TRANSFER FROM GENERAL FUND	259,553.00	259,553.00	0.00	0.00	100.00
	OTHER INCOME	259,553.00	259,553.00	0.00	0.00	100.00
	Revenues	476,992.00	448,479.42	5,440.75	28,512.58	94.02
Account Category: Expenditures						
CAPITAL PROJECTS						
41-91000-58010	CAPITAL PROJECTS	666,944.00	246,286.23	0.00	420,657.77	36.93
41-91000-58030	CAPITAL EQUIPMENT	221,100.00	1,446.00	0.00	219,654.00	0.65
	CAPITAL PROJECTS	888,044.00	247,732.23	0.00	640,311.77	27.90
	Expenditures	888,044.00	247,732.23	0.00	640,311.77	27.90
Fund 41 - DEPARTMENT OF PUBLIC WORKS:						
	TOTAL REVENUES	476,992.00	448,479.42	5,440.75	28,512.58	
	TOTAL EXPENDITURES	888,044.00	247,732.23	0.00	640,311.77	
	NET OF REVENUES & EXPENDITURES:	(411,052.00)	200,747.19	5,440.75	(611,799.19)	
	BEG. FUND BALANCE	1,791,165.68	1,791,165.68			
	END FUND BALANCE	1,380,113.68	1,991,912.87			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 08/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 08/31/2024	Activity For 08/31/2024	Available Balance 08/31/2024	% Bdgt Used
Fund: 42 ADMIN SERVICES CAPITAL						
Account Category: Revenues						
TAXES						
42-00000-41100	PROPERTY TAXES	73,689.00	73,689.00	0.00	0.00	100.00
	TAXES	73,689.00	73,689.00	0.00	0.00	100.00
OTHER INCOME						
42-00000-49210	TRANSFER FROM GENERAL FUND	677,825.00	677,825.00	0.00	0.00	100.00
	OTHER INCOME	677,825.00	677,825.00	0.00	0.00	100.00
	Revenues	751,514.00	751,514.00	0.00	0.00	100.00
Account Category: Expenditures						
CAPITAL PROJECTS						
42-91000-55190	GASB 45/ACCRUED BENEFIT OBLIGATIONS	93,689.00	57,267.39	9,275.59	36,421.61	61.12
42-91000-58010	CAPITAL PROJECTS	35,000.00	0.00	0.00	35,000.00	0.00
42-91000-58030	CAPITAL EQUIPMENT	20,000.00	0.00	0.00	20,000.00	0.00
	CAPITAL PROJECTS	148,689.00	57,267.39	9,275.59	91,421.61	38.51
	Expenditures	148,689.00	57,267.39	9,275.59	91,421.61	38.51
Fund 42 - ADMIN SERVICES CAPITAL:						
	TOTAL REVENUES	751,514.00	751,514.00	0.00	0.00	
	TOTAL EXPENDITURES	148,689.00	57,267.39	9,275.59	91,421.61	
	NET OF REVENUES & EXPENDITURES:	602,825.00	694,246.61	(9,275.59)	(91,421.61)	
	BEG. FUND BALANCE	735,251.32	735,251.32			
	END FUND BALANCE	1,338,076.32	1,429,497.93			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 08/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 08/31/2024	Activity For 08/31/2024	Available Balance 08/31/2024	% Bdgt Used
Fund: 46 PUBLIC SAFETY COMM CAPITAL						
Account Category: Revenues						
TAXES						
46-00000-41100	PROPERTY TAXES	23,067.00	23,067.00	0.00	0.00	100.00
	TAXES	23,067.00	23,067.00	0.00	0.00	100.00
INTERGOVERNMENTAL						
46-00000-43210	INTERGOVERNMENTAL GRANTS	630,904.00	0.00	0.00	630,904.00	0.00
46-00000-47110	CONTRACT REVENUE	161,469.00	161,469.00	0.00	0.00	100.00
	INTERGOVERNMENTAL	792,373.00	161,469.00	0.00	630,904.00	20.38
OTHER INCOME						
46-00000-49226	TRANSFER FROM CONSOLIDATED DIS	620,000.00	620,000.00	0.00	0.00	100.00
	OTHER INCOME	620,000.00	620,000.00	0.00	0.00	100.00
	Revenues	1,435,440.00	804,536.00	0.00	630,904.00	56.05
Account Category: Expenditures						
CAPITAL PROJECTS						
46-91000-58010	CAPITAL PROJECTS	65,000.00	57,347.65	0.00	7,652.35	88.23
46-91000-58030	CAPITAL EQUIPMENT	848,045.00	402,988.58	0.00	445,056.42	47.52
	CAPITAL PROJECTS	913,045.00	460,336.23	0.00	452,708.77	50.42
	Expenditures	913,045.00	460,336.23	0.00	452,708.77	50.42
Fund 46 - PUBLIC SAFETY COMM CAPITAL:						
	TOTAL REVENUES	1,435,440.00	804,536.00	0.00	630,904.00	
	TOTAL EXPENDITURES	913,045.00	460,336.23	0.00	452,708.77	
	NET OF REVENUES & EXPENDITURES:	522,395.00	344,199.77	0.00	178,195.23	
	BEG. FUND BALANCE	622,402.45	622,402.45			
	END FUND BALANCE	1,144,797.45	966,602.22			

CHECK REGISTER FOR VILLAGE OF BAYSIDE

CHECK DATE 07/03/2024 - 08/28/2024

Check Date	Check	Vendor Name	Amount
Bank GEN GENERAL POOLED CHECKING			
07/03/2024	40251	ACP CREATIVIT, LLC	787.00
07/03/2024	40252	AMUNDSEN DAVIS	9,204.37
07/03/2024	40253	BATZNER PEST CONTROL	28.00
07/03/2024	40254	CDW GOVERNMENT	4,934.60
07/03/2024	40255	CEDARBURG OVERHEAD DOOR CO	1,149.00
07/03/2024	40256	Clark Dietz	800.00
07/03/2024	40257	ClearGov	11,986.68
07/03/2024	40258	Energenecs	302.50
07/03/2024	40259	FORWARD TS, LTD	281.90
07/03/2024	40260	GREATAMERICA FINANCIAL SERVIC	107.00
07/03/2024	40261	KUJAWA ENTERPRISES INC	5,750.00
07/03/2024	40262	LANNON STONE PRODUCTS	3,661.39
07/03/2024	40263	LIEBAU-LAUN	250.00
07/03/2024	40264	LIESENER SOILS INC	1,260.00
07/03/2024	40265	MICHAEL JONS & ASSOCIATES	50.00
07/03/2024	40266	MICHELLE KEBBEKUS	35.00
07/03/2024	40267	OGDEN CENTER LLC	1,990.13
07/03/2024	40268	PACKERLAND RENT-A-MAT INC.	93.16
07/03/2024	40269	PREMISTAR-WISCONSIN	11,836.09
07/03/2024	40270	ROTE OIL	1,968.83
07/03/2024	40271	WAYSIDE NURSERIES	451.00
07/03/2024	40272	XIAONING HUANG	1,312.77
Total 07/03/2024:			58,239.42
07/09/2024	40273	AFLAC	13.80
07/09/2024	40274	CITY OF GLENDALE	4,948.04
07/09/2024	40275	MILWAUKEE COUNTY REGISTER OF	30.00
07/09/2024	40276	SECURIAN FINANCIAL GROUP	1,197.81
07/09/2024	40277	TEAMSTERS LOCAL UNION # 200	377.00
07/09/2024	40278	WI CHILD SUPPORT	1,930.18
Total 07/09/2024:			8,496.83
07/11/2024	399(E)	CARTER, JULIE	1,558.16
07/11/2024	400(E)	DEPT OF EMPLOYEE TRUST FUND	111,555.71
07/11/2024	401(E)	DIVERSIFIED BENEFIT SERVICES	884.85
07/11/2024	402(E)	EFTPS	40,898.38
07/11/2024	403(E)	EMPOWER-GREATWEST	4,965.32
07/11/2024	404(E)	NORTH SHORE BANK	225.00
07/11/2024	405(E)	WI DEPARTMENT OF REVENUE	6,945.72
Total 07/11/2024:			167,033.14
07/17/2024	406(E)	DIVERSIFIED BENEFIT SERVICES	1,537.94
07/17/2024	407(E)	US BANK	18,420.42
Total 07/17/2024:			19,958.36
07/18/2024	40279	ACP CREATIVIT, LLC	3,934.00
07/18/2024	40280	AMAZON/SYNCB	353.00
07/18/2024	40281	AQUABLOK LTD	850.00
07/18/2024	40282	BAKER & TAYLOR	5,196.28
07/18/2024	40283	BAKER TILLY VIRCHOW KRAUSE LL	1,580.00
07/18/2024	40284	BUELOW VETTER BUIKEMA OLSON V	170.00
07/18/2024	40285	CHRISTOPHER ESTES	100.00
07/18/2024	40286	CITY OF GLENDALE	426.71
07/18/2024	40287	CITY OF MEQUON	1,149.55
07/18/2024	40288	CRIVELLO, NICHOLS&HALL, S.C.	1,800.00
07/18/2024	40289	CUMMINS SALES AND SERVICE	548.24
07/18/2024	40290	DELTA DENTAL	263.50
07/18/2024	40291	Election Systems & Software	227.50
07/18/2024	40292	Homers Towing	650.00
07/18/2024	40293	HOUSEMAN & FEIND, LLP	805.00
07/18/2024	40294	HUMPHREY SERVICE PARTS INC	911.44
07/18/2024	40295	JENNY MOVRIK	200.00
07/18/2024	40296	Kanopy Inc	182.70
07/18/2024	40297	KUJAWA ENTERPRISES INC	4,835.12
07/18/2024	40298	LANNON STONE PRODUCTS	1,656.40
07/18/2024	40299	LEANN VICE-RESHEL	200.00
07/18/2024	40300	MADACC	236.94
07/18/2024	40301	MANNEDGE CONSULTING LLC	2,500.00
07/18/2024	40302	MARY ALVARADO	35.00
07/18/2024	40303	MCMAHON ASSOCIATES INC	4,574.18
07/18/2024	40304	MILW COUNTY ELECTION COMMISSI	317.45
07/18/2024	40305	Milwaukee Metropolitan Sewera	83,476.66

CHECK REGISTER FOR VILLAGE OF BAYSIDE

CHECK DATE 07/03/2024 - 08/28/2024

Check Date	Check	Vendor Name	Amount
Bank GEN GENERAL POOLED CHECKING			
07/18/2024	40306	PACKERLAND RENT-A-MAT INC.	46.58
07/18/2024	40307	PAYMENTUS CORP	11.44
07/18/2024	40308	PREMIUM WATERS INC.	89.48
07/18/2024	40309	PROPERTY SOLUTIONS CONTRACTIN	10,400.00
07/18/2024	40310	RINGCENTRAL, INC.	1,165.51
07/18/2024	40311	Rinka	102,933.00
07/18/2024	40312	ROTE OIL	1,650.83
07/18/2024	40313	SAFEBUILT LLC Lockbox #88135	27,119.81
07/18/2024	40314	SPECTRUM ENTERPRISE	259.01
07/18/2024	40315	STREICHER'S	110.00
07/18/2024	40316	VISION TELECOMMUNICATIONS, IN	3,000.00
07/18/2024	40317	WE ENERGIES	5,757.18
07/18/2024	40318	WI DEPT. OF TRANS-7366	9,955.59
07/18/2024	40319	WISCONSIN DOCUMENT IMAGING	172.93
Total 07/18/2024:			279,851.03
07/24/2024	40320	AFLAC	13.80
07/24/2024	40321	TONY BANGERT	750.00
07/24/2024	40322	WE ENERGIES	2,526.68
07/24/2024	40323	WI CHILD SUPPORT	2,060.18
07/24/2024	40324	WILLIAM GIRTON	35.00
Total 07/24/2024:			5,385.66
07/31/2024	410(E)	DIVERSIFIED BENEFIT SERVICES	1,922.09
07/31/2024	411(E)	EFTPS	38,862.16
07/31/2024	412(E)	EMPOWER-GREATWEST	4,688.43
07/31/2024	413(E)	NORTH SHORE BANK	225.00
07/31/2024	414(E)	WI DEPARTMENT OF REVENUE	6,576.85
Total 07/31/2024:			52,274.53
08/01/2024	40325	ADVENTURE ROCK	835.00
08/01/2024	40326	AMAZON/SYNCB	1,128.20
08/01/2024	40327	AMUNDSEN DAVIS	7,345.01
08/01/2024	40328	BATZNER PEST CONTROL	28.00
08/01/2024	40329	FORWARD TS, LTD	173.74
08/01/2024	40330	GREATAMERICA FINANCIAL SERVIC	107.00
08/01/2024	40331	IDEMIA IDENTITY & SECURITY	1,384.00
08/01/2024	40332	JESSIE GITZEN	400.00
08/01/2024	40333	LEIA OLSEN	200.00
08/01/2024	40334	LINDA FRANK	35.00
08/01/2024	40335	LV ENTERPRISES LLC	775.00
08/01/2024	40336	NORTH SHORE CHAMBER OF COMMER	80.00
08/01/2024	40337	PACKERLAND RENT-A-MAT INC.	46.58
08/01/2024	40338	POWER DMS INC	11,227.55
08/01/2024	40339	STREICHER'S	991.86
08/01/2024	40340	TACTICAL SOLUTIONS	276.00
08/01/2024	40341	WI DEPT OF JUSTICE - TIME	2,180.25
08/01/2024	40342	WI DEPT OF TRANS 7909	20.00
Total 08/01/2024:			27,233.19
08/07/2024	40343	AFLAC	13.80
08/07/2024	40344	AMUNDSEN DAVIS	900.00
08/07/2024	40345	KATHERINE MINER	35.00
08/07/2024	40346	TEAMSTERS LOCAL UNION # 200	572.00
08/07/2024	40347	WEST BEND LIONS CLUB	300.00
08/07/2024	40348	WI CHILD SUPPORT	1,930.18
Total 08/07/2024:			3,750.98
08/15/2024	40349	AMAZON/SYNCB	482.04
08/15/2024	40350	BAKER & TAYLOR	2,918.50
08/15/2024	40351	Clark Dietz	9,240.00
08/15/2024	40352	DIGGERS HOTLINE INC	798.40
08/15/2024	40353	HORIZON PEST MANAGEMENT LLC	456.00
08/15/2024	40354	Kanopy Inc	208.80
08/15/2024	40355	KUJAWA ENTERPRISES INC	4,835.13
08/15/2024	40356	LANGE ENTERPRISES INC	294.21
08/15/2024	40357	MANNEDGE CONSULTING LLC	2,500.00
08/15/2024	40358	METRO SALES INC	147.14
08/15/2024	40359	MILWAUKEE COUNTY REGISTER OF	30.00
08/15/2024	40360	NICOLET HIGH SCHOOL	746.24
08/15/2024	40361	PACKERLAND RENT-A-MAT INC.	46.58
08/15/2024	40362	PREMIUM WATERS INC.	89.48
08/15/2024	40363	RINGCENTRAL, INC.	1,155.33

CHECK REGISTER FOR VILLAGE OF BAYSIDE

CHECK DATE 07/03/2024 - 08/28/2024

Check Date	Check	Vendor Name	Amount
Bank GEN GENERAL POOLED CHECKING			
08/15/2024	40364	ROTE OIL	3,295.27
08/15/2024	40365	SANDRA DESHUR	35.00
08/15/2024	40366	SECURIAN FINANCIAL GROUP	1,269.94
08/15/2024	40367	SPECTRUM ENTERPRISE	259.01
08/15/2024	40368	STEPHANIE BROMLEY	200.00
08/15/2024	40369	WAYSIDE NURSERIES	398.00
08/15/2024	40370	WE ENERGIES	5,371.40
Total 08/15/2024:			34,776.47
08/20/2024	40374	AFLAC	13.80
08/20/2024	40375	AMUNDSEN DAVIS	6,475.59
08/20/2024	40376	BLOCK IRON & SUPPLY CO - OSHK	1,180.00
08/20/2024	40377	DELTA DENTAL	240.70
08/20/2024	40378	Energenecs	665.00
08/20/2024	40379	FIRST SUPPLY LLC	1,020.40
08/20/2024	40381	FRANK GILLITZER ELECTRIC CO	729.41
08/20/2024	40382	HUMPHREY SERVICE PARTS INC	128.49
08/20/2024	40383	LANNON STONE PRODUCTS	5,206.90
08/20/2024	40384	LIESENER SOILS INC	840.00
08/20/2024	40385	MID-AMERICAN RESEARCH CHEMICA	106.89
08/20/2024	40386	MR HOLLAND'S HOME SERVICES	76.00
08/20/2024	40387	UNEMPLOYMENT INSURANCE DIVISI	345.59
08/20/2024	40388	WI CHILD SUPPORT	1,650.18
08/20/2024	40389	WI DEPT OF JUSTICE - TIME	720.00
Total 08/20/2024:			19,398.95
08/28/2024	415(E)	CARTER, JULIE	1,558.16
08/28/2024	416(E)	DEPT OF EMPLOYEE TRUST FUND	50,230.92
08/28/2024	417(E)	DIVERSIFIED BENEFIT SERVICES	2,685.27
08/28/2024	418(E)	EFTPS	78,625.82
08/28/2024	419(E)	EMPOWER-GREATWEST	9,547.28
08/28/2024	420(E)	NORTH SHORE BANK	450.00
08/28/2024	421(E)	US BANK	34,819.50
08/28/2024	426(E)	WI DEPARTMENT OF REVENUE	13,341.80
08/28/2024	40390	ALEXANDRA STRAND	400.00
08/28/2024	40391	AMAZON/SYNCB	1,817.13
08/28/2024	40392	AMERICAN SEWER SERVICES, INC	9,957.35
08/28/2024	40393	AMUNDSEN DAVIS	2,657.86
08/28/2024	40394	CITY OF MEQUON	2,266.24
08/28/2024	40395	Clark Dietz	3,350.00
08/28/2024	40396	CLEAN SOURCE LLC	4,200.00
08/28/2024	40397	COREY OIL LTD	2,730.50
08/28/2024	40398	CRIVELLO, NICHOLS&HALL, S.C.	900.00
08/28/2024	40399	FRANK GILLITZER ELECTRIC CO	489.87
08/28/2024	40400	GREAT LAKES EXCAVATING	3,550.00
08/28/2024	40401	HUMPHREY SERVICE PARTS INC	55.59
08/28/2024	40402	IMPACT ACQUISITIONS, LLC	120.13
08/28/2024	40403	JOE DE BELAK PLUMBING COMPANY	1,342.00
08/28/2024	40404	LANNON STONE PRODUCTS	448.57
08/28/2024	40405	LV ENTERPRISES LLC	3,214.00
08/28/2024	40406	MCAHON ASSOCIATES INC	11,339.81
08/28/2024	40407	MEA- SEW	30.00
08/28/2024	40408	MILWAUKEE COUNTY FEDERATED LI	505.00
08/28/2024	40409	MILWAUKEE COUNTY REGISTER OF	60.00
08/28/2024	40410	ONSOLVE, LLC	19,017.01
08/28/2024	40411	PITNEY BOWES INC	404.61
08/28/2024	40412	POMP'S TIRE SERVICE INC	1,929.04
08/28/2024	40413	RACE DAY EVENTS LLC	878.75
08/28/2024	40414	RESERVE ACCOUNT-PITNEY BOWES	4,000.00
08/28/2024	40415	ROTE OIL	3,046.79
08/28/2024	40416	SAFEBUILT LLC Lockbox #88135	10,048.02
08/28/2024	40417	SHERWIN INDUSTRIES	1,575.00
08/28/2024	40418	STREICHER'S	717.97
08/28/2024	40419	THE SHERWIN-WILLIAMS CO, INC	1,406.50
08/28/2024	40420	TOTAL ENERGY SYSTEMS LLC	1,800.00
08/28/2024	40421	WE ENERGIES	2,568.80
08/28/2024	40422	WI DEPT OF JUSTICE - TIME	2,180.25
Total 08/28/2024:			290,265.54
GEN TOTALS:			
Total of 190 Checks:			966,664.10

CHECK REGISTER FOR VILLAGE OF BAYSIDE

CHECK DATE 07/03/2024 - 08/28/2024

Check Date	Check	Vendor Name	Amount
Bank GEN GENERAL POOLED CHECKING			
	Less 0 Void Checks:		0.00
	Total of 190 Disbursements:		<u>966,664.10</u>



Community Impact Report

July 2024

FISCAL INTEGRITY: Provide sound financial management and future financial stability.

Metric	2023 Total	2024 YTD	5 Year Average	Target	Status
Bond Rating	Aa	Aa	Aa	Aa	●
GFOA Budget	Yes	Yes	Yes	Yes	●
GFOA ACFR	Yes	Submitted	Yes	Yes	●
Grant \$	\$1,067,833	\$1,929,626	\$594,889	\$300,000	●
Fund Balance	53%	37%	33%	40%	●

Metric	2023 Total	2024 YTD	5 Year Average	Target	Status
Property Status	81	45	111	120	●
ICMA CPM	n/a	n/a	Yes	Yes	●
Total Permits	636	374	567	400	●
WComp Mod	0.81	0.81	0.89	1.0	●

COMMUNITY COLLABORATION: Maintain equitable, diverse, and inclusive community partnerships.

Metric	2023 Total	2024 YTD	5 Year Average	Target	Status
Meetings/Events	71	29	65	55	●
Ordinances	12	8	12	15	●
Resolutions	22	14	30	25	●
myBlue Contacts	862	914	424	N/A	●

Metric	2023 Total	2024 YTD	5 Year Average	Target	Status
Drop Off Day Cars	1,045	767	837	800	●
Codes Enforced	256	244	213	N/A	●
Votes Cast	3,820	1,400	4,375	7,250	●
Elections	2	1	2.8	2	●

CONNECTED COMMUNICATION: Provide proactive, reliable, and transparent communications.

Metric	2023 Total	2024 YTD	5 Year Average	Target	Status
Buzz open rate	70%	69%	63%	65%	●
Website Visits	68,752	21,463	57,376	40,000	●
Social Media	312,633	106,044	329,553	350,000	●
Newsletter	12	7	12	12	●

Metric	2023 Total	2024 YTD	5 Year Average	Target	Status
SCF Requests	2,723	1,080	2,535	2,700	●
SCF DTA	0.3	0.3	.78	1	●
SCF DTC	4.1	3.0	10.62	7	●
SCF SLA%	88%	90%	78.8%	90%	●

SERVICE EXCELLENCE: Provide solution-based innovative services.

Metric	2023 Total	2024 YTD	5 Year Average	Status
Dispatch Time	48 sec.	42 sec.	43 sec	●
Dispatch Calls	100,569	55,143	104,695	●
911 Calls	21,734	12,273	25,878	●
BCC Train Hrs.	8,575	2,718	3,579	●
Call Reviews	98%	98%	98%	●
Calls for Police	8,666	4,082	5,855	●
Police Accred.	Yes	Yes	Yes	●

Metric	2023 Total	2024 YTD	5 Year Average	Status
Police Calls	77,390	45,748	72,874	●
Fire Calls	12,355	7,532	10,106	●
EMD Use	8,212	4,960	N/A	●
Miles Patrolled	71,750	49,015	96,278	●
Traffic Stops	2,020	817	2,020	●
Citations	848	467	880	●

SUSTAINABLE RESILIENCE: Provide environmental stewardship and promote future resilience.

Metric	2023 Total	2024 YTD	5 Year Average	Target	Status
Garbage Tons	1,205	723	1,219	1,200	●
Recycling Tons	409	244	452	500	●
Yard Waste (yds)	2,090	632	1,948	2,500	●
Special Pickups	158	84	153	165	●
Diversion Rate	25%	25%	27%	30%	●

Metric	2023 Total	2024 YTD	5 Year Average	Target	Status
Culvert Replaced	58	22	42	30	●
Rx Drugs (lbs)	536	244	482	450	●
Tree City USA	Yes	Yes	Yes	Yes	●
Sewer Cleaned	26,902	0	23,497	26,000	●
Bird City USA	Yes	Yes	Yes	Yes	●

* = per year data unavailable



Community Impact Report

August 2024

FISCAL INTEGRITY: Provide sound financial management and future financial stability.

Metric	2023 Total	2024 YTD	5 Year Average	Target	Status
Bond Rating	Aa	Aa	Aa	Aa	●
GFOA Budget	Yes	Yes	Yes	Yes	●
GFOA ACFR	Yes	Submitted	Yes	Yes	●
Grant \$	\$1,067,833	\$1,929,626	\$594,889	\$300,000	●
Fund Balance	53%	37%	33%	40%	●

Metric	2023 Total	2024 YTD	5 Year Average	Target	Status
Property Status	81	54	111	120	●
ICMA CPM	n/a	n/a	Yes	Yes	●
Total Permits	636	435	567	400	●
WComp Mod	0.81	0.81	0.89	1.0	●

COMMUNITY COLLABORATION: Maintain equitable, diverse, and inclusive community partnerships.

Metric	2023 Total	2024 YTD	5 Year Average	Target	Status
Meetings/Events	71	31	65	55	●
Ordinances	12	8	12	15	●
Resolutions	22	14	30	25	●
myBlue Contacts	862	1,038	424	N/A	●

Metric	2023 Total	2024 YTD	5 Year Average	Target	Status
Drop Off Day Cars	1,045	842	837	800	●
Codes Enforced	256	265	213	N/A	●
Votes Cast	3,820	3,110	4,375	7,250	●
Elections	2	2	2.8	2	●

CONNECTED COMMUNICATION: Provide proactive, reliable, and transparent communications.

Metric	2023 Total	2024 YTD	5 Year Average	Target	Status
Buzz open rate	70%	69%	63%	65%	●
Website Visits	68,752	25,737	57,376	40,000	●
Social Media	312,633	151,748	329,553	350,000	●
Newsletter	12	8	12	12	●

Metric	2023 Total	2024 YTD	5 Year Average	Target	Status
SCF Requests	2,723	1,318	2,535	2,700	●
SCF DTA	0.3	0.3	.78	1	●
SCF DTC	4.1	4.2	10.62	7	●
SCF SLA%	88%	86%	78.8%	90%	●

SERVICE EXCELLENCE: Provide solution-based innovative services.

Metric	2023 Total	2024 YTD	5 Year Average	Status
Dispatch Time	48 sec.	44 sec.	43 sec	●
Dispatch Calls	100,569	64,278	104,695	●
911 Calls	21,734	14,408	25,878	●
BCC Train Hrs.	8,575	3,200	3,579	●
Call Reviews	98%	98%	98%	●
Calls for Police	8,666	6,092	5,855	●
Police Accred.	Yes	Yes	Yes	●

Metric	2023 Total	2024 YTD	5 Year Average	Status
Police Calls	77,390	53,483	72,874	●
Fire Calls	12,355	8,662	10,106	●
EMD Use	8,212	5,669	N/A	●
Miles Patrolled	71,750	55,231	96,278	●
Traffic Stops	2,020	865	2,020	●
Citations	848	499	880	●

SUSTAINABLE RESILIENCE: Provide environmental stewardship and promote future resilience.

Metric	2023 Total	2024 YTD	5 Year Average	Target	Status
Garbage Tons	1,205	797	1,219	1,200	●
Recycling Tons	409	260	452	500	●
Yard Waste (yds)	2,090	657	1,948	2,500	●
Special Pickups	158	93	153	165	●
Diversion Rate	25%	25%	27%	30%	●

Metric	2023 Total	2024 YTD	5 Year Average	Target	Status
Culvert Replaced	58	22	42	30	●
Rx Drugs (lbs)	536	244	482	450	●
Tree City USA	Yes	Yes	Yes	Yes	●
Sewer Cleaned	26,902	0	23,497	26,000	●
Bird City USA	Yes	Yes	Yes	Yes	●

* = per year data unavailable



Police Department

July 2024

Highlights and Accomplishments

- Chief Liebenthal and Lieutenant Salazar attended media training at CIVMIC.
- An analysis of speed data collected from the speed feedback signs on Port Washington Road, Fairy Chasm Road, and Brown Deer Road revealed that the average vehicle speed at each location was within two miles per hour of the posted speed limit during June of 2024.

Metric	Measurement	2023 Total	2024 YTD	5 Year Average	Status (comp. 5 yr avg)
Calls for Service	Calls	8666	5444	5855	●
Community Engagement / myBlue Sector Activity	Contacts	862	914	424	●
Traffic Stops	Stops	2,020	817	2,020	●
Citations	Citations	848	467	880	●
Warnings	Warnings	1157	446	948	●
Arrests	Arrests	81	35	117	●
Ordinance Enforcement	Tickets Issued	34	33	56	●
Crimes Against Persons	Count	4	0	7	●
Crimes Against Property	Count	29	4	55	●
Crimes Against Society	Count	21	1	34	●
Reports Written	# Written	742	330	851	●
Patrol Miles Driven	# Miles	71,750	49,015	96,278	●
Code Enforcement	Notices Issued	256	244	213	●
Business/ Vacation Checks	# Performed	1,793	1,071	1,719	●
Crime Prevention	Notices Given	248	174	275	●
Alarm Calls	Count	64	38	83	●
Accidents Investigated	Count	61	26	60	●
Outside Agency Assists	Count	246	132	262	●
Field Interviews Conducted	Contacts	83	27	99	●
Speed Sign Deployment	Location Count	42	21	28	●
Rx Drugs Collected	Pounds	536	244	482	●



Police Department

August 2024

Highlights and Accomplishments

- Lieutenant Bobby Wenger began his career with Bayside PD on August 19.
- The PD conducted a department shoot on August 21 and 22.
- myBlue Night Out was successful and took place on August 8, 2024.
- Department meeting was held on 08/26/24 to introduce Interim Police Chief, Jeff Roemer
- All department members toured the One North Building

Metric	Measurement	2023 Total	2024 YTD	5 Year Average	Status (comp. 5 yr avg)
Calls for Service	Calls	8666	6095	5855	●
Community Engagement / myBlue Sector Activity	Contacts	862	1038	424	●
Traffic Stops	Stops	2,020	865	2,020	●
Citations	Citations	848	499	880	●
Warnings	Warnings	1157	468	948	●
Arrests	Arrests	81	36	117	●
Ordinance Enforcement	Tickets Issued	34	37	56	●
Crimes Against Persons	Count	4	0	7	●
Crimes Against Property	Count	29	4	55	●
Crimes Against Society	Count	21	1	34	●
Reports Written	# Written	742	378	851	●
Patrol Miles Driven	# Miles	71,750	55231	96,278	●
Code Enforcement	Notices Issued	256	265	213	●
Business/ Vacation Checks	# Performed	1,793	1,216	1,719	●
Crime Prevention	Notices Given	248	205	275	●
Alarm Calls	Count	64	44	83	●
Accidents Investigated	Count	61	33	60	●
Outside Agency Assists	Count	246	140	262	●
Field Interviews Conducted	Contacts	83	32	99	●
Speed Sign Deployment	Location Count	42	24	28	●
Rx Drugs Collected	Pounds	536	244	482	●



Bayside Communications Center

July 2024

Key Highlights and Accomplishments

- BCC attended National Night Out and MyBlue Night out and talked with residents educating them on the 911 center and when to call 911.
- Director Scharnott and Supervisor Gannett provided information at the Bayside Youth Citizen Academy on the functionality and capabilities of BCC.
- BCC Peer Support Team will be attending training at CIVMIC and partnering with BAPD to establish a Peer Support Team.

Metric	Measurement	2023 Total	2024 YTD	5 Year Average	Status (comp. 5 yr. avg)
Total Phone Calls	Calls	100,569	55,143	104,695	
911 Calls	Calls	21,734	12,273	25,878	
911 Hang Ups	Hang Ups	2,937	1,266	2,937*	
Answer Time	Seconds	4	4	4	
Dispatch Time	Seconds	48	42	43	
Police Calls	Calls	77,390	45,748	72,874*	
Fire Calls	Calls	12,355	7,532	10,106*	
EMD Protocol Use	Number of Calls	8,212	4,960	N/A	
Request for Police	Requests	3,155	1,951	2,840	
Traffic Stops	Number of Stops	19,512	12,201	17,792	
Training Hours	Hours	8,575	2,718	3,579	
Call Reviews	%	98%	98%	98%	
Text to 911	Number of sessions	214	353	n/a	



Bayside Communications Center

August 2024

Highlights and Accomplishments

- BCC attended First Responder Night in Brown Deer and provided education on the 911 system and when to call 911 to residents.
- Director Scharnott will be attending the National Center for Missing and Exploited Children’s Executive Training in Alexandria Virginia.
- BCC is working on shift picks for 2025 as well as placement of new hires.
- BCC telecommunicator Jordan Trevisan is working on a staff photo board featuring years of service for the center.

Metric	Measurement	2023 Total	2024 YTD	5 Year Average	Status (comp. 5 yr. avg)
Total Phone Calls	Calls	100,569	64,278	104,695	●
911 Calls	Calls	21,734	14,408	25,878	●
911 Hang Ups	Hang Ups	2,937	1,542	2,937*	●
Answer Time	Seconds	4	4	4	●
Dispatch Time	Seconds	48	44	43	●
Police Calls	Calls	77,390	53,483	72,874*	●
Fire Calls	Calls	12,355	8,662	10,106*	●
EMD Protocol Use	Number of Calls	8,212	5,669	N/A	●
Request for Police	Requests	3,155	2,261	2,840	●
Traffic Stops	Number of Stops	19,512	13,880	17,792	●
Training Hours	Hours	8,575	3,200	3,579	●
Call Reviews	%	98%	98%	98%	●
Text to 911	Number of sessions	214	400	n/a	●



Department of Public Works

July 2024

Highlights and Accomplishments

- The 2024 ditch and culvert project was completed. In total, 19 culverts were replaced, 1 culvert removed, and 1,915 feet of ditching was completed.
- The Village wide line striping and stenciling project was completed.
- 120 residents participated in July's Recycling Day.
- Multiple no parking signs were placed for resident requested events.
- Multiple barricades and cones were placed for resident requested block parties.
- 3 drains were adopted through the adopt-a-drain program.
- 6 dead ash trees were removed along with northern border of Ellsworth Park fence.
- Assisted with Fourth of July parade prep and set up.

Metric	Measurement	2023 Total	2024 YTD	5 Year Average	Target	Status (comp. 5 yr avg)
Garbage Collected	Tons	1,205	723	1,219	1,200	
Recycling Collected	Tons	409	244	452	500	
Diversion Rate	=Rec/(Rec+Garb)	25%	25%	27%	30%	
Yard Waste Collection	Stops	8,878	4,082	8,186	7,500	
Yard Waste Collected	Yards	2,090	632	1,948	2,500	
Recycling/ Clean Up Day Participants	Cars	1,045	767	837	800	
Access Bayside Requests	Requests Closed	995	355	749	700	
Special Pickups	Pickups	158	84	153	165	
Mulch Deliveries	Deliveries	38	46	45	60	
Mulch Delivered	Yards	285	365	283	500	
Sewer Main Cleaned	Feet	26,902	0	23,497	26,000	
Manholes Inspected	Manholes	125	0	27	120	
Ditch Line	Feet	5,488	1,915	6,399	5,000	
Culvert Replacement	Culverts	62	22	42	30	
Tree Removal	Trees	15	15	149	<10	
Trees Planted	Trees	46	49	90	50	



Department of Public Works

August 2024

Highlights and Accomplishments

- The 2024 ditch and culvert project was completed. In total, 19 culverts were replaced, 1 culvert removed, and 1,915 feet of ditching was completed.
- The annual road project was completed. The road project included portions of Baypoint, Tennyson, Regent, Lake and Fairy Chasm.
- The DPW assisted in many special events throughout the month, including block party barricades, no parking signs, beer gardens, an art fair, MyBlue night out and the August election.
- Annual crack filling was completed throughout the Village. Over twelve miles of road were crack filled to extend the life of the road infrastructure.
- Many items were addressed at Ellsworth Park, including but was not limited to, tree trimming, and property clean up, bush trimming, grass seed planting, ball diamond weed picking, pavilion maintenance, tennis court maintenance and memorial brick paver reset in the walkway.

Metric	Measurement	2023 Total	2024 YTD	5 Year Average	Target	Status (comp. 5 yr avg)
Garbage Collected	Tons	1,205	797	1,219	1,200	
Recycling Collected	Tons	409	260	452	500	
Diversion Rate	=Rec/(Rec+Garb)	25%	25%	27%	30%	
Yard Waste Collection	Stops	8,878	4,369	8,186	7,500	
Yard Waste Collected	Yards	2,090	657	1,948	2,500	
Recycling/ Clean Up Day Participants	Cars	1,045	842	837	800	
Access Bayside Requests	Requests Closed	995	579	749	700	
Special Pickups	Pickups	158	93	153	165	
Mulch Deliveries	Deliveries	38	46	45	60	
Mulch Delivered	Yards	285	365	283	500	
Sewer Main Cleaned	Feet	26,902	0	23,497	26,000	
Manholes Inspected	Manholes	125	0	27	120	
Ditch Line	Feet	5,488	1,915	6,399	5,000	
Culvert Replacement	Culverts	62	22	42	30	
Tree Removal	Trees	15	15	149	<10	
Trees Planted	Trees	46	49	90	50	



Administrative Services

July 2024

Highlights and Accomplishments

- Processed Absentee Ballots for the August Election
 - Absentee Applications 573
 - Absentee Returned 315
 - Percent of Returned 9.44%
- Conducted absentee voting at the Elizabeth Residence.
- Continued work on the 2025 Budget.
- Submitted the 2025 CDBG Grant Application.
- Completed the 2024 Video Service Provider report for the Wisconsin Department of Revenue.
- Completed 2025 Insurance Renewal Application with CVMIC.

Metric	Measure	YTD%	Measure	YTD%
General Fund	Revenue	90.0%	Expenditure	63.6%
BCC	Revenue	76.8%	Expenditure	66.9%

Metric	Measure	YTD%	Measure	YTD%
Sanitary Sewer	Revenue	92.7%	Expenditure	26.1%
Storm Water	Revenue	79.1%	Expenditure	40.1%

Metric	Measurement	2023 Total	2024 YTD	5 Year Average	Target	Status (comp. 5 yr avg)
Grants Awarded	\$	\$1,067,833	\$1,929,626	\$594,880	\$300,000	
Property Status	Number	81	45	111	120	
Total Permits	Number	636	363	567	400	
Public Meetings	Number	40	29	45	55	
Ordinances	Number	12	8	12	10	
Resolutions	Number	22	14	30	25	
Communications Reach	Digital Interactions	312,633	106,044	329,553	350,000	
SCF Created	Number	2,723	1,455	2,535	2,700	
SCF DTA	Number	0.3	0.3	0.5	1	
SCF DTC	Number	4.1	3.0	9.88	7	
SCF SLA Days	% in SLA	88%	90%	82%	90%	
Elections	Number	2	1	2.8	4	
Votes Cast	Number	3,820	1,400	4,375	7,250	



Administrative Services

August 2024

Highlights and Accomplishments

- Completed election reconciliation process.
- Voter Turnout for the August Election
 - Total Voters 1,710
 - Percentage of voters 51.26%
- Continued work on the 2025 Budget
- Completed final August tax settlement with other taxing entities.
- Onboarded Bobby Wegner for the position of Lieutenant.
- Nicole attended several trainings including an all day webinar on the administration of Wisconsin Retirement System and three day Wisconsin Municipal Clerk’s Conference.
- Received information on a Referendum for Maple Dale-Indian Hill School District to be placed on the November 5 ballot.

Metric	Measure	YTD%	Measure	YTD%
General Fund	Revenue	103%	Expenditure	68.8%
BCC	Revenue	77.2%	Expenditure	72.5%

Metric	Measure	YTD%	Measure	YTD%
Sanitary Sewer	Revenue	94.1%	Expenditure	28.2%
Storm Water	Revenue	80.2%	Expenditure	43.8%

Metric	Measurement	2023 Total	2024 YTD	5 Year Average	Target	Status (comp. 5 yr avg)
Grants Awarded	\$	\$1,067,833	\$1,929,626	\$594,880	\$300,000	
Property Status	Number	81	54	111	120	
Total Permits	Number	636	488	567	400	
Public Meetings	Number	40	31	45	55	
Ordinances	Number	12	8	12	10	
Resolutions	Number	22	14	30	25	
Communications Reach	Digital Interactions	312,633	151,748	329,553	350,000	
SCF Created	Number	2,723	1,693	2,535	2,700	
SCF DTA	Number	0.3	0.3	0.5	1	
SCF DTC	Number	4.1	4.2	9.88	7	
SCF SLA Days	% in SLA	88%	86%	82%	90%	
Elections	Number	2	2	2.8	4	
Votes Cast	Number	3,820	3,110	4,375	7,250	

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5100

ORDER: 5101

ISSUE DATE: September 13, 2024

REVIEW DATE: May 30, 2027

LAST REVIEW: May 30, 2024

SUBJECT: OPERATION OF POLICE VEHICLES

PAGE 1 OF 6

I. PURPOSE

The purpose of this Order is to establish procedures for the operation of police vehicles under emergency and non-emergency circumstances, the use of emergency equipment and to identify the responsibilities of officers while driving a police vehicle.

II. POLICY

It is the policy of the Bayside Police Department that officers drive with due regard for the safety of all persons. Officers shall adhere to all statutory restrictions regarding traffic laws and may only take exception to traffic laws under prescribed conditions and circumstances, as outlined in State Statute 346.03, and then only in ways that shall minimize the risk of accidents or injuries to officers or the public.

III. DEFINITIONS

POLICE VEHICLE: Any vehicle owned, rented, or leased by the Village and operated by a police officer.

EMERGENCY VEHICLE: Any police vehicle equipped with one or more revolving or flashing red lights or red and blue lights in combination and an audible siren.

SPECIAL PURPOSE VEHICLES: A police vehicle, including a bicycle that may or may not be equipped with emergency lights and descriptive identifiers on the side, and may or may not be equipped with a siren. The vehicles are primarily used for the transportation of passengers or property, for undercover investigations or bicycle patrol.

EMERGENCY ASSIGNMENT:

1. Response to a call in which it may be reasonably inferred that a person's life is in jeopardy or that a person is seriously injured and needs immediate aid.
2. Response to an "Assist Officer" call.
3. Response to a "Felony-in-Progress" call.

4. Pursuit of an actual or suspected violator of the law.

VIOLATOR OF THE LAW: An individual who has committed or is suspected of committing a felony or misdemeanor involving substantial harm to person or property or has committed traffic violations of a nature that would indicate unusual risk to the driver, passenger, pedestrians, or other vehicles.

IV. DRIVER RESPONSIBILITY WHILE OPERATING EMERGENCY VEHICLE

- A. The Village of Bayside provides 24-hour emergency coverage, responds to routine calls for service, while maintaining continuous patrol coverage. This is accomplished through the use and operation of various department vehicles.
- B. Employees shall drive Village of Bayside vehicles in a reasonable manner in order to conserve fuel and ensure efficiency of operation.
- C. Officers shall in all cases drive with due regard for the safety of all persons and shall carefully weigh the risks inherent in purposely disregarding the traffic laws against the value of the end result promoted by such violation. In case of doubt the officer shall opt for safety.
- D. When responding to calls-for-service of a non-emergency nature, officers shall comply with all the traffic laws.
- E. Assignments of an emergency nature shall not relieve the driver of a police vehicle from the responsibility of driving with due regard for the safety of all persons. The traffic laws may be violated only as enumerated and then only when both sirens and emergency lights are being used.
 1. At an intersection a stop sign may be passed only after slowing down, or coming to a complete stop if necessary, and proceeding when it is safe to do so.
 2. At an intersection or railway crossing a red traffic signal may be passed only after slowing down, or coming to a complete stop if necessary, and proceeding when it is safe to do so.
 3. Speed limits may be exceeded only when it can be done safely, and the driver is not endangering life or property.
 4. A center line may be crossed when necessary to pass a line of vehicles. In this event, the driver must ensure that oncoming traffic has a place to go and then drive slowly enough to allow oncoming traffic to move out of the way.
 5. Regulations governing direction of movement or turning in specified directions may be disregarded if such actions can be executed safely.

V. USE OF SIRENS AND/OR EMERGENCY LIGHTS

- A. Sirens and emergency lights shall be activated when responding to emergency assignments.

1. When necessary to alert traffic to yield to the right of way on the same street on which the police vehicle is travelling.
 2. When violating a traffic law as authorized by this Order.
- B. Sirens may be used to stop traffic violators when other means such as a combination of emergency lights and horn are ineffective.
- C. An officer shall comply with the requirements of the Driver Responsibility While Operating an Emergency Vehicle Section of this Order, relative to giving audible and visual signals and safe vehicle operation, but may not exceed the speed limit without giving audible and visual signals under the following circumstances:
1. If the officer is obtaining evidence of a speed violation, but he or she shall attempt to stop the violator once the elements of the violation are obtained.
 2. If the officer is responding to a call which the officer reasonably believes involves a felony-in-progress and the officer reasonably believes any of the following:
 - a. Knowledge of the officer's presence or approach may endanger the safety of a victim or other person.
 - b. Knowledge of the officer's presence or approach may cause the suspected violator to evade apprehension.
 - c. Knowledge of the officer's presence or approach may cause the suspected violator to destroy evidence of a suspected felony or may otherwise result in the loss of evidence of a suspected felony.
 - d. Knowledge of the officer's presence or approach may cause the suspected violator to cease the commission of a suspected felony before the officer obtains sufficient evidence to establish grounds for arrest.
- D. Any exemptions granted in Section V C above do not relieve the operator of a police vehicle from a duty to drive with due regard under the circumstances for the safety of all persons, nor do they protect such operator from the consequences of his/her reckless disregard for the safety of others.

VI. USE OF SPECIAL PURPOSE VEHICLES

- A. Special purpose vehicles are not designed or equipped for regular motorized patrol duty or emergency responses. All general rules for safe and lawful operation of police vehicles found in this Order are applicable to special purpose vehicles.
1. BICYCLES: Use of the police equipped bicycles is restricted to members of the Department who are outfitted and trained in their operation.
 2. UNDERCOVER VEHICLES: The vehicles are used for surveillance and other undercover investigation activities.

VII. ESCORTS

1. General Escorts:
 - a. Requests for escorting vehicles through the Village are required to meet State and local regulations.
 - b. Escort requests will be forwarded to the shift commander to determine manpower abilities. If there is a conflict, the request will be routed to the administrative supervisor with any problems and recommendations.
2. Funerals: In most cases, the funeral homes will provide their own escorts; special requests for exceptionally large processions will be processed through the shift commander. In all cases, funeral processions will be conducted in accordance with State law.
3. Civilian Vehicles: There are very few incidents in which a police unit would escort a civilian vehicle, such as in a medical emergency. Under normal situations, medical attention should be called to the scene if necessary. Situations involving imminent life or death will be dealt with on a case-by-case basis with approval of the shift commander.
4. Parades, Runs, Special Events: Permits and escort requests for these activities are handled by the 4-12 Sergeant.
5. Public figures and dignitaries: Requests will be forwarded to the administrative supervisor for processing and manpower allocation.
6. Oversize vehicles and loads, hazmat, high value, and unusual cargo: Requests must be forwarded to the administrative supervisor for approval.

Other Escort Requests: All other major escort requests will be referred to the administrative supervisor for initial review and eventual processing with other affected Departments and/or agencies. The shift commander may approve other minor escorts, such as bank escorts.

VIII. VEHICLE CARE AND MAINTENANCE

A sound maintenance program and the degree to which it is carried out on a daily basis are extremely important. Not only does a well-implemented maintenance program extend the life of the fleet, but it also reduces operational costs and may reduce insurance premiums, and crash frequency. Having vehicles that are well maintained creates a positive image with the public and projects a safety conscious image.

- A. Operators of Police Department vehicles shall be responsible for performing a daily walk-around inspection of their vehicle prior to it being placed into service at the start of their shift. Inspections shall include but are not limited to:
 1. Identifying and reporting any obvious physical damage.

2. Interior, exterior and emergency lighting.
 3. Brakes, steering, tire pressure and tire conditions.
 4. Windshield wipers, defrosters, windows, and mirrors.
 5. All police-related equipment to include but not limited to: emergency lighting, sirens, radios, weapons, cameras, cell phones, radar units, preliminary breath test equipment, defibrillators, fire extinguishers and miscellaneous equipment.
- B. Operators of Police Department vehicles are responsible for the general daily upkeep and cleanliness of their assigned vehicles and equipment. Vehicles and equipment are to be washed only at Department approved facilities or in-house. Due to safety, health and sanitary issues, vehicle interiors must be kept clean and free from dirt, litter, debris etc.
- C. Vehicles that are found to have potential operational safety hazards are to be immediately taken out of service until such hazards are corrected. This hazard shall be promptly reported to the shift supervisor, noted on the whiteboard in the Muster Room, and scheduled for repairs by the appropriate personnel.
- D. Except in an emergency, or for very minor repairs, employees shall not alter or attempt any repairs to a departmental vehicle without the prior authorization of a supervisor or command officer.
- E. Any supplies carried in the vehicle that may be depleted during the officers' tour of duty shall be replaced by that officer as soon as possible and before the end of his/her tour of duty.
- F. Every employee shall take reasonable care to avoid damaging, misusing, abusing, or destroying departmental vehicles.
- G. Any employee/operator involved in any accident or damage caused while operating a Department vehicle, shall immediately notify the shift supervisor.
- H. Barring an emergency, officers/employees shall fill the gas tank of their assigned vehicle at or near the end of their shift, to provide the incoming officer/employee with a fully fueled vehicle.

IX. PARKING

- A. Police vehicles shall not be left unattended unless the transmission is in park and the doors are locked. The engine may be left running if the switch on the dash is turned on and the ignition keys are removed; but only if an officer is actively involved in a call for service. Police vehicles shall not be left running when parked at the station unless the function the officer is performing is less than 5 minutes in duration. Unless exigent circumstances exist, which prevent it, all windows shall be closed and the police vehicle locked when unattended.

- B. Police vehicles shall be parked in a legal manner unless an emergency situation exists, or it is necessary to alert traffic of a hazard. In such situations, the emergency lights and/or flashing warning lights shall be operating. When the emergency or hazard no longer exists, and the officer must remain on the scene, the vehicle shall be properly parked, and emergency and warning lights turned off.

X. SAFETY RESTRAINING DEVICES

- A. Pursuant to Sec. 347.48, Wisconsin Statutes, the use of seat belts by officers shall be required. Additionally, any officer or person who operates or rides as a passenger, or is transported as a passenger, in a Village owned vehicle shall wear a properly adjusted and fastened seat belt unless the person is combative and securing the safety belt would place the officer at risk.
- B. Police officers shall be permitted to exercise the statutory exception for seat belt use. This exception affords officers the option of not wearing seat belts in situations where their use could endanger the safety of the officer or another. These exceptions are:
1. Where an officer's personal safety may be at risk when approaching or leaving the scene involving high risk situations.
 2. When compliance could endanger the safety of the officer or passenger.
 3. A person seated in a seating position that is not equipped with a seat belt.
 4. A driver or passenger who must exit and enter a vehicle on a frequent basis, more than 10 stops per mile; and
 5. Anyone who has filed written notice from a physician that they are unable to wear a seat belt for medical or physical reasons.
- C. Children under the age of four will be transported in a child safety seat in which they have been properly restrained and which is properly secured in the rear seat of the police vehicle. Child safety seats are available for use and are stored at the police department.
- D. Whenever possible, prisoners will be secured in a seat belt except when the use of the seat belt may aggravate the situation or cause further difficulties for the officer.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5100

ORDER: 5102

ISSUE DATE: September 13, 2024

REVIEW DATE: May 30, 2027

LAST REVIEW: May 30, 2024

SUBJECT: FINANCIAL INSTITUTION ALARM RESPONSE

PAGE 1 OF 2

I. PURPOSE

This procedure outlines a uniform response to alarms from financial institutions, intending to assure the safety and coordination of all persons involved in the response. This procedure should be followed unless an officer on the scene can verify that the bank is closed and a keyholder must be contacted once the exterior of the building is secured.

II. PROCEDURE

When responding to a hold-up alarm at a financial institution, the telecommunicator will make the assignment by referring to the name and address of the institution. Fox Point and River Hills squads will be notified by radio.

A. Proceed to the vicinity as quickly and safely as possible:

1. Use a route that prevents your being observed by persons in the bank.
2. Do not use the siren and discontinue the use of red lights in the vicinity of the bank.
3. On arrival, note your location to the dispatcher. **All squads will utilize A1 NDISP for communication** unless it is currently restricted. A2 NTRAF will be used if A1 NDISP is not immediately available. Communications Center staff may redirect to another channel contingent on available channels at the time of the incident.
4. Be cautious of all persons and vehicles already in your designated area and in proximity to the bank.
5. Wait outside your vehicle behind cover. Communication will be between the telecommunicator and the primary officer. The telecommunicator will contact the bank and inquire as to the validity of the alarm.

B. Telecommunicator contact with bank Personnel:

1. If there is no response from the Telecommunicator, or it appears there is confusion at the bank with their response, consider the alarm valid. Hold your position and wait for further instructions from the primary officer.
2. While waiting for notification from the Telecommunications Center, consider anyone leaving the bank a potential suspect and record any vehicles that are allowed to exit.

C. Valid alarm:

1. Maintain your position and wait for verification from the Telecommunications Center that all suspects have exited the building. A minimum of two officers will initiate the investigation from inside the building. It will be their responsibility to relay a more detailed description of any suspect(s) and/or vehicles involved to the other squads in the area.
2. Should an “employee” from the bank exit the building for the departments false alarm procedure and exhibit behavior or verbalization that makes the officer suspect the alarm to be valid, that officer will immediately take that “employee” into secure custody and remove them to a safe location. Mutual aid squads shall be used as necessary to secure the building.
3. Attempt all apprehensions outside of the building. If the suspect(s) are at large, implement the ICS system in accordance with current NIMS protocol.

D. Verified false alarm:

1. A telecommunicator will instruct an employee (preferably a manager) to speak to the primary officer outside of the building. The telecommunicator will request a description of the individual coming out and relay that information to the primary officer.
2. The primary officer will approach the person exiting the bank (away from the entrance) and verify the status of the alarm. The primary officer will then make the decision to either investigate the situation further with the aid of other officers or release the squads from their positions.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5100

ORDER: 5103.02

ISSUE DATE: September 13, 2024

REVIEW DATE: May 31, 2027

LAST REVIEW: May 31, 2024

SUBJECT: SQUAD PUSH BUMPERS

PAGE 1 OF 3

I. PURPOSE

This order establishes procedures for using push bumper equipped squads to push stalled or disabled vehicles. Use will restore normal traffic flow, reduce the threat of injury and accidents, and allows officers to respond to other calls.

II. PROCEDURES

A. Use of Push Bumpers

Pushing vehicles using the squad push bumpers should only be utilized if:

- Failure to remove the vehicle in a timely fashion will interfere with normal traffic patterns
- Removing the vehicle could avoid possible accident or injury and provide for the safety of motorists and pedestrians
- Officers are only authorized to push a vehicle to the nearest place of immediate safety

Pushing a vehicle out of traffic has enough inherent dangers without compounding the situation by miscommunication. These guidelines should be addressed before attempting to push a vehicle with a squad equipped with a push bumper:

1. Vehicle Inspection
 - a. Inspect the vehicle to be pushed to prior damages and ensure that the rear bumper is properly affixed.
 - b. Show any damage to the vehicle owner prior to pushing: do not push the vehicle if it is felt that any damage will result to either vehicle. Officers may use body camera video and in-car video to document existing damage prior to making contact with the push bumper.
2. Discuss the Pushing Procedure with the other Driver.
 - a. Make sure the driver understands your plans.

- b. Make the operator aware of disabled vehicles not having power steering or brakes, giving the driver minimum control. The driver must put the vehicle in neutral.
 - c. If an officer feels the vehicle operator is not capable of completing the maneuver or she/he does not understand the instructions, do not push the vehicle.
 - d. Before an officer pushes a vehicle with a push bumper, they must have the vehicle operator read and sign a Release and Waiver of Liability form. If the vehicle operator chooses not to sign the waiver, then the officer shall not push their vehicle with the push bumper. All signed waivers are to be turned into the dayshift Lieutenant.
3. Other Actions prior to Pushing.
- a. Line up the push bumper and vehicles bumper, if they do not line up, do not push the vehicle.
 - b. Ensure that the vehicle to push has its ignition on to release the locked steering, and that the transmission is in neutral.
4. **Pushing Procedure – Emergency Red/Blue Lights Activated.**
- a. Slowly pull up behind the vehicle to make contact with its bumper; make certain the push bars align with the bumper of the vehicle to be pushed.
 - b. Accelerate slowly enough to allow the vehicle to move to the designated legal parking area.
 - c. Do not keep contact with a vehicle being pushed when negotiating a corner or going up/down/over a driveway approach. Reduce squad speed so that vehicles separate prior to such maneuvers.

B. Miscellaneous Information

- 1. Be aware of the extension to the squad's front when parking or approaching another vehicle.
- 2. Do not use push bumpers for:
 - a. Pushing vehicles beyond a close safe parking area.
 - b. To push start other vehicles.
 - c. Pushing large, heavy, or damaged vehicles that may damage either vehicle.

3. If damage is incurred to either vehicle because of pushing, this damage must be immediately reported to a supervisor. A non-reportable or accident report form may be appropriate and provided to the pushed vehicle owner/operator. It will also be forwarded to a member of the administrative staff in a timely manner.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5100

ORDER: 5105

ISSUE DATE: September 13, 2024

REVIEW DATE: May 31, 2027

LAST REVIEW: May 31, 2024

SUBJECT: FIRE AND BURGLAR ALARM PROCEDURES

PAGE 1 OF 2

I. PURPOSE

The purpose of this order is to provide guidelines for the interpretation and response to fire and burglar alarms.

II. ALARM GUIDELINES

A. FIRE ALARMS (COMMERCIAL AND RESIDENTIAL)

1. Respond to the scene, park in an area that does not obstruct fire apparatus response and report initial findings to dispatch. Relay validity of alarm to NSFD as soon as possible after initial investigation.
2. If entry cannot be made and there is no visible sign of smoke or fire, have dispatch contact a key holder to respond to the scene. If no key holder is available and a life-threatening situation does not appear to exist, NSFD will make the decision to enter the building. Officers will remain on the scene until released by NSFD.
3. Complete call information should be forwarded to dispatch for entry upon release.

B. BURGLAR ALARMS (RESIDENTIAL)

1. Respond to the scene and park in an area that offers limited or no visibility from the residence.
2. Approach the residence with another officer and determine the status of the alarm. If the residence is secure and there is no keyholder, relay the information to dispatch and clear. If there is a keyholder responding to the residence within 15 minutes, one officer should remain on the scene for possible assistance. If the key holder's response will be longer than 15 minutes, the officers may clear the scene, and one officer return later if requested.

3. If an open door is discovered, dispatch will be notified and no less than two officers will make a systematic search of the residence. If forced entry or evidence of a theft or burglary is discovered and there is a reasonable likelihood of an offender(s) still inside the residence, officers may take a position of observation from outside the residence and request additional personnel that may include a canine unit from another jurisdiction. Additional off-duty personnel may be contacted at the discretion of the shift commander for assistance or investigative purposes.
4. All alarms that are not actual thefts, burglaries, or attempted entries are considered false and will generate a “false alarm” notification from the Village Hall. Complete and detailed call information will be forwarded to dispatch for entry on every alarm call.

C. BURGLAR ALARMS (BUSINESS)

1. During normal business hours, dispatch will attempt to contact the business to ascertain the problem and relay any information to the responding squads. Squads should approach the business with caution until confirmation is made if it appears the business is not open or is operating in a manner that is not consistent with everyday operations.
2. After hours, the dispatcher shall contact a key holder. If the business is checked and it is found secure, one officer should wait for the keyholder and check the business for the validity of the alarm if possible.
3. If evidence of forced entry is discovered, or there is a high probability of an individual inside, officers are to take a position of observation outside the building and request additional personnel that may include a canine unit or officers from other jurisdictions prior to entering.
4. Should key holder(s) fail to respond on more than one occasion, this information will be referred to a supervisor and forwarded to the Chief of Police for possible alarm permit revocation.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5100

ORDER: 5106

ISSUE DATE: September 13, 2024

REVIEW DATE: June 3, 2027

LAST REVIEW: June 3, 2024

SUBJECT: TOWING AND IMPOUNDMENT OF VEHICLES

PAGE 1 OF 4

I. PURPOSE

This department occasionally encounters situations that necessitate the removal of vehicles from village streets and public and private parking lots. The nature of these encounters often dictates the urgency with which these vehicles must be removed. The following are principle considerations in determining the course of action to follow; the protection of private interests and property, the need for expediency in clearing accident and incident scenes, maintenance of our streets in a safe fashion, village liability, and the need to preserve evidence.

Officers must understand when the towing and storage of vehicles is appropriate and legal. This Order establishes guidelines for the towing and impoundment of vehicles by the Bayside Police Department.

II. POLICY

- A. When a need for towing occurs and no need exists to impound the vehicle, a reasonable request based on the preference of the owner or operator will be honored. If the owner or operator cannot be consulted or is indifferent to which service to call, the towing service used by our department will be Geirach's in Mequon. Owners are responsible for any costs incurred as a result of towing, storage, or any emergency road service.
- B. In cases of vehicles driven by persons taken into police custody, recovered stolen vehicles, vehicles seized for evidence or forfeiture, abandoned vehicles, and vehicles involved in fatal or serious personal injury accidents, the shift commander will determine whether the vehicle should be impounded, the means of removal, and the place of storage.
- C. Any vehicle removed and towed at the direction of any officer in the absence of the owner/operator shall be documented on a written police report or cad entry. This report/entry will include, but not be limited to, a description of the vehicle, owner/operator, reason for tow, and location towed.

III. GUIDELINES

All Officers are required to become familiar with the following guidelines for the towing and/or impoundment of vehicles:

A. ABANDONED VEHICLES

1. Vehicles are deemed abandoned property if they are found in violation of Village of Bayside Municipal Code Section 47-97 (a) or (b).
2. A parking citation should be issued when a vehicle is deemed abandoned. A registration inquiry should be conducted for possible wants and to obtain owner information. A reasonable attempt should be made to contact the registered owner if known or available.
3. Abandoned vehicles not removed are to be towed after 48 hours of mailing notice to the last known address of the registered owner.
 - a. Arrange to have the vehicle removed to a place of safekeeping.
 - b. Attempt to notify the registered owner and/or lien holder via certified mail that the vehicle has been deemed abandoned and is in storage for a minimum of 30 days.
 - c. Failure of the owner/lien holder to reclaim the vehicle will cause the vehicle to be transferred to the towing service for towing and storage costs or otherwise disposed of consistent with State Stat. 342.40(2)(3) c.

B. DISABLED VEHICLES

1. A parking citation should not be issued when a vehicle becomes disabled and is temporarily left abandoned in traffic. Officers should take the necessary action to warn motorists of the hazard until the vehicle is removed.
2. Operators or owners of disabled vehicles that can be legally parked or are out of traffic may be allowed a reasonable amount of time to make their own arrangements to move their vehicle. Officers should notify telecommunications if the vehicle is allowed to park at a location for an extended period.
3. Vehicles that are traffic hazards are to be removed as soon as possible. An officer may decide to immediately contact a towing service to tow the vehicle in the absence of the owner/operator if it presents an immediate danger to other vehicles. Vehicles towed for these reasons will be towed to and stored with the towing service.

C. ACCIDENT SCENES

1. Any vehicle involved in an accident shall be removed from the roadway as soon as practical, taking into consideration the severity of any personal injury and the need to preserve evidence crucial to the investigation.
2. Vehicles involved in fatal traffic accidents will be impounded for a minimum of 72 hours. Such vehicles should be towed to a secure facility. If it is later determined that the vehicle is required for evidence purposes, the vehicle should be secured at a police facility and inventoried.
3. In multi vehicle accidents, the investigating officer(s) will determine the number of towing units needed to efficiently clear the roadway.

D. ARRESTS / VEHICLE SEIZURES

1. If the vehicle is needed as evidence or for some other purpose by our department, the vehicle will be towed to our station where it will be properly secured and inventoried.
2. If the vehicle is not needed by any department and must be moved, permission may be obtained from the owner/operator to have a licensed passenger drive the vehicle and legally park and secure it. If permission is denied or parking the vehicle is not an option, the vehicle will be towed. The owner/operator will be asked if securing any private property located inside the vehicle is applicable, and a decision to secure any valuable property will be made by a supervisor or arresting officer.

E. STOLEN VEHICLES

1. Vehicles that are recovered and determined to be stolen or otherwise wanted for investigation by other agencies should be secured on the scene and the agency notified as soon as practically possible.
2. Our department will make arrangements to tow these vehicles to our police station for safekeeping if requested by the reporting agency.
3. An inventory search of the vehicle should not be conducted unless requested by the reporting agency.
4. Vehicles wanted by our department will use the procedure specified in D1.

F. TELECOMMUNICATIONS

1. Telecommunicators will maintain a record of towing services called and their acceptance or refusals on the department phone log.
2. If a towing service cannot respond to a call within a reasonable amount of time considering the circumstances existing, the Telecommunicator will contact another service.

G. IMPOUNDING AND INVENTORY

1. A full inventory must be completed of any vehicle that has been impounded or otherwise held in custody for this department. This only applies to vehicles towed to the police department or other police facility. It does not apply to vehicles towed under police authority held in the custody of towing services.
2. The inventory should include a complete description and identification of the vehicle, any damage or noticeable defects, and a complete listing of any contents of significant value. This information will be recorded on the vehicle inventory sheet.
3. Sealed or locked containers should be inspected and described based on external examinations only, except when exigent circumstances exist.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5100

ORDER: 5107

ISSUE DATE: September 13, 2024

REVIEW DATE: June 3, 2027

LAST REVIEW: June 3, 2024

SUBJECT: EMERGENCY NOTIFICATIONS

PAGE 1 OF 2

I. NOTIFICATION OF POLICE CHIEF

The below listed incidents will require the immediate notification of the Chief and Shift Lieutenant by telephone or in-person as soon as realistic and feasible. An officer may use discretion in matters not listed to notify the Chief and Lieutenant of any event or circumstance affecting the public safety of the Village.

- A. Any Use of Force equal to or greater than pepper spray/ECD.
- B. Any on duty injury to any Department member that requires immediate care by a physician at a hospital or clinic.
- C. Any vehicle pursuit involving a Bayside Police Officer.
- D. Any injury that occurs in the Village to any person as a direct result of a fire or smoke conditions requiring immediate care by a physician at a hospital.
- E. Any injury to a citizen because of direct action(s) by a Bayside Police Officer requiring immediate care by a physician at a hospital.
- F. Any serious felony committed in the Village.
- G. Any Amber Alert activation, missing juvenile, runaway, abducted, or abandoned children situation that will potentially draw media attention.
- H. Any confirmed structural fire in the Village.
- I. Any death or great bodily injury occurring because of criminal action in the Village.
- J. Any serious public disturbance within the Village.
- K. Any traffic accident that results in death or great bodily harm to an individual.
- L. Any incidents involving the activation of an advanced mutual aid call (e.g. S.M.A.R.T.) call up.
- M. Any severe weather emergency such as high winds, tornadoes, flooding or snowstorm, etc; where emergency vehicles may not be able to respond or would be significantly delayed.

- N. Any chemical spill or release, or potential spill from a vehicle or railroad car, etc., which might be harmful to residents or property.
- O. Any potential for public media attention.
- P. Any power outage affecting more than one structure.
- Q. When Homeland Security Advisory System is set above threat condition “Yellow”.

II. ABSENCE OF POLICE CHIEF

In the absence of the Department Chief, the Dayshift Lieutenant should be contacted in order of rank until notification of an incident in IA has been made.

By Order of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5100

ORDER: 5109

ISSUE DATE: September 13, 2024

REVIEW DATE: June 3, 2027

LAST REVIEW: June 3, 2024

SUBJECT: TRAFFIC STOPS AND ENFORCEMENT

PAGE 1 OF 7

I. PURPOSE

The purpose of this General Order is to provide guidelines for stopping and approaching traffic law violators, as well as establish procedures that provide for uniform traffic law enforcement. The goal is to provide uniformity that assists officers and satisfy uniform enforcement expectations.

II. POLICY

The Bayside Police Department shall maintain a policy calling for enforcement action against violators of the traffic code within jurisdictional boundaries. General considerations should be:

- A. The perception of the increased risk of being stopped for a traffic or equipment violation strongly influences a motorist's behavior.
- B. Traffic enforcement should be used as a deterrent to traffic code violations.
- C. Officers shall handle traffic contacts in a professional and courteous manner.
- D. Officers, when stopping moving traffic violators, shall make the vehicle stop in a location that is safe for both the officer and violator whenever possible. The positioning of the police vehicle should be so as to provide safety to the officer at the scene of the stop, taking into consideration the time of day, type of violation, and potential hazards known to exist at the time.

III. PROCEDURES

A. Traffic Enforcement Activities

- 1. Officers are to take enforcement action when they have probable cause that a law/ordinance has been violated. Officers should initiate traffic activities; high visibility is the greatest deterrent to traffic violations.
- 2. Violations may be handled with a verbal/written warning, traffic citation or custodial arrest. The enforcement level is primarily left to officer discretion except in cases of operating without a valid driver's license, and suspension or revocation of a drivers' license. In these instances, issuing a citation is mandatory unless the

reason for not citing is clearly spelled out in the CAD and cleared by the shift commander or immediate supervisor.

- a. Driving Under the Influence of Alcohol/Drugs: Violations will be strictly enforced in accordance with training that officers have received in this area.
 - b. Speeding Violations: Officers should vigorously enforce speed laws to create an impression of active enforcement activity and to encourage voluntary compliance.
 - c. Hazardous Violations: These include, but are not limited to, offenses involving excessive speed, traffic control and signal violations, reckless driving and eluding. Officers should vigorously enforce such traffic laws/ordinances.
 - d. Equipment Violations: These violations of traffic laws/ordinances may be addressed with a warning or citation.
 - e. Public Carrier/Commercial Vehicle Violations: Enforcement of traffic laws/ordinances applies equally to such vehicles and guidance may be requested from the State Patrol. Officers will make a reasonable effort to ensure that perishable cargo or passengers are protected if it is necessary to detain the operator or vehicle.
 - f. Non-Hazardous Violations: These include, but are not limited to, equipment violations, parking, licensing and registration. Officers should vigorously enforce such traffic laws/ordinances to address violations and to create an impression of active enforcement activity to encourage voluntary compliance.
 - g. Multiple Violations: It is left to the officer's discretion whether to issue multiple citations resulting from the same incident.
 - h. Pedestrian and Bicycle Violations: Violations not involving an accident or personal injury may result in a warning. Violations resulting in an accident/injury should result in a citation.
 - i. Violations Resulting in Traffic Accidents: A citation should be issued for a causation violation when an accident occurs, regardless of the extent of the damage or injury.
 - j. Off-road Vehicle Operations: A citation should be issued when the violation results in damage or creates a potentially dangerous situation.
 - k. Newly Enacted Law/Ordinances: Use discretion when enforcing newly enacted or amended regulations. A grace period after enactment or major amendment may have officers issuing warnings if the public appears unfamiliar with new laws. This does not prevent officers from using more stringent actions if he/she is satisfied that the offender knows of the law or it was deliberately violated, it is a hazardous nature, or if stronger action is needed to address the violation.
3. Officers may determine action in accordance with:

- a. Weather, roadway conditions, traffic and pedestrians.
 - b. Inadvertent or intentional.
 - c. Seriousness of offense, resulting in an accident.
 - d. Extent of damage and/or injury.
 - e. To protect other involved person's interests.
 - f. Past record or violation history.
 - g. Action sufficient to deter future repetition.
4. Guidelines for determining enforcement actions.
- a. Verbal warning- least restrictive; for cases involving minor/inadvertent law/equipment violations; officer satisfied that corrections will be made.
 - b. Written warning- for cases of inadvertent or non-serious violations; warning may deter future acts.
 - c. Citations- for more serious infractions, intentional violations, violations resulting in accidents; used for minor infractions when the person's history or demeanor indicates that a warning would not work.
 - d. Custodial arrests- discretion limited once the officer has elected to arrest for OWI or a Section II offense. Officers will comply with related orders.

B. General and Directed Traffic Enforcement Programs

For the purpose of correcting specific violations in a specific area, a supervisor may determine directed traffic enforcement.

C. Stopping and Approaching Traffic Violators

It is recognized that varying conditions may require officers to adjust the following steps to particular conditions.

1. Officers will stop vehicles only when they have probable cause to do so and can articulate the reason(s) for the stop.
2. Once the decision to stop is made, the officer will select an area that provides reasonable safety.
3. When a location is selected the officer will notify dispatch of the nature of the stop providing at a minimum the location, vehicle description and/or plate number.
4. The officer should signal the operator to stop via activation of the emergency lights and siren as necessary.
5. Once stopped, the officer should position the squad in an appropriate and safe distance behind the violator. At night, the spotlight should be used to illuminate the suspect vehicle's interior. If for any reason the officer suspects activity or movement inside the vehicle that increases their suspicion of a higher risk

situation, a back up squad(s) shall be summoned, and the officer will make every attempt to wait for said back up to arrive before proceeding with their approach. Also, if applicable, the officers may opt to conduct a high-risk vehicle contact as in III D at this point.

6. On approach, the officer should scan the area and make the necessary threat assessments and then position him/herself in such a manner as to best communicate with the driver.
 - a. The officer may use either a driver's side (left-hand) approach or a passenger's side (right-hand) approach.
 - b. The back-up officer is responsible for acting as an observer and cover for the contact (primary) officer.
7. Officers will provide motorists with the following information if a citation or custodial arrest is made:
 - a. Court appearance location, date, and time.
 - b. Whether their appearance in court is mandatory or not.
 - c. If the violator may pay the fine/bond so as not to appear in court and where/how to do that.
 - d. Information regarding entering a plea.
8. When a violator is being issued a citation and has failed to produce a valid driver's license, a right index fingerprint of the violator should be placed on the front of the original of the citation.

D. Making High-Risk Vehicle Contacts

1. Notify dispatch and request appropriate assistance to make the stop. Officers should not initiate such stops if back-up units will not be available. Only if life and death urgency require immediate action should officers consider making these types of stops without back-up. Keeping a safe distance and the suspect vehicle in sight until other units arrive would be the preferred method if not back-up is immediately available.
2. After performing the steps in III.C1-4, the squad should be positioned in such a manner to maximize cover while illuminating the vehicle to the suspect's disadvantage.
3. The officer in charge shall identify him/herself and then notify the occupants of the arrest, and that all occupants are to follow all instructions without hesitation or suspicious movements. The officer should issue verbal commands to occupants through the PA system if available. Only one officer will issue commands.
4. After all the occupants you are aware of have been directed out and taken into custody, officers will move to the subject vehicle and clear it.

5. After clearing the vehicle, the lead officer will announce the vehicle as clear, and a search of the vehicle may commence dependent on the reason for the stop as well as the authority to do so.

E. Special Group Violators

1. Non-residents

- a. Persons receiving citations for forfeiture violations who are not state residents, or have direct ties with the community or area, may be required to post a bond approved by a supervisor/shift commander.
- b. Reasonable opportunity is given to the offender to contact someone to post bond. If a person is unable to post bond, the supervisor/shift commander will be notified. The violator may be held until bond is posted or held for an appearance before the Municipal Judge.
- c. A supervisor/shift commander may waive bonds on traffic forfeitures if he/she feels that the person has ties to the area, will appear in court, will post later, or if circumstances indicate incarceration would be inappropriate.

2. Foreign Diplomats and Consulate Officers

Officers encountering such persons will immediately notify a supervisor/shift commander. Refrain from restraint unless safety is an issue. Incidents will be documented with circumstances of the contact. Refer to Order #6103 regarding Foreign Nationals and immunity.

3. United States Senators and Congressmen

- a. Article 1, Section 6, of the United States Constitution provides members of the United States Congress and Senate privilege from arrest during the session of their respective houses, and in going to and returning from the same.
- b. During the period specified by the United States Constitution, officers may issue a written warning, a Uniform Traffic Citation or a notice to appear but will not subject a United States Congressman or Senator to custodial arrest, except in cases of treason, felony or breaches of peace, e.g. assault or OWI.

4. Military Personnel

Active-duty personnel are considered residents and are not required to post bond for forfeiture citations.

5. Emergency and Government Vehicles.

Officers will notify a supervisor/shift commander prior to taking enforcement action against the operator of an emergency or other government vehicle.

F. Assistance to Highway Users

1. Vehicle in Traffic:

- a. Officers locating vehicles stopped/stalled in traffic that pose a hazard to themselves or other traffic will protect the scene by engaging emergency lighting and positioning their marked squad for greatest visibility.
- b. If possible, determine the ownership of the vehicle and attempt to contact the owner. Also check the immediate area for the possible owner/operator.
- c. If not moved in a reasonable time or the owner cannot be located, a parking citation may be issued, and the vehicle towed in accordance with our towing policy (Order #5106).
- d. If possible, the vehicle may be removed from traffic by utilizing the squad's push bar. (Order #5103.02 regarding push bars).
- e. Arrangements for transporting owners/operators will be made through the supervisor/shift commander.

2. Restrictions:

- a. It is not allowable to jump-start a privately owned vehicle using Village owned vehicles, nor shall an officer attempt mechanical repairs of a privately owned vehicle.
- b. Officers may not transport persons without supervisory approval.

3. Use of Lockout Tools:

Officers should advise the vehicle owner/operator the Department is not responsible for any potential damage to their vehicle. Officers should obtain written permission by having the owner/operator sign a waiver of liability prior to attempting entry. A locksmith may be suggested if extra keys are not readily available and/or the officer believes he/she cannot gain access.

G. Hazardous Highway Conditions

Officers shall notify the responsible agency of hazardous conditions or defective equipment and take appropriate action to maintain public safety.

H. Traffic Direction and Control Function

1. Manual Traffic Control

- a. Officers should direct traffic in a safe and orderly manner with an emphasis on continued traffic flow.

- b. Officers assigned to traffic control will wear a high visibility vest or orange-side/yellow-side out raincoat as deemed necessary, taking into consideration the current weather, lighting and/or traffic conditions.
 - c. Officers assigned to traffic control should utilize a whistle when appropriate.
2. Other Resources:

When available, marked units with emergency lights activated may be used to illuminate the area and to warn approaching motorists. Additional resources, such as barricades, flares, and manual stop signs can also be utilized when appropriate.

I. Escorts

1. General Escorts:
 - a. Requests for escorting vehicles through the Village are required to meet State and local regulations.
 - b. Escort requests will be forwarded to the supervisor/shift commander to determine manpower abilities. If there is a conflict, the request will be routed to the dayshift Lieutenant.
3. Funerals: In most cases, the funeral homes will provide their own escorts; special requests for exceptionally large processions will be processed through the dayshift Lieutenant. In all cases, funeral processions will be conducted in accordance with State law.
4. Civilian Vehicles: There are very few incidents in which a police unit would escort a civilian vehicle, such as in a medical emergency. Under normal situations, medical attention should be called to the scene if necessary. Situations involving imminent life or death will be dealt with on a case-by-case basis with approval of a supervisor/shift commander.
5. Parades, Runs, Special Events: Permits and escort requests for these activities are handled by the dayshift Lieutenant.
6. Other Escort Requests: All major escort requests will be referred to the dayshift Lieutenant for initial review and eventual processing with other affected Departments and/or agencies. The shift commander may approve other minor escorts, such as bank escorts.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5100

ORDER: 5110

ISSUE DATE: September 13, 2024

REVIEW DATE: June 20, 2027

LAST REVIEW: June 20, 2024

SUBJECT: ACCIDENT REPORTS AND INVESTIGATION

PAGE 1 OF 6

I. PURPOSE

This order establishes procedures for investigating traffic accidents.

II. POLICY

Officers responding to an accident will secure the scene, provide aid, reroute traffic as necessary, investigate the cause of the accident and clear the scene as quickly as practically possible. Death and serious injury accidents may require mutual aid squads from other agencies as well as traffic accident investigation specialists as requested. Supervisors will review all accident reports.

III. DEFINITIONS

A. Reportable Accident: An occurrence that originates or terminates on a traffic way, which involves at least one motor vehicle in transport, and results in any of the following:

1. Injury or fatality of a person.
2. Total damage to one person's property to an apparent extent of \$1000 or more.
3. Damage to government-owned property to an apparent extent of \$200 or more, except government-owned vehicles, which are \$1000.

B. Public Property: All public streets, alleyways, publicly owned ramps, landings, parking lots (public-or private-owned), and traffic ways (any area or surface held out to the public for the use of their motor vehicle). Reference State Statute 346.66.

C. Private Property: Areas under private domain such as driveways at single-family residences.

IV. REPORTING AND INVESTIGATING ACCIDENTS

A. Fatal and Personal Injury Accidents

Fatal and personal injury motor vehicle accidents occurring on private or public property are State reportable accidents and will result in the completion of a TraCS Crash Report (DT4000).

B. Property Damage Accidents

1. TraCS Crash Report (DT4000)

- a. Property damage accidents that occur on public property or a traffic way will result in the completion of a TraCS Crash Report (DT4000) when the total damage to one person's property meets or exceeds the State threshold dollar amount.
- b. Property damage accidents involving government-owned property/vehicles that meet or exceed the State threshold dollar amount will result in the completion of a TraCS Crash Report (DT4000).

2. Department Non-Reportable Accident Report

- a. Property damage accidents that occur on public property or a traffic way that do not meet or exceed the State threshold dollar amount may be reported on a Department specific Non-Reportable Accident Report form.
- b. Property damage accidents occurring on private property may be reported on a Department specific Non-Reportable Accident Report form.

3. TraCS Driver Report of Accident Report (MT4002)

- a. When a Department Non-Reportable Accident Report has previously been completed and a driver later requests that the accident report be amended to include new damage estimates or injury claims which would then meet the criteria for a reportable accident, then the person will be directed to a TraCS Driver Report of Accident Report (MT4002) via the Wisconsin Department of Transportation website.
- b. WI Statute 346.70(2) allows that when a law enforcement agency does **not** investigate a reportable accident, the operator of each motor vehicle is required to complete the TraCS Driver Report of Accident Report (MT4002). This process is not intended to relieve an officer from investigating an accident when the means to do so exist; rather it is intended for those circumstances in which the police were not notified of the accident at the time it occurred and the driver later wishes to report the accident for insurance purposes. In such cases, a log entry is to be made documenting the incident.

Exception: Any fatal or serious injury accident not reported at the time of the incident will result in a full accident investigation.

- C. Hit and Run: A hit and run accident must meet the same above criteria for determining whether or not it is State reportable and which report to utilize.

D. Impairment Due to Alcohol and/or Drugs: Any allegation, suspicion, or evidence leading an officer to suspect alcohol and/or drug use by a person involved in an accident will cause such officer to further investigate for such use.

1. Standard Field Sobriety Tests should be used to determine impairment.
2. Preliminary Breath Test equipment may also assist the officer in making on-scene decisions but should not solely be used to form probable cause.
3. For accidents involving fatalities and/or serious injuries, an attempt may be made to contact another jurisdiction for a trained Drug Recognition Expert (DRE).
4. Officers investigating accidents involving a fatality or life-threatening injury where the officer detects the presence of alcohol or controlled substance, but does not have probable cause for an arrest, should request a blood sample from the operator. If the operator refuses to provide a sample, then they can be arrested under implied consent, a forced blood draw would be appropriate. Reference Wis. Statute 343.305 (3)(ar).
5. Enforcement of impairment or illegal consumption will be strictly enforced following related policies.

E. Hazardous Materials: In any accident that may involve release or exposure to hazardous materials, the fire department will be requested, as they are the designated hazardous materials handlers for the Village.

1. Officers noticing possible spillage, etc. of hazardous materials will inform dispatch of such and the need for special equipment and related agency support.
2. A supervisor / shift commander will be notified to monitor the possible need for supplies and additional manpower.

F. Car Fires: An accident report is required only if the vehicle caught fire while in transport. A parked vehicle that catches on fire is not considered a motor vehicle accident.

V. OFFICER RESPONSE

In general, ensure that civil tort interests of the parties involved in collisions and criminal/civil laws are protected. Consideration will be given to officer/state reporting requirements, the need for supervisory presence or action, preventing possible destruction of evidence, and the importance of recording witness statements in a timely fashion.

A. Death or Injury

1. An officer assigned to an accident will:

- a. Respond according to how the call is dispatched (emergency vs. non-emergency).
 - b. Position the squad to protect the scene.
 - c. Determine injuries and summon medical assistance.
 - d. Determine need for other services (fire, tow, etc.)
 - e. Establish a safe traffic route around the scene.
 - f. Identify involved persons/witnesses, record data and begin removal of evidence and vehicles if the extent of the accident dictates such.
2. The officer in charge may request the assistance of a Traffic Accident (TA) Investigator for: fatal accidents, life-threatening injury accidents, extensive property damage accidents, and serious damage or injury accidents involving Village owned vehicles. A list of (TA) Investigators is available in Dispatch.
 3. The TA Investigator may request other resources such as vehicle inspectors, mechanics or other TA Investigators.
 4. The TA Investigator will be responsible for technical investigations including measurements/diagrams/photographs, assisting the Medical Examiner, notifications to the State, as well as other related functions.

B. Hit and Run

1. Officers responding to hit and run accidents will take note of vehicles leaving the area as to a possible match with the offending/striking vehicle. Adequate information will be requested from dispatch to facilitate such observations.
2. Upon arrival at the scene the investigating officer will record witness statements in a timely manner and give dispatch as much detailed striking-vehicle information as possible for release to other squads in the area.
3. Evidence and the chain of custody are of primary concern in hit and run accidents. When possible, photography and/or video will be used to document the scene. If necessary, TA Investigators may be summoned to the scene for assistance.

C. Impairment of an Operator Due to Alcohol and/or Drugs:

Prompt officer response will facilitate apprehension of an impaired operator. Protecting the scene, obtaining witness statements, documenting and collecting evidence, and, if available, photography/ squad video are criteria needed for gathering essential information.

D. Damage to Department Vehicle or Property:

1. An officer involved in an accident while using a Department vehicle shall notify a supervisor as soon as practical. The supervisor shall investigate the accident if it is within the Village. Another agency may be requested to investigate the accident if

circumstances warrant and such requests are approved by a member of the administrative staff. For accidents occurring in another jurisdiction, the appropriate agency is to be notified.

2. Accidents involving Village-owned vehicles or property will be investigated and recorded on the appropriate accident report. Photos shall be taken, and the appropriate Department personnel notified.

E. Major Traffic Congestion due to Accident:

Additional personnel may be necessary to assist in scene safety by directing traffic if congestion occurs or is likely because of the accident. Officers may request assistance through the supervisor who will determine the need for additional personnel. To ensure safety, personnel providing traffic direction shall use safety-related devices such as high-visibility vests/clothing and flashlights.

F. Removing Vehicles from the Accident Scene:

On-roadway accidents involving vehicles that require towing will need an immediate response and timely request from the operator to remove the vehicle by a towing service of their choosing. If no service is specifically requested, or the immediate removal of the vehicle is necessary, dispatch will be informed to contact the towing service currently contracted by the Department. If the contract towing service is unable to respond in a timely manner, any other towing service may be contacted.

1. Vehicles towed are the responsibility of the owner and they have a reasonable choice of towing service, unless the vehicle is needed for evidence.
2. If impounded for evidence, the vehicle will be taken to the station.
3. Refer to Order #5106, Towing and Impoundment of Vehicles, for additional information.

G. Hazardous Materials:

Response to reported hazardous materials spills will be immediate but guarded so as not to endanger the responding officer(s); protective supplies/equipment will be utilized where appropriate and personnel trained in the handling and disposal of such hazards will be summoned.

H. Public Disturbances:

Officers should be alert to disturbances between involved parties or others congregating at the accident scene. Officers should be prepared to take the appropriate enforcement action to maintain the peace and protect the scene.

VI. ACCIDENT SCENE PROCEDURES

A. Incident Command System:

Unless directed by a supervisor, the assigned officer is in charge of the scene. If the accident evolves into an incident that requires multiple personnel, the incident command system should be initiated (See Order #5802 and #5803). If a commercial motor vehicle, as defined by the Wisconsin Department of Transportation, is involved and any of the following occurs, a Wisconsin State Patrol Motor Carrier inspector should be notified:

1. Fatality
2. Serious injury requiring medical transport.
3. Major property damage requiring one or more vehicles to be towed from the scene.

B. Identifying and Dealing with Injured Persons:

One of the immediate measures to be taken upon arriving at the scene is identifying and caring for injured persons: it is important to note that many times care may simply mean calling for appropriately trained personnel and keeping the victim still.

C. Collecting Information: The officer in charge will:

1. Get statements from those involved and witnesses.
2. Identify as well as record damage to vehicles/property/roadway.
3. Ensure that any other information or evidence necessary to complete the investigation and document the accident is collected.
4. If alcohol or drugs are suspected to be a contributing factor to any accident, proper evidence collection procedures are to be put into motion. These procedures may include a forced blood draw from a local hospital.

D. Scene Protection:

Position squad cars to protect the scene. When necessary, direct or reroute traffic to alleviate congestion and maintain access/exit route for emergency vehicles.

E. Identifying and Dealing with Fire Hazards and/or Hazardous Materials:

As the fire department performs first responder duties and primary hazardous materials duties, they should be requested and dispatched at the first suspicion of any related hazard. Until their arrival, officers may be required to keep people away from the suspected hazard.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5100

ORDER: 5111

ISSUE DATE: September 13, 2024

REVIEW DATE: June 20, 2027

LAST REVIEW: June 20, 2024

SUBJECT: CRIMINAL INVESTIGATIONS

PAGE 1 OF 5

PURPOSE

The purpose of this order is to establish procedures for police personnel in the managing and handling of criminal investigations.

PROCEDURE

I. MAINTENANCE OF INVESTIGATIVE COVERAGE

A. Officers trained in special methods and investigations should be called in as soon as possible to assist with the investigation of a major criminal incident (e.g. homicide, suspicious deaths, arson, burglary, robbery, or other cases where specialized personnel may be needed.) The following protocol shall be utilized:

1. The supervisor or shift commander shall decide based on the circumstances, whether the need exists to call-in specialized personnel.
2. Some members who have advanced training may already be on duty and utilized immediately. After additional personnel have been contacted and activated, Village staff should be notified by the supervisor or shift commander pursuant to General Order #5107 Emergency Notifications, if needed.

3. Crime Scene Security / Responsibility

The scene is the responsibility of the supervisor or shift commander until the first Evidence Technician arrives and enters the scene. Officers and supervisors not working the scene shall liaison through the Evidence Tech. Upon completion of the evidence work, control of the scene will return to the supervisor or shift commander.

II. CASE FILE MANAGEMENT

A. Case Status System

1. It is the policy of the Bayside Police Department that the Chief of Police has the responsibility for ensuring the integrity and security of the records system. General Order 7201, Record System, details the Department's record keeping functions and responsibilities.
2. All incident reports typed into the Department's records management system shall be reviewed by the appropriate staff and supervisor for completeness and appropriate follow-up.
3. A determination shall be made in each instance as to the status of the reported incident. The reports will be cleared from the computer system by either closing them or by holding open for additional follow-up.
4. Complaints needing investigation are generally the responsibility of the officer taking the complaint. In addition, cases may be assigned to other officers not taking the original complaint for follow-up by a supervisor. All cases will be logged and tracked by use of the department's Records Management System (RMS).
5. Matters requiring lengthy investigation or requiring additional follow-up by more than one officer will be coordinated with a supervisor of the shift on which the incident occurred or was reported. The lieutenant may decide to assign an investigation to an officer(s) due to need of expertise, time constraints, or other factors that need to be considered.

B. Administrative Designator for Case Disposition

1. At the conclusion of investigations, specific designators for each case will be entered as follows:
 - a. Cleared by Arrest
 - b. Exceptionally Cleared
 - c. Closed (No further Investigation)
 - d. Unfounded
 - e. Referred for Charges
2. Incidents / investigations may be reopened if additional follow-up is deemed necessary. A supervisor shall be made aware of the new information.

C. Maintenance of Records

1. All reports and supplemental information will be the responsibility of the Chief of Police or his designee. Reports will be numbered and placed in a designated file in the roll call room for a period of three (3) years. Reports older than 3 years will then be stored according to departmental policy. Refer to General Order #7201.
2. Officers actively investigating incidents will maintain a working copy of the incidents currently being investigated. As the investigation progresses, supplemental incident information will be added as this information is gathered. Reports shall be reviewed by the Lieutenant and designated staff. Should the

incident require further follow-up, the supplemental report may be reassigned to the appropriate officer as may be deemed necessary by the Lieutenant.

3. When the incident reaches a satisfactory conclusion or reaches a point where no further investigation is warranted or possible at the time, the matter will be closed by supervision and assigned one of the specific designators listed in the Administrative Designator for Case Disposition section above.
4. All information shall be included in the appropriate incident report and will be maintained in accordance with General Order #7201, Records System. No personnel will maintain or keep originals of reports once the incident is concluded, and the reports are stored in the applicable location.
5. Any member of the Police Department may access reports and records for viewing or adding supplemental information. Releasing said information to someone other than Department Personnel will need to be done in compliance with Order #6101, Release of Departmental Information.

III. PRELIMINARY INVESTIGATIONS

- A. The preliminary investigation is directly concerned with the arrest of perpetrators at/or fleeing from the scene and with the initial crime scene processing and recording of information. The preliminary investigation begins when the primary assigned police officer arrives at the scene and continues until either the investigation is concluded, or a transfer of case responsibility takes place.
- B. The following steps shall serve as a general guide for completing a preliminary investigation. The officer shall:
 1. Make observations and document all pertinent conditions, events, and remarks.
 2. Locate, identify and interview all complainant(s), victims(s), and witnesses relevant to the investigation. Obtain written statements where/when appropriate.
 3. Maintain the integrity of the crime scene and protect potential evidence until it can be properly handled and collected.
 4. Identify, attempt to locate, question or interrogate any suspect(s). Affect the arrest of the criminal suspect when probable cause exists for the arrest.
 5. Prepare an accurate and complete report of all circumstances, findings, evidence and other data as may be related to the criminal investigation. The officer shall complete this report and all accompanying reports prior to ending their tour of duty unless permission to delay such reports is granted by a supervisor. The officer will also be prepared to present this report to the District Attorneys Office for charging and assist with prosecution.

IV. CONDUCTING CRIMINAL INVESTIGATIONS

- A. In any investigation, including investigations into vice, drugs, and organized crime, officers should utilize all available resources to develop information. The following is a partial list of sources from which information may be obtained:
1. The victim/complainant, witnesses, suspects, and individuals relevant to the investigation.
 2. Public and private agencies, i.e. corrections, utility companies, and educational facilities.
 3. Automated data systems, i.e. NCIC, CIB, DOT, and in-house reports and records.
 4. Other law enforcement agencies.
- B. Much of the information needed to complete a thorough investigation will result from the completion of interviews and interrogations. Interviews and interrogations are conducted in order to:
1. Collect any facts relating to an incident.
 2. To substantiate information obtained from other sources, and to challenge information presented as truthful by suspects or hostile witnesses.
 3. To provide additional information pertaining to the incident under investigation.
- C. Officers will gather information from witnesses, suspects, or arrestees, which may help in the solution of a crime. However, it is necessary to be equally alert to ensure that interviews and interrogations conform to legal standards. All officers shall interview, interrogate or otherwise question persons in accordance with the law and constitutional requirements.
1. Witnesses shall be located and interviewed as quickly as possible to enhance the reliability of their information and reduce the inconvenience often associated with volunteering witness information.
 2. Officers will make reasonable attempts to interview witnesses in person. Each case is different and may preclude this Order from being always followed.
 3. Whenever possible, officers should attempt to reinforce the interview/interrogation with a statement by the person providing the information. The primary format will be an electronic recording that can be later reduced to writing. In some cases, an alternate method such as a handwritten statement by a suspect/witness can be used.
- D. Officers conducting investigations shall be diligent in identifying, collecting, and preserving items of physical evidence and shall be guided by Order 5402, pertaining to property control and evidence collection.
- E. Background investigations may be conducted on individuals suspected of criminal activity, certain business license applicants, and pre-employment candidates.

1. Any lawful information source may be explored during a background investigation. Such sources may include other law enforcement agencies and information systems, credit bureaus, informants, business and personal contacts, and various official records repositories.
 2. Information obtained in a background investigation for criminal investigation purposes will be controlled and maintained with arrest paperwork.
- F. Surveillance, undercover operations, and decoy operations must first be approved by the Chief of Police or his designee.
- G. The application of surveillance techniques to an investigation will generally be accomplished by the patrol officer/s; however, if the need for specialized equipment and training is needed, the appropriate request to an outside agency will be made.
- H. When applying surveillance techniques officers shall address the following:
1. An analysis of victims, crimes, and crime locations.
 2. Identification and analysis of probable offenders and their habits, associates, vehicles, methods of operation, and other pertinent information.
 3. Familiarization with the neighborhood and/or target area.
 4. Assigning responsibilities and determining operational procedures for observation, arrests, and mobile surveillance.
 5. Determining proper surveillance equipment requirements.
 6. Establishing means of communication and coordinated radio frequencies.
 7. Notification to the communication center concerning surveillance, as appropriate.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5100

ORDER: 5113

ISSUE DATE: September 13, 2024

REVIEW DATE: June 20, 2027

LAST REVIEW: June 20, 2024

SUBJECT: ANATOMICAL GIFTS

PAGE 1 OF 2

I. INTRODUCTION

Due to advances in the field of medicine, there has been an increased capacity to perform transplants and an increased demand for organ donations. For this reason, many individuals have elected to become organ donors. Law enforcement officers, as first responders to scenes or incidents involving fatalities and persons near death play an important role in locating records of anatomical gifts among those individuals.

II. DEFINITIONS

- A. **Anatomical Gift** – a donation of all or part of a human body to take effect after the donor’s death for the purpose of transplantation, therapy, research or education.
- B. **Donor** – an individual whose body or part is the subject of an anatomical gift.
- C. **Record of Gift** – a donor card or other record used to make an anatomical gift, including a statement or symbol on a driver’s license or identification card or in a donor registry.
- D. **Record of Refusal** – a record that expressly states an intent to bar other people from making an anatomical gift of an individual’s body or part.

III. PROCEDURE

- A. Pursuant to Wis. Stat. Sec. 157.06(12), a law enforcement officer, firefighter, emergency medical technician, first responder or ambulance service provider who reasonably believes an individual to be dead or near death is required to make a reasonable search of the individual for a record of gift or a record of refusal or other information identifying the individual as a donor or as an individual who has refused to make an anatomical gift.
- B. If a law enforcement officer responds to a scene where an individual is dead or near death, the officer must take into consideration that the individual may possibly be an organ donor. The officer must make a reasonable search of the individual for a record of gift or a record of refusal. The record of gift can be in the form of a donor card or a statement on the individual’s driver’s license or State Department of Transportation identification card that they are a donor. The fact that the driver’s license or

identification card, on which the anatomical gift is made, is revoked, suspended, expired or cancelled, does not invalidate the anatomical gift.

- C. If an officer locates a record of gift or a record of refusal, the officer shall forward this record to the hospital, if the person is transported to a hospital. An officer is immune from criminal and/or civil liability for failure to discharge their duty to search. However, the officer may be subject to administrative sanction for failure to perform this duty.
- D. In conducting a search for a record of gift or refusal, the officer should consider the fact that law requires a reasonable search. The officer must then weigh the need to provide medical assistance to the individual and possible criminal investigation procedures in the incident. If the individual appears to be near death, officer safety and the safety of the public are paramount. The officer should render first aid within their abilities and summon emergency medical personnel. In many of these situations, it may be prudent for the officer to not unnecessarily move the body and leave the search for record of gift to the emergency medical personnel.
- E. If an officer responds to a scene where the individual is deceased, the officer should utilize the following procedure. If the death is perceived to have been from natural causes, the officer shall contact the medical examiner's officer and advise them of the circumstances of the death and obtain clearance to release the body. Once this is obtained, the officer may conduct a reasonable search for the record of gift or record of refusal.
- F. If the death is perceived to be a possible homicide, suicide or the result of an accident, the officer shall not immediately conduct a search for the record of gift or record of refusal. At this point, the officer should treat the area as a crime scene. The body of the deceased is under the jurisdiction of the Milwaukee County Coroner's Office and the body should only be searched along with staff from the Coroner's Office.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5100

ORDER: 5114

ISSUE DATE: September 13, 2024

REVIEW DATE: June 21, 2027

LAST REVIEW: June 21, 2024

SUBJECT: Audubon Court Shopping Center

PAGE 1 OF 2

I. Purpose and Policy

It is the policy of this department to foster mutual aid with surrounding departments and cooperate with boundary jurisdictions to provide the highest level of service possible to the community. Through coordination and cooperation these services can be delivered efficiently and with maximum safety to personnel.

This order provides guidelines to officers responding to calls for concurrent jurisdiction between the Village of Bayside and the Village of Fox Point at the Audubon Court Shopping Center.

II. Information

A. The Audubon Court Shopping Center is located at 333 / 383 West Brown Deer Road and is comprised of two separate physical structures. The physical shape and design of the structure's lays across the jurisdictional boundaries for the municipality and requires officers to be aware of this boundary when investigating crimes.

III. Procedure

- A. Officers should monitor calls for service at Audubon Court Shopping Center and provide assistance on self-initiated or calls for service in the Fox Point jurisdiction when needed.
- B. All crimes and ordinance violations will be investigated by the agency having jurisdiction where the crime(s) or ordinance violation(s) occurred. The jurisdictional boundary is 21 feet south of the norther frontage of the buildings. The Milwaukee County GIS map indicates the boundaries for both villages.
1. Burglar Alarms
 - a. Burglar Alarms are a joint response
 - b. All enforcement actions for false alarms will be taken by the Village of Fox Point Police Department
 - c. All follow-up investigations will be handled by the Village of Fox Point Police Department
 - d. Alarm Permits must be obtained from the Village of Fox Point
 2. Retail Theft
 - a. A retail theft will be considered a complete crime when the actor leaves the store. Complaints where the actor leaves from

an exit located in the Village of Bayside will be handled by the Village of Bayside Police Department. If the actor leaves from an exit located in the Village of Fox Point, the Village of Fox Point Police Department will handle the complaint.

3. Burglaries

a. Burglary complaints shall be handled by the department in whose jurisdiction the point of entry occurred. If the probable point of entry is unable to be determined, the respective shift commanders shall decide which agency handles the complaint, taking into consideration where the loss occurred within the store.

4. Security/Building Checks

- a. Officers will conduct security checks for the entire building, understanding that duplication of service may occur.
1. Officers on the 1545-0015 shift shall spot check/drive by check the building once during their shift.
 2. Officers on the 2345-0815 shift shall check the doors located in the Village of Bayside by physically pulling the doors making sure each is securely locked.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5100

ORDER: 5115

ISSUE DATE: September 13, 2024

REVIEW DATE: June 21, 2027

LAST REVIEW: June 21, 2024

**SUBJECT: Animal Bite Investigations
North Shore Health Department Animal Bite Control/Rabies Control**

PAGE 1 OF 2

I. Policy

It is the policy of the Bayside Police Department to investigate incidents of animal bites: order the quarantine of the animal(s) involved; make notifications to other agencies as required; and protect the public from animals that have bitten or have the propensity to bite people.

II. Purpose

The purpose of this policy is to outline the procedure for conducting an animal bite investigation.

III. Animal Bite Investigation Procedures

- A. Initial considerations should be the treatment of the victim(s) injuries and controlling the attacking animal so no further danger exists to the public.
- B. When an animal bites a person, every effort should be made to determine if the animal has been vaccinated against rabies. Based on the vaccination records the appropriate level of quarantine shall be ordered the using a copy of the North Shore Health Department / Bayside Police Department Order of Quarantine form. Copies of this form are located in the documents file cabinet in the Report Writing Room and on the shared drive of the department server.
- C. When an animal bites another animal, they are not subject to quarantine unless the officer believes the animal had been in contact with a diseased animal.
- D. A copy of the Order of Quarantine shall be delivered to the North Shore Health Department as expeditiously as possible.
- E. An incident report shall be completed and shared with the North Shore Health Department. (nshd@browndeerwi.org)
- F. If the animal is located and the owner cannot be determined or contacted, the appropriate animal control resource shall be notified for the proper quarantine. During inclement weather, non-violent animals may be stored in the Decontamination Room located in the police department garage. The officer that places the animal in the Decontamination Room is responsible for the initial care of the animal to include ensuring it has water.
- G. If the animal is exhibiting dangerous behavior and presents a danger to the public and/or the officer; and the animal cannot be safely contained using the available resources at the time, the officer may attempt to kill the animal. Killing any

animal shall be done in the safest, most humane manner possible given the situation. Every effort should be made to avoid damage to the head.

- H. If the animal must be killed, the officer should ensure that the carcass remains untouched and intact until the appropriate animal control resource can respond to the scene.
- I. If the officer is unable to locate the biting animal, an incident report shall be completed and shared with the North Shore Health Department.

IV. Declaring a Dog Dangerous or “Vicious”

- A. Depending upon the circumstances present at the time the bit occurred, an officer may declare the animal “vicious” as defined by Village Ordinance 8-1(1), Prohibited Dangerous Animals.” Officers are to follow the notification procedures outlined in the ordinance if an animal is determined to be vicious.
- B. An officer declaring a dog “vicious” shall inform the Chief of Police of the declaration and reference the assigned case number.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5200

ORDER: 5201

ISSUE DATE: September 13, 2024

REVIEW DATE: June 21, 2027

LAST REVIEW: June 21, 2024

SUBJECT: DOMESTIC VIOLENCE

PAGE 1 OF 9

I. Policy

It is the policy of the Village of Bayside Police Department to better meet the community needs by recognizing that domestic abuse involves serious criminal offenses that have far reaching effects on society. The intent of this policy is twofold:

- A. To maximize protection for victims of domestic abuse; and,
- B. To hold the predominant aggressor accountable for his/her abusive behavior.

This policy recognizes that violent behavior will neither be excused nor tolerated regardless of the relationship of the persons involved. Domestic abuse is no longer a private matter, but a crime against the State of Wisconsin, whose prosecution does not depend upon the willingness of the victim to prosecute. A police officer shall, if probable cause exists, make an arrest and take a person into custody according to the procedures of this policy. It is the Legislative intent to protect victims of domestic abuse from arrest and as such, Officers are discouraged from arresting anyone other than the predominant aggressor unless such arrest is mandatory. All arrests related to domestic violence shall be referred to the District Attorney's Office for prosecution. The Department participates in the Lethality Assessment Program.

II. Definitions (Refer to 968.075, Wis. Stats.)

- A. Domestic abuse means any of the following engaged in by an adult person against his or her spouse or former spouse, against an adult with whom a person resides or formerly resided or against an adult with whom the person has a child in common:
 - 1. Intentional infliction of physical pain, physical injury or illness.
 - 2. Intentional impairment of physical condition.
 - 3. A violation of s. 940.225(1), (2), or (3). (First degree, second degree,

- or third degree sexual assault).
 - 4. A physical act that may cause the other person reasonably to fear imminent engagement in the conduct described under 1-3 above.
- B. Predominant Aggressor is defined as the most significant, but not necessarily the first, aggressor in a domestic abuse incident.

III. Mandatory Investigative Strategies to Determine Predominant Aggressor

Officers shall consider all of the following in identifying the predominant aggressor and document in the police report that these strategies were used.

- A. History of domestic abuse between the parties, if it can be reasonably ascertained by the officer, and any information provided by witnesses regarding that history.
- B. Statements made by witnesses.
- C. The relative degree of injury inflicted on the parties.
- D. The extent to which each person present appears to fear any party.
- E. Whether any party is threatening or has threatened future harm against another party or another family or household member.
- F. Whether either party acted in self-defense or in defense of any other person.

IV. Procedure

- A. Probable Cause to Arrest:
 - 1. An officer shall attempt to determine if probable cause exists that a crime is being or has been committed. Probable cause refers to that quantum of evidence that would lead a reasonable law enforcement officer to believe that the defendant probably committed a crime. The probable cause standard applied in a domestic abuse incident is no different from the standard applied in other offenses.
 - 2. Factors to be used in determining whether probable cause exists include, but are not limited to the following:
 - a. Bodily harm or pain to the victim. A decision not to arrest may not be based solely on the absence of visible indications of injury or impairment.
 - b. Statements of the victim, including non-consent to the offense. Any interview is to be conducted outside the presence of the suspect. Written statements are to be obtained whenever possible.

- c. Statements of family members, friends, neighbors or other witnesses. Any interviews are to be conducted outside the presence of the suspect. Written statements are to be obtained whenever possible.
- d. Statements of the Suspect. Written statements are to be obtained whenever possible.
- e. Observations of the scene and the victim.
- f. Previous calls at the same location or involving the same parties.
- g. Previous threats/offenses against the victim by the suspect. Officers should check for the existence of a restraining order against the suspect, via the communications center or the records desk.
- h. There is no legal requirement that an officer witness the crime; probable cause can be established by hearsay information from a reliable source.
- i. Marriage is not a bar to prosecution for sexual assault.

B. Mandatory Arrest:

Sections 939.621 and 968.075, Wis. Stats., relating to arrest, domestic abuse and penalties provide that an arrest is mandatory if an officer has probable cause that a person has violated one of the following:

- 1. A domestic abuse restraining order or injunction.
- 2. A child abuse restraining order or injunction.
- 3. A harassment restraining order or injunction.
- 4. A foreign protection order; or
- 5. The officer has reasonable grounds to believe that the person is committing or has committed domestic abuse and that the person's actions constitute the commission of a crime, and any of the following apply:
 - a. The officer has a reasonable basis for believing that continued domestic abuse against the alleged victim is likely.
 - b. There is evidence of physical injury to the alleged victim. The absence of visible injury in the presence of pain does not preclude an arrest.
 - c. The person is the predominant aggressor.

C. An officer who has reasonable grounds to believe that both parties are

committing or have committed domestic violence against one another shall arrest the person whom the officer believes to be the predominant aggressor.

- D. An officer's decision as to whether or not to arrest may not be based on the consent of the victim to subsequent prosecution or on the relationship of the persons involved in the incident.
- E. The victim is not required to sign a complaint or request that the case proceed toward prosecution.
- F. If the suspect is not at the scene at the time of the officer's arrival, reasonable efforts will be made to locate the suspect.
- F. If the suspect still cannot be located, the investigating officer shall apply for an arrest warrant.
- H. If one or both parties demand an arrest and there are not sufficient grounds for an arrest, the officer is to explain the limits of his/her authority. This demand for arrest should be included in the officer's written report.
- I. An officer shall arrest and take a person into custody if he/she has reasonable grounds to believe that the suspect violated the 72-hour contact prohibition.
- J. Release of the predominant aggressor is not permitted until the person posts bail or appears before a judge or commissioner for an initial appearance. The issuance of a citation for a misdemeanor for a domestic abuse crime meeting the requirements of mandatory arrest is prohibited. All persons arrested for domestic abuse will be referred to the District Attorney's Office for prosecution.
- K. The officer shall call the Domestic Violence Hotline at 933-2722 from the scene whenever an arrest is made or a High-Danger assessment was made based on the Lethality Assessment Program Lethality Screen. The officer should strongly encourage the victim to speak with the advocate.

V. Domestic Violence Investigations and Report Writing:

Officers should be aware that a thorough investigation and written report is crucial in cases of domestic violence. Every officer shall make every effort to preserve all relevant evidence and to conduct a thorough on-scene and follow-up investigation of domestic violence incidents.

- A. A domestic abuse report should include the following:
 - 1. Detailed statements from the victim and witnesses. If child interviews are necessary, it is best done away from the victim, if possible, and by an officer sensitive to children or by an officer with the assistance of a social worker. Interviews should not be conducted in the presence of the suspect.

2. Photographs of the victim's injuries. Detectives will assist with this upon request, via consultation with the shift commander.
 3. Complete the questions, observations, Lethality Assessment and signed medical release from the victim on the Milwaukee County Domestic Violence Supplementary Incident Report.
 4. Detailed statements from the suspect, to include excited utterances, admissions against interest and other informal statements.
 5. Evidence of child abuse. Officers should be aware of the high correlation between domestic violence and child abuse and be alert to evidence of child abuse. Note names and ages of children, whether they were present when the incident occurred, and the time of contact. If child abuse is an issue, also note whether the children were placed in protective custody and to whom a referral was made. If necessary, a formal child abuse investigation should ensue.
 6. A history of abuse as described by the victim or other witnesses, as well as BAPD records.
 7. Evidence of elder abuse. Elder abuse has occurred in the context of a domestic abuse incident, when a person 60 years of age or older or who is suffering from the infirmities of aging has been subjected to the willful infliction of physical pain or injury or unreasonable confinement. It includes, but is not limited to direct beatings, choking, sexual assault, unreasonable physical constraint or pain with no physical marks.
 - a. Under appropriate circumstances, and pursuant to 968.075, Wis. Stats., the Bayside Police Department has the discretion to handle a reported "elder abuse incident" as a domestic abuse incident.
 - b. Under appropriate circumstances, and pursuant to 968.075, Wis. Stats., reports of elder abuse received directly by the BAPD shall be referred to the Milwaukee County Department on Aging at 289-6874, as soon as possible by the police officer receiving the report.
- B. If an officer does not make an arrest when he/she has probable cause to believe that a person is committing or has committed a crime, it is mandatory that the officer prepare a written report stating the reason the suspect was not arrested and forward the report to the District Attorney expeditiously.

The decision not to arrest will be first reviewed by the appropriate Shift Commander, with final review by the Shift Lieutenant, before the report is forwarded to the District Attorney.

- C. Officers are to complete a Domestic Violence Packet, which includes the

following reports and forms:

1. Milwaukee County Domestic Violence Supplementary Incident Report
2. Victim Notification of Contact Prohibition
3. Conditional Release and Contact Prohibition
4. Domestic Violence Referral Notice Pamphlet

Items 1-3 are attached to the police report; item 4 is given to the victim.

VI. Lethality Assessment Program

The Lethality Assessment Program is a cooperative effort between law enforcement and domestic violence advocates (Sojourner Truth House) to identify High-Danger victims and encourage them to utilize the domestic violence resources, thereby reducing risk of re-assault and intimate partner homicide.

The Lethality Assessment screening protocol is a series of 11 questions on the Milwaukee County Domestic Violence Supplementary Incident Report. Victims screened as High-Danger require a referral to the Domestic Violence Hotline at (414) 933-2722.

A. Criteria for Initiating the Lethality Screen

The officer should initiate the Lethality Screen when he/she responds to a domestic situation between intimate partners, and at least one of the following conditions exists:

1. There is reason to believe that an assault or an act that constitutes domestic violence has occurred, whether or not there is an arrest.
2. There is a belief or sense on the part of the officer that once the victim is no longer in the presence of the officer the potential for violence or danger is high.
3. When the officer has responded to a domestic situation involving either partner before.
4. The officer believes one should be conducted, based on the officer's professional experience, training, and instincts.

B. Intimate Partner Relationships

The Lethality Screen should only be used in situations involving individuals who have been or currently in an intimate relationship with each other. An intimate relationship is one in which heterosexual or homosexual partners have, or have had, a sexual or emotional relationship. Persons involved in an intimate relationship are or were romantic partners who:

1. Are married, separated, or divorced.

2. Live or have lived together.
3. Have children in common
4. Are dating, or have dated.

C. How to Assess the Responses to the Lethality Screen

Yes to Questions #1, 2 or 3

A “yes” or positive response by the victim to any of Questions 1, 2, or 3 reflects a High-Danger situation and automatically warrants a call to the hotline.

Yes to any 4 of Questions #4-11 and No to Questions #1-3

If the victim gives negative responses to Questions #1-3, but positive responses to at least four of Questions #4-11, that reflects a High-Danger situation and warrants a call to the hotline.

No to Questions #1-3 and Yes to no more than 3 of Questions #4-11

Victim’s responses do not reflect a High-Danger situation and a call to the hotline is not required. The officer should ask the victim if there is anything else that worries the victim about his/her safety. The response may help the officer better determine whether the hotline call should be made.

Even if a victim is not assessed as High-Danger on the Lethality Screen, an officer can still make a High-Danger assessment, and call the hotline, whenever the officer believes the victim is in a potentially lethal situation based on his/her professional experience, training, and instincts.

D. High-Danger Assessment Referrals

If a victim is assessed to be in High-Danger based on the lethality Screen’s results or the officer’s belief, the officer will call the Domestic Violence Hotline at (414) 933-2722.

1. Officer explains the assessment to the victim.
2. The officer advised the victim that he/she will call the hotline.
3. The officer calls the hotline from the scene. The officer will inform the advocate that they have made a High-Danger assessment and encourage the victim to talk to the advocate.
4. The officer should use a department cell phone to call the hotline whenever possible. Use of the victim’s cell phone or landline may allow the abuser the ability to trace or record the call. The victim knows the abuser better than anyone, rely on his/her instincts to know whether using his/her personal cellphone or landline is a safe option.

VII. Notice of Rights

A. Contact Prohibition:

1. An officer shall notify the alleged victim that during the 72 hours immediately following an arrest for a domestic abuse incident, the arrested person shall avoid the residence of, or any premises temporarily occupied by, the alleged victim and avoid contacting or causing any person, other than law enforcement officers and attorneys for the arrested person and the alleged victim, to contact the alleged victim.
2. At any time during the 72 hour period, the alleged victim may sign a written waiver, thus negating the 72 hour no contact prohibition. The victim must be notified of the possibility of, procedure for and effect of a waiver. Notification of the waiver should be done outside the presence of the arrested person. Waiver forms will be made available by this department.
3. An arrested person shall be informed orally and in writing of a waiver of the 72 hour no contact prohibition and provision of Stat. 939.621.
4. The arrested person must be informed orally and in writing of the 72 hour no contact prohibition. The arrested party must give a signed acknowledgment of the no contact prohibition, stating that he/she understands the requirements, the consequences of violating the requirements, and that an enhanced penalty exists for a second domestic abuse offense committed during the 72 hours immediately following the arrest of the first domestic abuse incident.
5. If the arrested person refuses to sign the notice, **he/she may not be released from custody.**

B. Conditional Release:

A person arrested and in custody for a domestic abuse incident is eligible for conditional release occurring during the 72 hours immediately following such arrest if the person posts bail and signs and agrees to abide to the requirements of the Conditional Release and Contact Prohibition.

The victim is to be notified if the suspect posts bail and is released from the station.

- ### C.
- Regardless of a decision to arrest or not to arrest, it is an officer's duty, and required by law, to inform the victim of services offered in Milwaukee County. Officers are to give the victim a copy of the Domestic Violence Referral Notice pamphlet and document the victim's receipt of the notice in the police report. When appropriate, officers should assist the victim by contacting the Domestic Violence Hotline at 933-2722.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5200

ORDER: 5201.02

ISSUE DATE: September 13, 2024

REVIEW DATE: June 21, 2027

LAST REVIEW: June 21, 2024

SUBJECT: Officer Involved Domestic Violence

PAGE 1 OF 7

I. Policy

The Bayside Police Department will not tolerate domestic violence by its employees. This policy seeks to educate and prevent domestic violence situations.

Where incidents of domestic abuse are alleged to have occurred, the department will act quickly to protect the victim, arrest the predominant physical aggressor, and conduct an administrative and criminal investigation.

An officer of the Bayside Police Department convicted of a domestic abuse related crime or found to be in violation of this policy is subject to departmental intervention which may include but is not limited to the following: referral to counseling services, remedial training, discipline up to and including termination.

Federal law 18 U.S.C §922(g)(8), (9) prohibits law enforcement officers convicted of qualifying misdemeanor domestic violence crimes from possessing firearms.

II. Purpose

The purpose of this policy is to establish procedures for handling matters of domestic violence and abuse involving law enforcement officers and for implementing prevention strategies. This policy will provide all officers with guidance in addressing incidents where one (or more) party to a reported domestic abuse incident is an employee of the Bayside Police Department or a law enforcement officer for another department.

III. Definitions

- A. **ADULT:** An adult is defined as 18 years of age, and as indicated by §938.02 and §990.01(3).
- B. **DOMESTIC ABUSE:** Means any of the following engaged in by an adult person against his or her spouse or former spouse, against an adult with whom the person resides or formerly resides or against an adult with whom the person has a child in common:
 - 1. Intentional infliction of physical pain, injury, or illness
 - 2. Intentional impairment of physical condition.
 - 3. Sexual assault (first, second, or third degree).

4. A physical act that may cause the other person to reasonably fear imminent engagement in the conduct described in a through c above.
- C. PREDOMINANT AGGRESSOR: Means the most significant, but not necessarily the first aggressor in a domestic abuse incident.
- D. QUALIFYING MISDEMEANOR CRIME OF DOMESTIC VIOLENCE: Must include:
 1. A state or federal misdemeanor crime that has an element of use or attempted use of physical force or threatened use of a deadly weapon.
 2. Right to counsel or knowing and intelligent waiver.
 3. Applies to convictions occurring prior to and after September 30, 1996.
 4. Excludes convictions that have been expunged, set aside, or the person has been pardoned or has had his/her civil rights restored.

IV. Procedures

- A. While prioritizing the safety of victims, this policy is designed to address and/or provide the following:
 1. Prevention through hiring and training practices
 2. Direction to supervisors for intervention when warning signs of domestic abuse are evident
 3. A structured response to reported incidents of domestic abuse involving law enforcement officers
 4. Direction for conducting the subsequent administrative and criminal investigations
- B. Early warning and intervention:
 1. Pre-Hire Screening:
 - a. The Bayside Police Department will include in the background investigation of all potential new hires an inquiry as to whether domestic abuse issues or tendencies exist.
 2. Department Responsibilities:
 - a. The department shall, either in response to observed warning signs or at the request of an officer, or other family member, provide non-punitive avenues of assistance before an act of domestic abuse occurs. The department will make resources available to officers for confidential referrals to confidential counseling services.
 - b. Officers have a moral, ethical and professional obligation to provide assistance to their fellow officers. The department has an expectation that any officer who has knowledge of domestic abuse incidents involving a fellow officer will report that event. A disclosure on the part of any officer, intimate partner, or family member to any member of the department that an officer has engaged in domestic abuse will be treated as a report of a crime and investigated accordingly.
 3. Supervisor Responsibilities:
 - a. Supervisors shall be cognizant of and document any pattern of abusive behavior potentially indicative of domestic abuse including, but not limited to the following:
 - i. Inappropriately aggressive behavior
 1. Excessive / increased use of force
 2. Unusually high incidences of physical altercations and verbal disputes

3. Complaints of unwarranted aggression and/or verbal abuse
 - ii. Domestic abuse related issues
 1. Monitoring and controlling any family member or intimate partner
 2. Discrediting and/or disparaging an intimate partner
 - iii. Deteriorating work performance
 1. Tardiness
 2. Excessive absences
 3. Substance abuse
- b. When the supervisor notes a pattern of problematic behavior, the supervisor shall:
 - i. Address the behaviors through a review / counseling and document the meetings
 - ii. Forward documented problematic behavior through the chain of command
 - iii. If problematic behavior is observed that rises to a level where it is affecting the officers' ability to perform their duties, the supervisor will prepare and submit a report to the Chief of Police requesting administrative intervention.

4. Officer Responsibilities:

- a. Officers are encouraged to take personal responsibility to seek confidential assistance from the department and/or available resources provided to the officers to prevent a problem from escalating to the level of criminal conduct.
- b. Officers who engage in behavior which is a violation of department rules or interference with the investigation of a domestic abuse incident will be subject to administrative and criminal investigation.
- c. Officers who learn they are the subject of a criminal investigation, regardless of the jurisdiction, are required to immediately notify their supervisors.
- d. Officers who learn they are the subject of a protective order, regardless of the jurisdiction, are required to immediately notify their supervisors and provide the department with copies of the order.

V. Prevention through education and training:

- A. The department does not condone or tolerate domestic abuse and violations of this policy will not be tolerated. The department will provide training to officers on domestic abuse and this policy throughout all phases of their career.
- B. The department will collaborate with advocacy groups on ways to educate officers and their families and conduct periodic training on domestic violence issues throughout officers' careers.

VI. Incident Response Procedures:

- A. Critical elements in responding to an officer-involved domestic violence incident within the Village of Bayside include specific procedures for a department response, patrol response and on-scene supervisor response. The department will follow specific procedures to respond to officer-involved incidents to ensure victim safety, properly seize and remove weapons from the officer involved, and conduct a department follow-up.
 1. Departmental Response:
 - a. All reports of possible criminal activity implicating law enforcement officers in domestic abuse shall be documented in accordance with state statute and the policies governing the handling of any domestic abuse situation.
 - b. A copy of the report detailing the possible criminal activity implicating an officer in domestic abuse shall be directed to that officer's shift lieutenant and the Chief of Police.
 2. Patrol Response:
 - a. Upon arrival on the scene of a domestic abuse incident involving a law enforcement officer, the arriving officers shall, as soon as practical, request that a supervisor be sent to the scene, regardless of whether the involved officer is a member of the Bayside Police Department or another law enforcement agency.
 - b. The responding officers shall perform the following:
 - i. Request medical assistance, if needed.
 - ii. Address the immediate safety of all parties, including children.
 - iii. Secure the scene and preserve evidence.
 - iv. Note all excited utterances, admissions and/or incriminating statements.
 - v. Make an arrest if probable cause exists.
 3. On-Scene Supervisor Response:
 - a. A supervisor shall report to the scene of all law enforcement officer domestic abuse situations within the Village of Bayside, regardless of the involved officer's jurisdiction.
 - b. The supervisor shall complete a report as to the circumstances of the incident.
 - c. The on-scene supervisor shall assume command ensuring that the crime scene is secured, that statements are obtained from victims and witnesses, that all evidence is collected, and that a thorough investigation is conducted.
 - d. Photographic documentation of the parties involved, and the scene shall be recorded.
 - e. In cases where probable cause exists, the on-scene supervisor shall ensure an arrest is made.
 - f. The supervisor shall see to the safety of all children present at the time of the incident and all children in the household. As appropriate and necessary, the children should be interviewed, and those interviews should be separate from other parties.

- g. If the offender, the victim or both have left the scene, the supervisor shall attempt to locate them and follow through on the investigation.
 - h. When a Bayside Police Officer is arrested, the supervisor shall relieve the accused officer of his/her service weapon.
 - i. In all instances of law enforcement officer domestic abuse where a decision not to arrest, based on a lack of probable cause has been made, the on-scene supervisor shall complete a detailed written incident report.
 - j. The on-scene supervisor should consider the relationship of the officers conducting the investigation to the officer involved in the domestic abuse incident. To prevent any conflict of interest the on-scene supervisor may wish to have other officers, supervisors, and/or an outside agency assist with the initial investigation.
 - k. The on-scene supervisor shall, as soon practical, notify the shift lieutenant and the Chief of Police of the incident.
 - l. The on-scene supervisor shall ensure the victim is informed of or provided the following:
 - i. The availability of an on-scene advocate.
 - ii. Confidential transportation to a shelter, or any other location that ensures victim safety.
 - iii. Procedures for obtaining restraining and/or protective orders.
 - iv. Judicial process and victim rights.
 - v. Information on community resources and local domestic violence victim advocacy organizations.
 - vi. All other notifications as required by law.
4. Additional Critical Considerations:
- a. When responding to a domestic abuse incident involving a law enforcement officer from another jurisdiction, the same procedures as those set out above regarding a department member shall be followed. The on-scene supervisor shall notify the highest-ranking member of the accused officer's department or their designee. All notifications and attempts to notify shall be fully documented.
 - b. If the reportable domestic abuse incident involves the Chief of Police of the Bayside Police Department, the supervisor shall notify the Village Manager.
 - c. In responding to domestic abuse situations where the victim is a police officer, standard domestic abuse response and investigation procedures should be followed.
 - d. In responding to domestic violence incidents where the parties involved are both law enforcement officers, standard domestic violence response and investigation procedures should be followed. After probable cause and predominate physical aggressor are determined, an arrest should be made.

VII. Procedures for post-incident administrative and criminal decisions:

- A. After an officer-involved domestic violence incident, the incident shall involve two separate investigations. An administrative investigation will determine if the officer violated any departmental policies and procedures, and a criminal investigation will determine if the officer violated any laws. If the officer is convicted of a criminal violation, he/she may be terminated from the department.
 - 1. Given the circumstances of the incident and to prevent the appearance of a conflict of interest, the investigation may be turned over to an outside agency. This decision will be made by the Chief of Police or designee.
- B. In a timely manner the Chief of Police shall ensure that officers who responded to a police officer domestic abuse call are debriefed. The debriefing shall include the following:
 - 1. A review of department confidentiality guidelines.
 - 2. A direct order prohibiting discussion of the incident outside of the official inquiry.
 - 3. A clear delineation of assignments.
- C. If an arrest warrant charging a Bayside Police Officer with a domestic abuse related crime or a civil protective order is issued at a later time and is to be served by the Bayside Police Department, it shall be served by no fewer than two officers with at least one being a supervisor of the rank above the rank of the officer being served.
- D. On-scene and follow-up investigators shall proactively seek out information on existing restraining and/or protective orders and, if found, shall enforce them.

VIII. Victim safety and protection procedures:

- A. The department and community resources will work to ensure victim safety and confidentiality. A lethality assessment/safety plan will be created, and any perception of victim or witness intimidation/coercion will be investigated.
- B. The department shall work with community resources and advocacy agencies to connect victims and their children with appropriate services.
- C. The Chief of Police or designee shall designate a principal contact for the victim. That departmental contact shall within the confines of departmental policy and open records laws assist the victim throughout the investigation.
- D. All officers shall be aware of the possibility of victim/witness intimidation or coercion and the potential of increased danger to the victim when they leave an abusive partner.
- E. If an officer has any information that intimidation or coercion of the victim/witness is occurring, the officer shall prepare a written report and immediately deliver it to their supervisor. The supervisor shall forward the report to the investigator in charge of the case and the Chief of Police.

IX. Post-Incident Administrative and Criminal Decisions:

- A. The department shall conduct separate administrative and criminal investigations of alleged incidents of police officer domestic abuse in a manner that maintains the integrity of both investigations and promotes zero tolerance. If the facts of the case indicate that domestic abuse has occurred, or any

departmental policies have been violated, administrative action may be taken separately and distinct from any criminal proceedings. The department will adhere to all necessary protocols to ensure an accused officer's departmental, labor association and legal rights are upheld during the administrative and criminal investigations. Pending the administrative and criminal investigations for alleged acts of domestic abuse and/or violation of departmental policies, the department may assign the accused officer to administrative duties.

B. Administrative Investigation and Decisions:

1. The responsibility to complete the administrative investigation of a police officer domestic abuse incident shall be assigned by the Chief of Police. The Chief of Police may ask an outside law enforcement agency to conduct the administrative investigation.
2. When an investigation of an incident uncovers officers, who had knowledge of violence on the part of another officer but failed to notify the department or engaged in actions intended to interfere with the investigation, the department shall investigate those officers.

C. Criminal Investigations and Decisions:

1. The Chief of Police may request an independent agency conduct the criminal investigation. If the investigation will be conducted by the Bayside Police Department the responsibility shall be assigned by the Chief of Police
2. If additional criminal activity is found to have occurred it shall be documented separately, assigned a case number, and investigated thoroughly.
3. The department shall completely investigate the charges and where warranted seek prosecution even if the victim recants.

D. Disciplinary Procedures:

1. If there is just cause to discipline an officer, the Chief of Police will do so in accordance with department practice and state law.
2. Federal law prohibits anyone convicted of a qualifying misdemeanor domestic abuse crime from possessing firearms. The department shall ensure compliance with Federal law.

X. IMPLEMENTATION

- A. Once implemented, the policy will apply to past convictions, pending or existing domestic violence cases/crimes, and future police officer domestic violence crimes.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5200

ORDER: 5202

ISSUE DATE: September 13, 2024

REVIEW DATE: June 21, 2027

LAST REVIEW: June 21, 2024

SUBJECT: EMERGENCY DETENTION

PAGE 1 OF 4

I. PURPOSE

The purpose of this directive is to provide a guideline for officers to follow in cases involving the need for police intervention where emergency detention procedures may be invoked. Emergency Detentions must take into account constitutional safeguards, public interest and the legislative intent of Wisconsin Statute Chapter 51, the State Mental Health Act, and Chapter 55 the Protective Services System.

The authority to take a person into custody for an Emergency Mental Detention is almost exclusively that of a police officer. At times it is a very difficult decision requiring a delicate balance between the needs of the individual and the needs of society. Because of this authority entrusted to law enforcement officers, the decision to detain must be made judiciously.

II. BASIS FOR EMERGENCY DETENTION

A Law Enforcement Officer may take an individual into custody if the officer has cause to believe that such an individual is mentally ill, drug dependant, or developmentally disabled **and** that individual evidences:

- A. Danger to self – a substantial probability of physical harm to himself/herself as manifested by evidence of recent threats of or attempts at suicide or serious bodily harm.
- B. Danger to others – the substantial probability of physical harm to other persons as manifested by evidence of recent homicidal or other violent behavior on his/her part, or by evidence that others are placed in reasonable fear of violent behavior and serious physical harm to them, as evidenced by recent overt act, attempt or threat to do such physical harm on his/her part.
- C. Impaired judgement – a very substantial probability of physical impairment or injury to himself/herself due to impaired judgement, manifested by evidence of recent acts or omissions.
- D. Unable to meet basic needs – when, because of mental illness, a person is so unable to meet his or her basic needs for nourishment, medical care, shelter or safety that a substantial probability that death, serious physical injury, serious physical debilitation or serious physical disease will soon ensue.

Note: The standard for emergency detention is no different than that of ‘probable cause’ to arrest in a criminal case. The officer’s belief shall be based upon specific recent overt acts, attempts or threats to act or omissions made by the individual that were observed by the officer or reliably reported to him/her. **It is not required** that the officer personally observes the acts or attempts of the person taken into custody.

III. DEFINITIONS

- A. Developmental Disability- Means a disability attributable to brain injury, autism, mental retardation, or another neurological condition closely related to mental retardation or requiring treatment similar to that required for mental retardation, which has continued or can be expected to continue indefinitely and constitutes a substantial handicap to the afflicted individual. “Developmental disability” does not include senility which is primarily caused by the process of aging or infirmities of aging.
- B. Drug Dependent- means a person who uses one or more drugs to the extent that the person’s health is substantially impaired or his or her social or economic functioning is substantially disrupted.
- C. Mental Illness- For purposes of involuntary commitment, means a substantial disorder of thought, mood, perception, orientation, or memory which grossly impairs judgement, behavior, capacity to recognize reality, or ability to meet the ordinary demands of life, but does not include alcoholism.

IV. POTENTIAL DISPOSITIONS FOR EMERGENCY DETENTION INVESTIGATIONS

Chapter 51.15(1) states that a law enforcement officer may take a person into custody for emergency detention if there is ‘substantial probability of physical harm.’ Substantial probability exists when a person has taken some action to harm himself (e.g., slashed wrists, ingested pills...), harmed someone else, or has formulated a plan to harm himself and has acted on that plan, or expressed a clear intent to carry out that plan. If a subject does not appear to be acutely mentally ill, and has not acted to harm himself or others, nor formulated a lethal plan to harm himself, a “substantial probability of physical harm” may not exist and an emergency detention may not be necessary. In these circumstances, i.e., **low risk and cooperative**, a more appropriate course of action may be one of the following:

- A. Voluntary Psychiatric Evaluation

If the subject is agreeable, have the person evaluated on a voluntary basis at an emergency medical treatment center of their choice, or the choice of the subject’s health insurance. Transportation for a voluntary evaluation will be the responsibility of the subject, subject’s legal guardian, health insurance, or private facility if residing there. If all means of transportation are exhausted or

unavailable, an officer may transport a subject in a “cage” equipped department vehicle to a pre-approved facility (Milwaukee County Mental Health Complex MCMHC) within Milwaukee County with approval from the Shift Commander.

B. Milwaukee County Crisis Intervention Team

Summon the Crisis Intervention Service’s Mobile Team (#257-7222) to the scene to evaluate any subject 18 years or older. For subjects under the age of 18, contact the Mobile Urgent Treatment Team (MUTT #257-7621). This service is available from 8:00 a.m. to approx. 11:00 p.m. on any given day.
www.milwaukeecounty.org/MobileUrgentTreatment10109.htm

C. 24 Hour Crisis Line

The subject may call the Mental Health Division 24-hour crisis line (#257-7222) for phone counseling or to arrange for voluntary admittance. If the subject voluntarily decides to seek treatment at the Mental Health Complex, the subject may be conveyed in a department vehicle with the Shift Commander’s approval if no other means of transportation is available. An officer on scene should verify with MCMHC staff their acceptance of the subject prior to any transport.

D. Intoxicated persons

Intoxicated persons who do not appear acutely mentally ill and who do not pose a substantial threat to themselves or others, but in an officer’s professional judgement are in physical danger due to incapacitation by alcohol, can be taken to detox under the provisions of Wis. S. 51.45. This conveyance should be made by ambulance to the nearest emergency medical facility. The emergency medical facility location shall be decided by the transporting ambulance service dependent upon availability and location.

V. **PROCESSING OF EMERGENCY DETENTION CANDIDATES**

No less than two officers shall be dispatched to calls involving potential emergency detention candidates. When it is determined that a need for an emergency detention exists, a pre-prepared ED packet located in the report writing room will be obtained and the following procedures shall be followed:

- 1) Once the determination to detain a person under Chapter 51 is made, the decision to seek medical clearance must also be made. If no medical clearance is necessary, the two-page **BLUE** Statement of Emergency Detention By Law Enforcement Officer form **MUST** be filled out in its entirety and accompanies the person to mental health. It is a two-sheet form for easy duplication. No one will be accepted for any reason at mental health without this form. The form must be delivered in person to mental

health **within 24 hours** * for every detention even if there is a long delay due to medical clearance. Ideally the form should be dropped off or faxed** to mental health within the first two hours of the process so preparation for a probable cause hearing can be made. This might mean calling in additional personnel to accomplish this. Check with the shift supervisor for approval.

- 2) The **BLUE** discharge notice is used in **ALL** emergency detentions requiring medical clearance. Fill out the form and leave it at the treating facility with the person being detained. The treating facility will contact us when the person is being released to mental health. In many instances the treating facility will arrange for transportation to mental health. If no local or state charges are pending and transportation is provided, our responsibility has ended.
 - 3) If the person is to be medically cleared and is needed for additional processing by our department, an **ORANGE** discharge notice “charges pending” form must be used in addition to the short blue form and left at the treating facility. This form indicates to the treatment center as well as mental health that the person they have needs to be taken back into custody by our department for additional processing. The transportation of these individuals will be each individual agencies responsibility.
 - 4) Hopefully these forms will alleviate some of the current confusion surrounding emergency detentions and make officers available in a more efficient manner. Officers **DO NOT** need to remain with the person being medically cleared unless they are combative, resisting or obviously an immediate threat of hurting themselves or others through overt actions. If the medical staff is comfortable with the decision of you returning to duty, leave the appropriate forms and document this in the report. Remember, **ALL** individuals detained under Chapter 51 need the original two-page **BLUE** emergency detention form forwarded to mental health as soon as possible. Make sure to keep this form with you and not leave it at the hospital when there is an extended stay due to medical clearance.
- The 24-hour time period “clock” commences when the decision to commit the subject under Chapter 51 is made and not when dispatched to the call.

** A fax cover sheet is included in our ED packet.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5200

ORDER: 5203

ISSUE DATE: September 13, 2024

REVIEW DATE: June 21, 2027

LAST REVIEW: June 21, 2024

SUBJECT: BOMB THREATS

PAGE 1 OF 3

I. INTRODUCTION

This general order establishes department policy for the response to bomb threats. For the purpose of this policy, a **bomb threat is defined as any communication regardless of how conveyed, that an incendiary or explosive device would detonate at a specified location, regardless of whether a time is specified.**

It is recognized that historically conventional bomb threats originated to cause disruption. Often, no bomb has been placed. Thus, bomb threats pose a particular dilemma for police response. A solemn responsibility to protect the public must be balanced with the likelihood that a disruptive response could encourage future threats. The implementation of this policy requires evaluation of each bomb threat based on specific circumstances and careful judgement as to the appropriate response.

II. POLICY

It will be the policy of this department to provide for appropriate police response in every case where a threat of a bomb is reported. Such a response must be tempered by careful evaluation of specific circumstances. When significant evidence exists suggesting the eminent threat of an explosion or fire, police personnel will persuasively argue in favor of protecting public safety.

It is recognized that police personnel are without legal authority to order the evacuation of privately owned buildings based only on the fact that a bomb threat was made. The person or persons in charge of the facility must make this judgment. Police personnel will take appropriate steps to cause an evacuation in the event an actual explosive or incendiary device is in an occupied building. An evacuation may also be ordered when there is compelling evidence that a bomb may explode in a building owned by the Village of Bayside.

II. PROCEDURE

A. OCCUPIED BUILDING

- 1) Department policy requires action to protect life, however, only the person in charge of private facilities can order an evacuation based on a threat only. Officers on the scene should assist in evaluating the threat but should defer the final decision to the person in charge.
- 2) The Shift Commander/Officer in Charge (OIC) may request the North Shore Fire Department if in his/her judgement their resources are needed. This may also include requesting assistance from other agencies or implementing a S.M.A.R. T. call up. Fire department personnel will only participate in a premise search if ordered by their commanding officer. The Fire Department is typically notified only once a known device is located.

- 3) If an explosive device is in an occupied building, the Shift Commander/OIC on the scene should immediately order an evacuation of all areas likely to be affected by detonation. The appropriate bomb disposal unit as identified in (D) shall be notified. The NSFD shall also be notified.
- 4) The Shift Commander/OIC may remove police personnel from any area at any time if in his/her judgement their continued presence places them in unreasonable jeopardy.
- 5) **Investigations, searches, and manpower allocation for bomb threats to unoccupied buildings and private residences will be the responsibility of the Shift Commander or officer in charge.** Contacting the Fire Department and/or additional agencies for assistance will be at the discretion of the commanding officer on the scene.

B. SCHOOLS

- 1) If time of detonation is indicated, the following procedure should be followed:
 - a. School authorities will notify the department and report all information available.
 - b. The school will arrange for all maintenance and selected staff personnel to meet with police and school authorities.
 - c. Outside windows and doors of the building should be open when the building is evacuated to reduce the force of a possible explosion.
 - d. Normal fire drill evacuation should be initiated not less than ten (10) minutes prior to the given time of detonation. (Responsibility for not evacuating will rest with school authorities.)
 - e. If no time of explosion is given in the threat, school authorities have the responsibility to evaluate the situation and determine a course of action. Police personnel will assist in this decision.

C. SEARCH PROCEDURE

- 1) The Shift Commander/OIC will coordinate the search in conjunction with the school principal or proper authority.
- 2) Search teams should include one building guide with keys and at least one officer.
- 3) The school pre-plan should require personnel to quickly examine their own rooms for unusual articles such as packages, boxes, or other suspected articles.
- 4) The search must be systematic with teams assigned to specific areas.
- 5) Areas to be given priority are usually open to general use:
 - a. Washrooms and corridors
 - b. Cafeteria and lounges
 - c. Gymnasiums and auditoriums
 - d. Classrooms where tests are to be held
 - e. Remainder of building not readily accessible or locked, such as boiler rooms
 - f. Lockers if accessible

- 6) Each room or area must be examined from ceiling to floor, including cabinets, desks, and wall recesses, behind and beneath furniture including other hiding places.
- 7) Searches are done with eyes and ears; listen for sounds upon entering a search area. Personnel searching for an explosive device must always be of the attitude that the warning is true and not a hoax.
- 8) If **anything**, suspicious is found:
 - a. Do not touch; any device can be “booby-trapped”.
 - b. Turn off all 2-way radios, cell phones, etc.
 - c. Clear area, evacuate if necessary and prevent entry.
 - d. Initiate procedure for the Bomb Disposal Unit.

D. BOMB DISPOSAL

- 1) The Milwaukee County Sheriff’s Department is the first responding bomb disposal unit. Police Services Bureau – Airport Division (414) 278-4766.
- 2) U.S. Army 88th Ordinance Detachment in Fort McCoy will only respond if explosive/ordnance is found to be military in nature. Their 24-hour emergency number is (608) 388-3315.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5200

ORDER: 5204

ISSUE DATE: September 13, 2024

REVIEW DATE: June 21, 2027

LAST REVIEW: June 21, 2024

SUBJECT: HOSTAGE AND BARRICADED SUBJECT SITUATIONS

PAGE 1 OF 4

I. GENERAL POLICY

Realizing the potential volatile nature of hostage and barricaded subject situations and the great potential of danger to all persons involved, it shall be the policy of this department to respond to these situations in a manner which best facilitates the protection of life and resolution of the crisis. All attempts to negotiate the situation to a satisfactory conclusion will be exhausted to the extent possible before this department resorts to the use of force.

II. DEFINITIONS

- Hostage situation-** Instances in which a human life is used as a bargainable commodity where an individual or group is using the threat of violence against hostages to gain concessions.
- Barricaded subject-** An individual who resists arrest by use of, or threat to use, a weapon, usually behind cover.
- Command post-** A field command center located in the vicinity of, and managing the response to, the hostage or barricaded subject situation.
- Inner perimeter-** A high-risk area containing only the problem and those persons whom must deal directly with the problem. The inner perimeter is the police security line used to cordon the immediate area and monitor the incident.
- Outer perimeter-** The secure area containing the inner perimeter which serves as a buffer zone between the community and the problem and is used to control access to the incident area.

While a swift initial response is a crucial step toward realization of the goals of protection and resolution, immediate offensive action by responding officers is generally inappropriate and counterproductive for the following reasons:

- A. Early actions of responding officers establish the tone of the episode and may determine whether the outcome is favorable or disastrous.
- B. Attempts to immediately apprehend the hostage taker(s) without necessary assistance and proper direction could needlessly jeopardize innocent lives.
- C. Once control of the scene is established, time becomes an element favorable to the police.

III. GENERAL PROCEDURE

In accordance with this order, overall strategy for our response to hostage and barricaded subject situations will proceed to the extent possible as follows:

- A. Containment of the immediate problem through establishment of an inner perimeter.
- B. Provide further insulation to the general community by creating an outer perimeter and facilitating the evacuation of all non-police personnel if possible.
- C. Ascertain the cause of the problem.
- D. Identify the elements involved with the problem.
- E. Resolution of the problem.

IV. DUTIES OF FIRST OFFICER(S) ON THE SCENE

Once it has been determined that a hostage or barricaded subject situation exists, the duties of the first responding officer(s) are:

- A. From a safe location, establish a police presence and contain the situation (begin developing an inner perimeter) if possible. Establish incident command.
- B. Communicate with dispatch and duty supervision with a brief description of what you have and possible needs as they relate to manpower or specialized equipment.
- C. Direct other officers arriving on the scene to locations that form a perimeter (outer) in an attempt to isolate the situation from the surrounding community.
- D. If the hostage taker(s)/barricaded subject initiates verbal contact, continue the contact from a location that assures officer safety and in a manner that will facilitate future negotiations.
- E. To the extent possible, gather pertinent information on the nature of the situation and the person(s) involved. Provide this information to the command staff or supervision upon arrival at the scene.

V. COMMAND AT THE SCENE

- A. High-risk situations such as hostage or barricaded subject situations involve the coordination of many people and make the establishment of an Incident Commander essential. The first supervisor or shift commander arriving at the scene will assume command consistent with the ICS system and General Order 5802 regarding emergency operations.
- B. The Incident Commander will have the overall authority and responsibility at the scene for the following actions:
 - 1. Establish and staff a Command Post.

2. Deploy manpower and resources, including negotiations, tactical teams, and fire and ambulance personnel.
 3. Make all decisions regarding management of the situation, including negotiable items such as food, cigarettes, etc.
 4. Generate an exchange of intelligence between the command post, field personnel and other affected agencies.
- B. Only the Chief of Police or a ranking officer authorized to act in the Chief's absence may authorize the following:
1. The planned use of offensive deadly force.
 2. Furnish transportation to the hostage taker(s)/barricaded subject (This alternative will only be used if advanced planning for surveillance and a travel route have been completed).
 3. Allow escape in return for the release of a hostage or hostages.
 4. Release of any information to the media regarding the situation through a designated officer.

VI. NEGOTIATION AND TACTICAL TEAMS

Ultimately, through negotiations or tactical intervention, the department response will involve dealing directly with the hostage taker(s)/barricaded subject. These activities require the skills of specially trained personnel:

- A. To gain the safe release of hostage(s) and/or injured individuals while exposing the fewest number of people to the least amount of risk, direct involvement with the hostage taker(s)/barricaded subject will be carried out to the extent possible by trained Hostage Negotiators or Tactical Team personnel. It will be the responsibility of the Incident Commander to coordinate contact with the Milwaukee County Sheriff's Department for assistance in these matters.
- B. Both the Hostage Negotiations and Tactical Teams will have an assigned leader to supervise its actions. Both teams at the scene operate under the incident command structure. Subject to the above guidelines, once special teams are committed, they must be granted a reasonable amount of discretion in carrying out their assigned function due to the potential for sudden, unforeseen changes in the situation. If a Tactical Team has been committed, the team leader has control over the tactical operation and is only subject to recall by command.
- C. Whenever possible, negotiation will be the primary method of resolution to a hostage/barricaded subject situation.

VII. STANDING ORDERS

- A. There will be no independent action on the part of personnel at the scene involving the use of force unless it is in the case of self-defense or the defense of others. Proper authority must sanction all other use of force.
- B. Civilians and other personnel not assigned to the incident will be excluded from the area contained by the outer perimeter.

- C. Media representatives will be directed to the police station for briefing by an officer designated by the Chief of Police, or by the Chief himself.
- D. No liquor, drugs or weapons will be exchanged for any hostage unless authorized by the Chief of Police
- E. No other persons will be exchanged for hostages at any time.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5200

ORDER: 5205

ISSUE DATE: September 13, 2024

REVIEW DATE: June 21, 2027

LAST REVIEW: June 21, 2024

SUBJECT: SEX OFFENDER REGISTRATION AND COMMUNITY NOTIFICATION

PAGE 1 OF 4

I. PURPOSE

The purpose of this order is to provide a method for sex offender registration and community notification to address the concerns of the public regarding the location of convicted sex offenders who may be a risk for committing further offenses. Further, the intent of this order is to enhance the distribution of information between law enforcement agencies, and between law enforcement agencies and non-criminal justice agencies. By sharing relevant information about sex offenders, law enforcement can develop strategies for the detection and prevention of crime.

II. POLICY

It is the policy of the Bayside Police Department to ensure that upon notification from the Wisconsin Department of Corrections (DOC) of the release of a sex offender into the community, proper notification of the release be made to public and private organizations and agencies. The DOC will be made aware of the current ordinance as it pertains to the placement of offenders within the Village. In the interest of public protection, the Bayside Police Department will participate as a member of a multi-jurisdictional law enforcement team in determining which agencies/organizations should be notified of the release if the offender is allowed to reside within the Village per ordinance. The intent of the team is to balance the need of the public to be informed with the need of the offender to be successfully reintegrated into the community. A copy of the current municipal ordinance (35-123) is attached to this policy.

III. DISCUSSION

Sex offenders pose a high risk of engaging in sex offenses even after being released from incarceration or commitment. Protection of the public from sex offenders is a paramount governmental interest. Persons found to have committed a sexual offense have a reduced expectation of privacy because of the public's interest in public safety and in the effective operation of government. Release of relevant information about sex offenders to law enforcement agencies, public and private entities and the general public will further the governmental interests of public safety and enhance strategies for crime detection and prevention.

IV. DEFINITIONS

- A. **Special Bulletin Notifications** – written notification process giving law enforcement detailed information from DOC on a specific offender who is about to be released from confinement to their geographical area, and who may pose significant risk to the community.
- B. **Relevant Offender Information** – information that is deemed necessary to protect the public concerning a specific person required to register under the law. Excludes victim identity and juvenile offender information that can only be released to law enforcement and corrections officials.
- C. **Sex Offender** – a person convicted, adjudicated or committed under any felony sexual assault, or convicted of an offense where the court has determined that the offense was “sexually motivated”.

V. PROCEDURE

A. Sex Offender Registry

1. Released sex offenders on supervision are required to report to local law enforcement officials (by appointment) for face-to-face registration within ten (10) days of their release or placement to community supervision and whenever they move to another law enforcement jurisdiction. Offenders not under supervision are required to update information on an annual basis with DOC, but are not required to meet face-to-face with local law enforcement. If the offender is on field supervision under “sexually violent person” information, the information must be updated whenever the changes occur and every ninety (90) days.

B. Special Bulletin Notification

1. In certain cases, Special Bulletin Notification will be provided by the DOC to all law enforcement agencies within one (1) month of an inmate’s release from prison, mental health or juvenile confinement. A Lieutenant shall maintain a central repository of all such bulletins. Bulletin notifications are mandatory for all “sexually violent person” supervised release cases and for cases in which the offender has been convicted of two (2) separate felony sexual assaults. DOC and the Department of Health and Family Services have discretion to issue bulletin notification in other cases. The Office of the Chief will forward all Special Bulletin Notifications to a Lieutenant.
2. A Lieutenant shall be responsible for the dissemination of the information obtained by Special Bulletin Notification. This shall include:
 - a. Complete Bulletin – Dissemination of all information provided to all members of the Department for roll call purposes. A Lieutenant shall retain the original Special Bulletin Notification in a file for two (2) years. The information provided in these Special Bulletin Notifications shall be considered confidential and shall not be disclosed outside the Department.
 - b. Edited Bulletin – Dissemination of information, which can be released by law to large organizations, and institutions that may need this information to protect their members or clientele as specified in Wis. Stat. 301.46(4). This shall not include the exact address of an offender, the registration number of his/her vehicle, any information that may identify the victim of the sex offender, or any of the information specified in Section V., C. A copy of this edited bulletin will be made available through the Administrative Secretary for inspection by concerned members of the public. The Administrative Secretary shall maintain a separate file with these edited bulletins for a period of two (2) years.
 - c. Limits on Disclosure

Relevant offender information that may not be disclosed to the public includes the following:

1. The identity of the victim of the offense.
2. Information on juvenile offenders beyond law enforcement and corrections officials.
3. Information related to drug and alcohol use/abuse and related treatment.

4. Information concerning a child who is required to register or a juvenile proceeding in which an adult registrant was involved.

D. Sex Offender Intelligence Management

1. It will be the responsibility of a Lieutenant to maintain individual files on all known sex offenders who reside in Bayside.
2. Each sex offender file will have a copy of the Special Bulletin Notification (if issued), any face-to-face reports, field notes, a current photograph, and any other relevant report or information source.
3. Sex offenders not on supervision and not required to meet face-to-face with law enforcement will be required to register through the on-line CIB-TIME database for current information on a quarterly basis.
4. When a sex offender is on supervision and required to meet face-to-face with a law enforcement agency after moving into a new jurisdiction, a Lieutenant will designate an officer to contact the former law enforcement agency of jurisdiction for the purpose of making notification of the move and for exchanging intelligence information.

E. Community Notification

1. The Village of Bayside will participate in a regional decision-making team for a coordinated community notification plan. The team will consist of representatives from area law enforcement agencies and a DOC supervising agent that have received or are directly impacted by the Special Bulletin Notification.
2. Optional team representatives may be utilized on a case-by-case basis from local agencies and organizations that are likely to receive notification.
3. The lead law enforcement agency in a particular case may be determined by the jurisdiction where the offender plans to reside.
4. The decision-making process for determining the level of community notification should involve a review and discussion of the information contained in the Special Bulletin Notification and the accompanying packet of DOC information, to include any additional release planning information provided by the supervising DOC agent.
5. Following a case review and discussion by the notification team; and if a decision is made for notification beyond law enforcement, the prevailing interest in the community notification is not to impose additional punishment or harassment to the offender but to provide information to those individuals, agencies and organizations that need information provided. These are the three levels of notification:
 - a. Level I - Limited to Law Enforcement
 - b. Level II - Targeted Notification
 - c. Level III - Expanded Notification
6. The notification team should request, in advance, which organizations want to be notified of a sex offender's release. It is recommended that a registration list of local agencies, organizations and neighborhood watch programs be established.

F. Community Meetings

1. If expanded notification (level III) is decided, it is recommended that a community meeting be arranged to inform the community of pertinent information and to provide a forum for answering questions and to quell possible negative or hostile reactions to the release.

G. Inquiry and Access

1. The DOC Sex Offender Registration Program creates an informational database that is available to law enforcement through the CIB/TIME system inquiry. Investigation inquiries on “offender profiling” and “offense pattern” information are available for every registered sex offender for investigative purposes only. Investigative inquiries shall be arranged through a Lieutenant and sent by administrative message teletype to the DOC Sex Offender Registration Program (SORP). All inquiries must include online retrieval interface (ORI #), specific information requested on the investigative inquiry worksheet and agency contact person.
2. All telephone inquiries will be followed up with a return phone call by SORP staff to verify the law enforcement request.
3. Release of information will be in the form of an official letter, fax or teletype to the requesting law enforcement agency.
4. Public inquiry may be made to DOC in writing using the Request for Registry Information – Public Inquiry form or by calling 1-800-398-2403. Public inquiries to the Department shall be referred to the toll-free access number.
5. Public inquiries representing a neighborhood watch program will be directly provided a copy, or referred to the DOC SORP to obtain a copy of the Neighborhood Watch Inquiry form. Once completed, the Crime Prevention Officer will need to verify that the requestor is representing an approved and recognized neighborhood watch program. The request will not be processed by the DOC SORP without law enforcement verification.

H. Immunity

1. Act 440 specifies that a person acting under the “access to information (ss301.46) is immune from civil liability for any good faith act or omission regarding the release of information authorized under this statute. This immunity does not extend to a person whose act or omission constitutes gross negligence or involves reckless or intentional conduct.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5200

ORDER: 5206

ISSUE DATE: September 13, 2024

REVIEW DATE: June 23, 2027

LAST REVIEW: June 23, 2024

SUBJECT: INCIDENT REVIEW BOARD

PAGE 1 OF 2

I. PURPOSE

To provide a format for the timely review of pursuits, squad accidents and other critical incidents. The primary responsibility of the incident review board will be to review an incident for compliance with policy and training and to make recommendations in those areas if necessary. Recommendations for possible disciplinary actions stemming from an incident will be the responsibility of the investigating supervisor and are not a normal component of the incident review board.

II. DEFINITIONS

A. **Critical Incidents** are events that may cause personnel to experience unusually strong emotional reactions that have the potential to interfere with their ability to function at the time of the incident or later. These incidents may include and are not limited to:

1. An on-duty death or serious injury of a police officer
2. Mass casualty incidents
3. Serious injury or death of a civilian as a result of a traffic accident
4. Death of a child or violence to a child
5. Police pursuits involving death, injury, and/or extreme property damage
6. Incidents that attract extreme or critical media coverage
7. Incidents that are so distressing as to produce a high level of immediate or delayed emotions (i.e. near misses etc.)

III. GENERAL POLICY

- A. A supervisor will conduct a shift debriefing session as soon as practical. This debriefing should be no more than one week after the incident. Unless circumstances dictate otherwise, the supervisor who was working the day of the incident should conduct the debriefing.
- B. The debriefing should be an open dialogue to provide factual information about what occurred. The primary goals of the debriefing are to determine what went right, discuss areas that need improvement, and to formulate future responses to similar incidents.
- C. The debriefing process will also be used to initiate and recognize a need for additional debriefing and defusing by a professional to help cope with and recover from an incident's aftereffects if needed. All personnel should assume the responsibility for identifying and

recognizing the need for debriefing/defusing and report their findings to a supervisor. Supervisors will convey their findings to an administrative staff member where a decision

on how to proceed with the process will be made. All information regarding the process will be kept confidential.

IV. INCIDENT REVIEW BOARD

- A. The board will consist of the Administrative Staff and selected supervisors; it will not include supervisors directly involved in the incident.
- B. The shift supervisor who conducted the debriefing session will present an overview of the incident, along with all applicable reports to the Board for formal review. This review should take place as soon as practical after the debriefing session.
- C. The Board will review the incident for compliance with policy and training and make recommendations in those areas if necessary.
- D. The Board will prepare a report regarding their findings and recommendations. A copy of the report will be forwarded to the shift commanders for roll call discussion. The Administrative Lieutenant will maintain a file of all incident review reports.

E. DISCIPLINARY ACTIONS

Potential disciplinary actions stemming from an incident will be conducted according to General Order #4101, Department Rules of Conduct, or General Order #3106, Internal Investigations. The shift debriefing and incident review board is intended to be used as a separate process independent of any formal disciplinary proceedings.

NOTE

This directive is for departmental use only. Departmental policy should not be construed as a creation of a legal standard of safety or care in an evidentiary sense with respect to third party claims.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5200

ORDER: 5207

ISSUE DATE: September 13, 2024

REVIEW DATE: June 23, 2027

LAST REVIEW: June 23, 2024

SUBJECT: CHILD ABUSE AND NEGLECT INVESTIGATIONS

PAGE 1 OF 5

I. PURPOSE

The purpose of this policy is to provide officers with guidelines for recognizing instances and accepting reports of child abuse and neglect and coordinating the investigation of such cases with appropriate child protective service agencies and the District Attorney's Office.

II. POLICY

Recognizing the intense and painful psychological and social pressures placed upon the victims of child abuse and neglect, it shall be the policy of this department to approach the investigation of such offenses with great sensitivity for the victim. Therefore, all reports of child abuse and neglect shall be thoroughly investigated in accordance with this policy and the appropriate measures taken consistent with Wisconsin State Statute that will best protect the interest of the child. It is also the policy of this department to report all suspected incidents of child abuse and neglect to the Wisconsin Bureau of Child Welfare.

III. DEFINITIONS

A. Abuse means any of the following:

1. Physical injury inflicted on a child by other than accidental means.
2. Sexual intercourse or sexual contact under SS 948.02 and SS 940.225.
3. Sexual exploitation as defined in SS 948.05
4. Permitting or requiring a child to violate SS 944.30, involving prostitution.
5. Emotional damage.
6. Forced viewing of sexual activity as defined by SS 940.227.

B. Bodily harm means physical pain or injury, illness, or any impairment of physical condition (SS 939.22(4)).

C. Child means a person who is less than 18 years of age, except that for purposes of investigating or prosecuting a person who is alleged to have violated a state or federal criminal law or any civil law or municipal ordinance, "child" does not include a person who has attained 17 years of age (SS 48.02(2)).

D. Great Bodily Harm means bodily injury which creates a substantial risk of death, or which causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ or other serious bodily injury (SS 939.22(14)).

E. **Neglect** means failure, refusal, or inability on the part of a parent, guardian, or legal custodian or other person exercising temporary or permanent control over a child, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care or shelter to seriously endanger the physical health of the child (SS 48.491(1)(d)).

F. **Parental/Guardian Discipline Privilege:**

“Person responsible for child’s welfare” includes the child’s parent, stepparent or guardian; and employee of a public or private residential home, institution or agency in which the child resides or is confined or that provides services to the child; or any other person legally responsible for the child’s welfare in a residential setting (SS 939.45(5)(a)3).

When the actor’s conduct is reasonable discipline of a child by a person responsible for the child’s welfare. Reasonable discipline may involve only such force as a reasonable person believes is necessary. It is never reasonable discipline to use force that is intended to cause great bodily harm or death or creates an unreasonable risk of great bodily harm or death (SS 939.45(5)(b)).

When for any other reason the actor’s conduct is privileged by the statutory or common law of this state (939.45(6)).

G. **Physical Injury** includes but is not limited to lacerations, fractured bones, burns, internal injuries, severe bruising or great bodily harm as defined under SS 939.22(14).

IV. **MANDATORY CHILD ABUSE/NEGLECT REPORTING LAW**

A. **Persons required to report:** The Children’s Code requires certain persons, including police officers, to report any known or suspected child abuse or neglect situations. Specifically, SS 48.981(2) requires a physician, coroner, medical examiner, nurse, dentist, chiropractor, optometrist, other medical or mental health professionals, social or public assistance worker, school teacher, administrator or counselor, member of the treatment staff employed by or working under contract with a county department under SS 46.23, 51.42, or 51.437, physical therapist, occupational therapist, speech therapist, emergency medical technician or law enforcement officer having reason to believe that a child seen in the course of professional duties has been threatened with abuse or neglect and that abuse or neglect of the child will occur, shall report the incident.

B. **Referral of report:** Pursuant to SS 48.981(3), persons required to report under section A shall immediately inform, by telephone or personally, the Bureau of Milwaukee Child Welfare, the sheriff’s department, or local police department of the facts and circumstances contributing to a suspicion of child abuse or neglect or to a belief that abuse, or neglect will occur. The sheriff or police department shall, within 12 hours, exclusive of Saturdays, Sundays, or legal holidays, refer to the Wisconsin Bureau of Child Welfare all cases reported to it. The Wisconsin Bureau of Child Welfare may require that a subsequent report be made in writing.

C. **Duties of local law enforcement agencies:**

1. Pursuant to SS48.981 (3)(b), any person reporting suspected abuse or neglect of a child may request an immediate investigation by the sheriff or police department if the person has reason to suspect that a child’s health or safety is in immediate danger and take any necessary action to protect the child.

2. The investigating officer shall notify the Wisconsin Bureau of Child Welfare within **12 hours** of the facts and circumstances contributing to a suspicion of child abuse or neglect or to a belief that abuse will occur.
3. The Bureau of Milwaukee Child Welfare must receive copies of reports for all cases even if the child does not appear to be in danger.

V. ABUSE, NEGLECT AND CRIMINAL INVESTIGATIONS

- A. When members of the police department are called to or happen upon a suspected child abuse or neglect situation, they shall promptly investigate the suspected abuse and contact their shift commander who will in turn decide if additional assistance is needed.
- B. Whenever possible, photographs should be obtained to document neglect, abuse, and or injury. Further, if untreated injuries are present, the child shall be taken to a hospital (preferably Children's) for treatment. If other children are in the dwelling, the investigating officer(s) shall have these children examined by a qualified health care provider for evidence of abuse and/or neglect. Written statements shall always be obtained from the attending physician of an injured child. Medical release forms should also be obtained from the parent(s) or legal guardian(s) of the child, if possible. If consent cannot be gained from the parent(s) or legal guardian(s), Wisconsin Statute SS146.82 (2) allows the release of the records without consent.
- C. Even though Wisconsin State Statutes require the Bureau of Milwaukee Child Welfare to be notified within 12 hours, the Milwaukee Bureau of Child Welfare should be notified as soon as possible so a collaborative investigation may be started to prevent duplication of effort.
- D. In all investigations of child abuse or neglect, the investigating officer(s) shall file an incident report. The report shall include the following:
 1. Describe how the police got involved in the investigation.
 2. Describe the abuse or neglect in detail (medical treatment, if any).
 3. Indicate whether photos were taken, If so, by whom and how many.
 4. The names, addresses, phone numbers, dates of birth of all individuals involved in the case. (i.e. parents, witnesses, siblings, medical personnel, case workers, etc.)
 5. Any previous contacts that may be pertinent to the case.
 6. Description of parental involvement, including any knowledge of the incident and action in response to that knowledge.
 7. Result of the investigation including the names of anyone arrested or the reason for not referring the case to the District Attorney for review.
 8. Whether the Wisconsin Bureau of Child Welfare Protective Services was called to the residence or scene and took any child(ren) into their protective custody.
 9. If any children were placed into foster care or with a relative, the address and phone number of the foster home or relative.
 10. The investigating officer shall notify the Wisconsin Bureau of Child Welfare within 12 hours. The officer shall document the notification in the incident report, including the date, time, name of the caseworker and disposition of the child. Emergency notification can be made by calling 220-7233. If a law enforcement officer takes a child or children into protective custody, and the officer believes the child or children cannot be released, the Bureau of Milwaukee Child Welfare must be immediately notified.
 11. All medical reports (hospital, EMS, etc.) obtained by the officer should be attached to the incident report.

- E. The Sensitive Crimes Unit of the District Attorneys Office handles child abuse and neglect matters.
1. Any victims that are able to testify in court should be ordered into the District Attorneys Office for the charging conference.
 2. Following review by the District Attorneys Office, the officer shall document the disposition in the incident report. If charges are not issued, a supplemental report shall be filed indicating the Assistant District Attorney reviewing the case and the reason(s) for refusal.
 3. If charges are issued, a supplemental report shall be filed indicating the issuing Assistant District Attorney and the charge(s) issued. A copy of the criminal complaint shall also be attached to the incident report.

VI. CHILDREN ALLEGED TO BE IN NEED OF PROTECTION OR SERVICE (CHIPS)

- A. SS48.13 relates to children alleged to need protection or service (CHIPS). In accordance with this statute, the juvenile court has exclusive original jurisdiction over a child alleged to need protection or services which can be ordered by the court, and:
1. Who is without a parent or guardian; or
 2. Who has been abandoned; or
 3. Who has been the victim of abuse, as defined in SS48.02(1)(a),(b),(c),(d),(e), or (f), including injury that is self-inflicted or inflicted by another; or
 4. Who is at substantial risk of becoming the victim of abuse, as defined in SS48.02 (1)(a),(b),(c),(d),(e) or (f), including injury that is self-inflicted or inflicted by another, based on reliable and credible information that another child in the home has been the victim of such abuse; or
 5. Whose parent or guardian signs the petition requesting jurisdiction under this subsection and is unable or needs assistance to care for or provide necessary special treatment or care for the child; or
 6. Who has been placed for care or adoption in violation of law; or
 7. Who is receiving inadequate care during the period a parent is missing, incarcerated, hospitalized or institutionalized; or
 8. Who is at least age 12, signs the petition requesting jurisdiction under this subsection and needs special treatment or care which the parent, guardian or legal custodian is unwilling, neglecting, unable or needs assistance to provide; or
 9. Whose parent, guardian or legal custodian neglects, refuses or is unable for reasons other than poverty to provide necessary care, food, clothing, medical or dental care or shelter to seriously endanger the physical health of the child; or
 10. Whose parent, guardian or legal custodian is at substantial risk of neglecting, refusing or being unable for reasons other than poverty to provide necessary care, food, clothing, medical or dental care or shelter to endanger seriously the physical health of another child in the home; or
 11. Who is suffering emotional damage for which the parent, guardian or legal custodian has neglected, refused or been unable and is neglecting, refusing or unable, for reasons other than poverty, to obtain necessary treatment or take necessary steps to improve the symptoms; or
 12. Who is suffering from an alcohol and other drug abuse impairment, exhibited to a severe degree, for which the parent, guardian or legal custodian is neglecting, refusing or unable to provide treatment; or

13. Who has not been immunized as required by SS252.04 and not exempted under SS252.04(3).

B. The Milwaukee County District Attorneys Office located at the Milwaukee County Children's Court Center, has established a CHIPS duty district attorney for Milwaukee County. This DA is available by pager and telephone after normal working hours including weekends and holidays. The CHIPS DA can provide legal advice or procedural assistance in cases of child abuse and/or neglect. The pager number and telephone number are sent via teletype, on a weekly basis, to all law enforcement agencies in Milwaukee County.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5200

ORDER: 5208

ISSUE DATE: September 13, 2024

REVIEW DATE: June 23, 2027

LAST REVIEW: June 23, 2024

SUBJECT: MISSING PERSONS / RUNAWAYS

PAGE 1 OF 6

I. INTRODUCTION

The Bayside Police Department requires a written report of all missing persons at the time they are reported to this department. The purpose of this order is to establish a uniform policy and procedure regarding missing persons that is consistent with State Statutes and NCIC / CIB procedures.

II. DEFINITIONS

A. Missing Persons to be entered into NCIC / CIB with appropriate supportive documentation within the narrative of the report or any type of missing person certification form:

1. **Disability** – A person of any age who is missing and has a proven physical / mental disability or is senile, thereby subjecting himself/herself or others to personal and immediate danger.
2. **Endangered** – A person of any age who is missing under circumstances indicating that his/her physical safety may be in danger.
3. **Involuntary** – A person of any age who is missing under circumstances indicating that the disappearance was not voluntary.
4. **Juvenile** - A person who is missing and declared unemancipated or defined by the laws of his/her state of residence and does not meet any of the criteria set forth in 1, 2, or 3 above.
5. **Disaster Victim** – A Person of any age who is missing after a disaster but not confirmed to be dead.

B. The National Crime Information Center (NCIC) requires that law enforcement agencies have in their possession written documentation certifying that one of the five conditions exist prior to entering a missing person into NCIC records. Additional examples of acceptable documentation are:

1. A written statement from a parent or legal guardian confirming that the person is missing and verifying his/her date of birth.

2. A written statement from a physician (nursing home, hospital personnel etc.) or other authoritative source corroborating the missing person's physical/mental disability.
3. A written statement from a parent, legal guardian, family member or other authoritative source advising that he/she is in the company of another person under circumstances indicating that his/her physical safety is in danger or that the missing persons disappearance was not voluntary.

III. RESPONSIBILITY

- A. The Bayside Police Department is responsible for maintaining the missing person record once it has been successfully entered. Specifically, this is the duty of the investigating officer. The originating agency jurisdiction number is made part of the computerized information record. We alone are responsible for the accuracy and correct status of the record at all times.
- B. General Description – For the Missing Person File to be productive, officers must ensure that entries are entered in a timely, accurate, and complete manner. Entries must be made with as much physical description, personal property, and dental information as available.
 1. Scars, marks, amputations, “tattoos”
 2. Glasses / contact lenses
 3. Blood type
 4. Fingerprint classification
 5. Social Security number
 6. State I.D. and/or FBI number
- C. Validity Checks – A Warrant/Wanted Person Validation Printout will be sent to our department by CIB. Appropriate follow-up on missing person reports will ensure the accuracy and correct status of this documentation. This follow-up will be the responsibility of the Administrative Assistant and the reporting officer.
- D. Retention Period – Records of missing persons are retained indefinitely until action is taken by the originating agency to cancel the record, except for an individual who was a missing juvenile. A record in this category will be cancelled automatically when the age of emancipation is reached. This department will receive a computer-generated message advising us of the cancellation. **When a missing person is located and that information is entered in the TIME System, the missing will be automatically purged by NCIC, but will remain on CIB until cancelled by us.**
 1. Dental characteristics, blood type, jewelry and/or other characteristics must be added to the missing record within sixty days of the date of entry as required by law.
 2. Runaway juveniles taken into custody outside of the Village of Bayside.

- a. Notify parents of location of custody.
- b. Assist parents in contacting authorities for transportation of juvenile to residence. (Parents are responsible for transportation/costs.)

IV. MISSING ADULTS

- A. An investigation and missing person report will be completed whenever a person eighteen (18) years of age or older is absent contrary to his/her normal patterns of behavior and may be due to one or more of the unusual circumstances defined below:
 - 1. Beyond or missing from the zone of safety for his/her developmental stage.
 - 2. Mentally diminished.
 - 3. Drug dependant on legitimately prescribed drugs.
 - 4. A potential victim of foul play or sexual exploitation.
 - 5. Believed to be with others who could endanger his/her welfare.
 - 6. In a life-threatening situation or environment.
 - 7. Is absent under circumstances inconsistent with established patterns of behavior.
 - 8. Whose disappearance involves circumstances that would cause a reasonable person to conclude that the person should be considered at risk.
- B. When a missing adult is located an officer should verify in person that the adult has returned and question their whereabouts and activities while missing. The officer should arrange for intervention services or assess for a Chapter 51 commitment if appropriate.
- C. Competent adults, having left home for personal reasons, cannot be forced to return home. Officers locating such individuals shall advise them that they are the subject of a missing person investigation and ask if they desire the reporting party or next-of-kin to be notified of their whereabouts. If the subject does not wish their location to be known, then the officer will not disclose that information. In all cases, the reporting party will be informed of the well-being of the located missing person.

V. INVESTIGATION PROCEDURES

- A. The circumstances surrounding the disappearance of a person will dictate the depth of the investigation and the number of resources to be used. A supervisor is to be notified of all missing person complaints involving unusual circumstances. The supervisor is responsible for ensuring that a thorough investigation is conducted using appropriate resources based on the circumstances of the disappearance and should consider establishing a command post and the Incident Command System if appropriate. These procedures should be used for adults and juveniles alike.

1. Respond to the scene and verify that the person is missing. Determine when, where and by whom the person was last seen. Attempt to determine the physical or mental status of the missing person and the level of risk to the subject.
2. Determine the circumstances of the disappearance. Obtain a complete description of the missing person, including photograph or video footage if possible, and any information that may indicate their whereabouts. Obtain the suspect description or the identity of anyone accompanying the missing person.
3. Broadcast appropriate radio alerts. Consider contacting the Chief or his designee and the Village Manager. Additional supervisory staff if needed.
4. Conduct a thorough search of the scene. Depending on the circumstances there may be more than one scene. In cases of endangered or involuntary missing, the scene(s) should be secured and safeguarded as a potential crime scene.
5. Interview the reporting person and any others who may have information about the missing person's whereabouts or activities. Identify and interview everyone at the scene. If it is a missing child confirm the child's custody status.
6. Conduct a neighborhood canvass. Search areas frequented by the missing person. In cases of missing children, the following areas should be checked:
 - a. The house/grounds where last seen.
 - b. The house/grounds where the child resides, even if seen elsewhere.
 - c. Enclosed areas such as refrigerators, freezers, and the interior of parked vehicles (where there is limited air supply and extreme temperature).
 - d. Friends, relatives and acquaintances residences.
 - e. Neighbors and local play areas.
7. Enter person NCIC/CIB as missing and make appropriate notifications. Initiate Amber Alert if appropriate.
8. Record if missing person has access to an on-line computer, cell phone or pager. These items may contain information indicating the reason for disappearance.
9. Check department records for any related information or past incidents.
10. Safeguard scene and all pertinent records for evidentiary purposes if appropriate.
11. Obtain brief history of family dynamics.
12. Evaluate the need for additional resources and coordinate search efforts where necessary.
13. Establish PIO to coordinate the release of information with the media.
14. Establish a liaison with the victim's family.

B. Additional procedures are to be considered when the missing person is not located in a timely fashion and an on-going investigation becomes necessary.

1. Maintain liaison with the victim's family. The lead investigator should keep the victim's family informed of the investigation and should ensure that the family is notified of any developments before they are reported in the media.
2. Implement effective case management procedures.
3. Conduct interviews with any additional family, friends, work associated, schoolmates or other persons who may possess knowledge of the subject's past behavior patterns, plans or routines. Interview people who frequent the area where the disappearance occurred. Re-interview those persons previously identified at the scene or who provided information regarding the disappearance.
4. Explore the basis for conflicting information.
5. Re-examine possible crime scenes for additional evidence.
6. Request release of dental records, fingerprints or DNA comparisons if available.
7. Contact hospitals and the Medical Examiner's Office as appropriate for injured or deceased persons fitting the description of the missing person.
8. Update descriptive information as it becomes available.
9. Assist PIO in the release of information to the media to ensure that investigative objectives are not unintentionally compromised.

C. Unidentified Persons – Living or Deceased

1. Obtain a complete description.
2. Enter the person's description into the NCIC Unidentified Person File.
3. Utilize all available resources to aid in the identification of the person.
4. Cancel all notifications after identification is confirmed.

VII. ADDITIONAL RESOURCES

A. FBI – Milwaukee

B. NCIC – (304) 625-3000

C. WI Clearinghouse for Missing and Exploited Children (608) 266-1671 or 1-800-THE-HOPE

D. National Center for Missing and Exploited Children (703) 274-3900 or 1-800-THE-LOST (843-5678) www.cibertipline.com

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5200

ORDER: 5209

ISSUE DATE: September 13, 2024

REVIEW DATE: June 23, 2027

LAST REVIEW: June 23, 2024

SUBJECT: CARRYING CONCEALED WEAPON LICENSES

PAGE 1 OF 8

I. PURPOSE

To provide guidelines and procedures for CCW licenses authorized under 2011 Wisconsin Act 35. With some restrictions, Wisconsin law allows for a person to open carry a handgun or other weapon and to carry a concealed handgun or other weapon with a CCW license. Wisconsin Statute 947.01 states the “Unless a person demonstrates an illegal or malicious intent, a person may not be prosecuted for loading, carrying or going armed with a firearm either openly or concealed.” The presumption is that a person with a gun is carrying legally absent other information.

Related WI Statutes: 167.31, 175.49, 175.60, 941.20, 941.23, 941.237, 941.295, 943.13, 948.605, 948.61, 947.01

Bayside Ordinances: 35-282

II. POLICY

Officers will conduct operations and investigations involving persons with weapons within the parameters established by statute while using tactics that will enhance officer, public and the subject’s safety.

Each officer must determine the safest method of approaching and contacting a person with a weapon within the confines of the law based upon the circumstances and the officer’s perceptions at the time of the incident.

III. WEAPONS ALLOWED BY CCW LICENSE

- A. Handguns, but not long guns.
- B. Electric Weapons
- C. Knife, to include a switchblade or “auto knife”
- D. Billy club
- E. No limit on number of weapons a person can carry

Knives, including switchblades, can be carried by anyone; a CCW license is not needed. The only people who can't carry a concealed knife are people who cannot legally possess a firearm.

IV. CCW LICENSE

A. Concealed Carry Requirements

1. Wisconsin residents must have a Wisconsin CCW license to carry a concealed weapon in Wisconsin.
2. Out of state licensees must comply with the same statutory restrictions as Wisconsin CCW license holders including carrying of license and photo ID.
3. On-duty law enforcement officers are exempt from the CCW law and are not subject to the prohibitions that apply to licensees. Law enforcement officers have a legal privilege to engage in prohibited conduct while performing their duties.
4. Off-duty law enforcement officers are generally entitled to the same exemptions as on-duty officers.
5. Out of State law enforcement officers who meet the qualifications set forth in WI Stat. 941.23(1) (g). Out of state law enforcement officers cannot carry a concealed weapon other than a firearm.
6. Former law enforcement officers who meet the qualifications set forth in WI Stat. 941.23(2) (c). This type of license is compliant with HR218, a Federal law that allows former officers to carry a concealed weapon anywhere in the country. It contains stricter requirements than a regular CCW license and allows the person to carry a concealed handgun. A former officer would need a Wisconsin CCW license to carry a concealed weapon other than a handgun.
7. A person may be issued an emergency CCW license by the court in the county the person resides if the court determines that immediate licensure is warranted to protect the individual from death or great bodily harm. The license is valid for 30 days. WI Stat. 175.60(9r).

- B. A person who is carrying a concealed weapon must carry with them their CCW license and photo ID. The person is not required to notify a law enforcement officer that they are armed.
- C. A person carrying a concealed weapon must display the license and photo ID to a law enforcement officer upon the request of the officer while the officer is acting in an official capacity and with lawful authority.
- D. Failure to display the license to an officer is a forfeiture offense under WI Stat. 175.60(17)(a) and the person shall be exempt from the forfeiture if the person

presents their CCW license and photo ID to the Department within 48 hours. Officers should confirm the license status while on the scene and if the person has a valid CCW license then the person should not be arrested. If the person does not present their license to the Department within 48 hours then the person should be ordered into the Milwaukee County DA's Office for the violation.

- E. A person may carry a concealed weapon without a CCW license in his or her own dwelling or place of business or on land that he or she owns, leases or legally occupies.

V. TRANSPORTATION OF WEAPONS IN VEHICLES

- A. Long guns must be unloaded and not hidden/concealed from view when within reach while being transported in a vehicle even if the person has a CCW license. Long guns do not need to be cased unless within certain areas of the State where other laws require firearms (other than handguns possessed by a CCW license holder) be encased, such as school zones and state parks.
- B. Persons with a CCW license can load, carry or go armed with a handgun or other allowable weapon concealed in the vehicle. The handgun can be loaded and uncased.
- C. Persons without a CCW license may not carry a concealed weapon in a vehicle. They are allowed to place, possess, or transport a handgun in a vehicle without being unloaded and uncased and may load a handgun in a vehicle, as long as the handgun is not concealed and within reach. WI Stat. 167.31(2)
- D. A CCW licensee may transport an electric weapon without restrictions. A person who is not a CCW licensee may only transport an electric weapon if it is enclosed within a carrying case.

VII. PROHIBITED LOCATIONS AND RESTRICTIONS

A CCW licensee or authorized out-of-state licensee may not carry a weapon, either concealed or unconcealed, in the following locations.

These restrictions do not apply to a fireman or weapon in a vehicle driven or parked in any part of a building, grounds, or land used as a parking facility.

- A. Any portion of a building that is a police station, sheriff's office, state patrol station, or the office of a Division of Criminal Investigation special agent of DOJ.
- B. Any portion of a building that is a prison, jail, house of correction, or secured correctional facility.
- C. Any portion of a building that is a county, state, or federal courthouse. Judges, District Attorneys, Assistant District Attorneys with CCW licenses and persons

authorized by a judge may carry concealed in a courtroom.

- D. Any portion of a building that is a municipal courtroom if court is in session.
- E. State or local government buildings where verbal or written notice was given prohibiting weapons or firearms.
- F. At special events where verbal or written notice was given prohibiting weapons or firearms.
- G. Buildings of private or public universities and colleges where verbal or written notice was given prohibiting weapons or firearms. Carrying concealed weapons in the grounds is permitted.
- H. Businesses, property owners and land owners where verbal or written notice was given prohibiting weapons or firearms.
- I. In nonresidential buildings and grounds of nonresidential buildings the owner or occupant, upon verbal or written notice, can prohibit a person, other than another occupant or lessee, from carrying a weapon or firearm.
- J. Employers may prohibit an employee from carrying a concealed weapon in the course of an employee's employment.
- K. Residences, multi-family residences, apartments and condominiums where verbal or written notice was given by the owner, occupant or lessee prohibiting weapons or firearms except for common areas of the building or grounds.
- L. Carrying concealed in taverns.
 - 1. On duty and off duty officer-allowed
 - 2. Out of state officer – allowed if not drinking
 - 3. CCW licensee – allowed if not drinking and not posted
 - 4. Former officer – allowed if not under the influence and not posted
- M. In a school, on school grounds, or within 1000 feet of school grounds, except for private property within 1000 feet of school grounds. A person who is a CCW licensee or out of state CCW licensee may possess a weapon or firearm within 1000 feet of the grounds of a school, but not in or on school grounds.

These restrictions do not apply to a person who drives a motor vehicle in which a weapon or firearm is located onto school premises for school sanctioned purposes or for the purpose of delivering or picking up passengers or property if the weapon is not removed from the vehicle or used in any way.

N. 2015 Wisconsin Act 23

2015 Wisconsin Act 23 provides exceptions to the state gun-free school zones law for certain off-duty, former, and out-of-state officers who satisfy specified statutory criteria. Specifically, the bill exempts an **off-duty officer**

who is employed as a law enforcement officer by an agency in this state from the gun-free school zones law if all of the following apply:

- The agency that employs the officer has authorized the officer to carry a firearm
- The officer is not the subject of any disciplinary action by the agency that could result in the suspension or loss of the officer's law enforcement authority.
- The officer meets all standards established by the agency to qualify the person on a regular basis to use a firearm.
- The officer is not prohibited under federal law from possessing a firearm.
- The firearm is not a machine gun or "destructive device" as defined under federal law.
- The officer is not carrying a firearm silencer.
- The officer is not under the influence of an intoxicant

In addition, the Act exempts a **former law enforcement officer** from the state gun-free school zones law if all of the following criteria apply:

- The former officer has been issued a photographic identification document, which meets certain statutory criteria, by the law enforcement agency from which the officer separated.
- The firearm is of the type described in the photographic identification document.
- Within the preceding 12 months, the former officer met the same standards for carrying firearms as apply to active law enforcement officers in the state in which he or she resides.
- The firearm is not a machine gun or an explosive, incendiary, or poison gas.
- The former officer is not carrying a firearm silencer.
- The former officer is not prohibited from possessing a firearm under federal law.

The Act also exempts an **out-of-state law enforcement officer** who is employed by a state or local governmental agency in another state from the state gun-free school zones law if all of the following criteria apply:

- The out-of-state agency has authorized the officer to carry a firearm.
- The officer is not the subject of any disciplinary action by the agency that could result in the suspension or loss of the person's law enforcement authority.
- The officer meets all standards established by the agency to qualify the person on a regular basis to use a firearm.
- The officer is not prohibited from possessing a firearm under federal law.
- The firearm is not a machine gun or an explosive, incendiary, or poison gas.
- The officer is not carrying a firearm silencer.
- The officer is not under the influence of an intoxicant.

Finally, Act 23 provides an exception to the state trespass laws to allow off-duty, former, and out-of-state officers who are exempted from the state gun-free school zones law under Act 23 to possess a firearm on school grounds, whether or not the school has posted a notice prohibiting firearms on the premises.

VII. ACCESS AND USE OF CCW LICENSE INFORMATION

The WI DOJ maintains a database of all individuals who have been issued a CCW license and former federal law enforcement officers, but not former state law enforcement officers, who have been issued certification cards.

- A. A law enforcement officer may not request or be provided information on CCW licenses or certifications concerning a specific individual except for one of the following reasons:
 - 1. To confirm that a license or certification card produced by an individual at the request of a law enforcement officer is valid.
 - 2. To confirm that an individual holds a valid license or certification card if the individual claims to hold a valid license or law enforcement certification but does not have his or her license document or certification card with him or her.
 - 3. To investigate whether a person submitted an intentionally false statement in a license application or renewal.
 - 4. To investigate whether a person complied with the requirements governing the return of a revoked or suspended CCW license.
- B. Neither a law enforcement agency nor any of its employees may store or maintain information regarding an individual that was obtained from DOJ based on the individual's status as a licensee or holder of a certification card.
- C. Neither a law enforcement agency nor any of its employees may sort or access information regarding vehicle stops, investigations, civil or criminal offenses, or other activities involving the agency based on the status as licensees or holders of certification cards of any individuals involved.

This does not preclude a "hazard premise" entry into the department's record system if the officer was able to independently confirm the information contained in the hazard premise entry and that the information was not derived from, associated with, corroborated by, or mentions the status as a CCW licensee or certification card holder.

- D. Neither a law enforcement agency nor any of its employees may make information regarding an individual that was obtained from the CCW license database available to the public except in the context of a prosecution for an offense in which the person's status as a licensee or holder of a certification card is relevant.

- E. Improper access to or use of CCW license information is a crime.

VIII. APPROACH AND CONTACT CONSIDERATIONS

The law makes the presumption that a person with a gun is carrying legally absent other information. Each officer must determine the safest method of approaching and contacting a person with a weapon within the confines of the law based upon the circumstances and the officer's perceptions at the time of the incident.

Because of the imminent threat posed by a firearm or other weapon officers are authorized to draw their firearm in order to better protect themselves and others until the officer can determine that the person does not pose a threat to the officer's or public's safety. An officer's projection of force should be based on the circumstances and should correspond to the immediate level of danger presented by the person. Officers should de-escalate their projection of force once they can determine that the person does not pose a threat to safety.

The projection of force is intended to prevent an officer from being placed in a position of disadvantage and does not authorize the officer to handcuff or place a person in a prone position absent other facts or circumstances. Any use of force must be objectively reasonable based on the circumstances.

Officers should consider using the following guidelines and tactics to enhance the officer's, public, and the subject's safety while making contact with an armed person.

- A. Establish dialogue with the person while using available cover and/or distance until the officer can determine that the person does not pose a threat to the officer's or public's safety.
- B. If the person has a holstered weapon the officer should advise the person to keep the weapon holstered and to keep their hands in plain view at all times during the contact.
- C. If the person has an unsecured weapon that is within close proximity to their person the officer should use dialogue to immediately control the situation and separate the person from the weapon to prevent the person from having immediate access to the weapon.
- D. If the person is carrying a weapon in his or her hand or in such a manner that the person has immediate use of the weapon the officer should establish dialogue from a position of available cover and/or distance and have the person place the weapon on the ground or other location of the officer's choosing. The person should be told to move away from the weapon to prevent the person from having immediate access to the weapon.
- E. Open carry of a weapon or firearm is legal absent other facts or circumstances.
- F. Non-Consensual stops, such as traffic stops and Terry stops, allow an officer to stop, identify, question and temporarily detain a person and to control the movement of the person(s) during the stop.

- G. Consensual stops are based upon mutual consent in a public place with no probable cause or reasonable suspicion to believe the person is committing, is about to commit, or has committed a crime. The officer cannot compel the person to stop, identify themselves, or explain their actions or intent absent other facts or circumstances. If the person does not voluntarily stop or identify themselves, officers may continue to follow or observe the person from a distance.
- H. It is illegal for any law enforcement officer to use excessive force based solely on an individual's status as a licensee.

IX. WEAPONS SEIZURE

Generally, absent an arrest, officers should not confiscate a person's weapon if the person is legally able to have the weapon.

- A. An officer may temporarily take control of a weapon belonging to a person they have legally stopped if the officer reasonably believes that the person is not capable of adequately safeguarding the weapon or is displaying actions or demeanor that a reasonable officer would perceive as threatening or could escalate towards potential conflict. The weapon shall be returned to the person at the completion of the stop.
- B. No person, other than a law enforcement officer, shall be allowed in a squad while in possession of a weapon. Officers transporting a person who is legally armed shall take control of the weapon.
- C. If a person, has been arrested for an offense that is not related to the weapon, the weapon is to be returned to the person upon their release from custody. Weapons held while a person is detained at the station are to be secured in a gun locker. If the return is not feasible due to special circumstances, such as the person being intoxicated or being transferred to the County Jail or other agency, then the weapon can be inventoried for safe keeping. The weapon can be returned to the owner without a court order.
- D. If a person has been arrested for an offense that is related to the weapon, then the weapon shall be inventoried as evidence. The weapon will not be released unless there is a court order.
- E. Officers may inventory a weapon for safe keeping from persons who are incapacitated due to medical reasons or who are receiving or being transported for medical care. The weapon can be returned to the owner without a court order.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5200

ORDER: 5209.01

ISSUE DATE: September 13, 2024

REVIEW DATE: June 24, 2027

LAST REVIEW: June 24, 2024

SUBJECT: CARRYING OF CONCEALED HANDGUNS BY
QUALIFIED FORMER OFFICERS

PAGE 1 OF 4

I. PURPOSE

The purpose of this policy is to promulgate procedures by which former members of the Bayside Police Department may obtain certain certification by this agency to carry a concealed handgun. Such certification does not confer any law enforcement /arrest powers, nor does it make the former officer an agent or employee of the Village of Bayside.

II. AUTHORITY

18 U.S. Code 926C and Wis. Stat. 175.49

III. ELIGIBILITY

The former Bayside Police Officer must meet the following conditions to be eligible to obtain a concealed carry certification card from this agency:

1. The former officer must have separated from the Department in good standing as determined by the Chief of Police and reside in Wisconsin.
2. The former officer must have served as a certified law enforcement officer for an aggregate of at least 10 years or been separated from the law enforcement service due to a service-connected disability, as determined by the Department, after completing the applicable probationary period.
3. A qualified medical professional employed by the Department has not found the former officer to be unqualified to be a law enforcement officer for reasons related to the former officer's mental health.
4. The former officer has not entered into an agreement with the Department in which former officer acknowledges that he or she is not qualified to be a law enforcement officer for reasons related to his or her mental health and in which he or she declines the photographic identification for that reason.

5. The former officer is not prohibited under federal law from possessing a firearm as indicated by a search of the TIME system and the national criminal background check system.
6. The former officer submits a department background questionnaire and successfully passes a department background investigation.
7. The former officer has, during the previous 12 months at his/her expense, been found by the state, or by a certified firearms instructor if such an instructor is qualified to conduct a firearms qualification test for active law enforcement officers in the state, to meet the standards for qualification in firearms training for active law enforcement officers to carry a firearm (handgun) of the type proposed by the officer, that are established by the state, or if the state does not establish standards, by the law enforcement agency from which the former officer separated. NOTE: The former officer concealed carry certification card does **not** authorize the carrying of any other kind of weapons, e.g. club, baton, knife, electronic control device, Taser, etc. Such cards only authorize the concealed carry of handguns.

IV. PROCEDURE

The former officer seeking a concealed carry certification card from this agency shall comply with the following procedures:

1. The former officer shall make a written request on the appropriate Department form and submit same to the Chief of Police.
2. The former officer provides documentation that he/she has during the previous 12 months received the training required by Wis. Stat, 175.49 (2)(b)5 or 18 USC 926C (d)(B) (I) or (II). However, qualified officers who request a certification card within one year of retirement/separation will not need to complete the firearms course during the first year. The firearms certification course will have to be completed each year thereafter to obtain an annual certification card.
3. The former officer completes and submits the Department background questionnaire.
4. The former officer executes the Department “Release, Waiver of Liability, and Express Assumption of Risk Agreement”.
5. This agreement requires among other things that the former officer has read and is familiar with the provisions, conditions, and limitations of 18 USC 926C, Wis. Stat, 175.49, and other statutes governing the carrying and use of firearms including without limitation Wis. Stat. 939.48 (Self-defense and defense of others). This Agreement further states that the issuance of the firearms certification card does not confer any law enforcement authority upon the former officer, nor does it make the former officer an employee or agent of the Village of Bayside.

V. CERTIFICATION CARD

1. The former officer submits a photograph for the concealed carry certification card. Pursuant to Wis. Stat. 175.49(4), this card shall contain on one side: the full name, date of birth, and residence address of the former officer; a photograph of the card holder and a physical description that includes sex, height, and eye color; and the name of this state.
2. The certification card shall include a statement that such card does not confer any law enforcement authority on the card holder and does not make the certification card holder an employee of this Department.
3. As indicated above, such cards shall expire one year following their issuance and must be carried on his/her person whenever the former officer is armed with a concealed handgun. The cost of the card (if any) shall be borne by the former officer.
4. The certification card may be renewed on an annual basis, if before the card expires, the Department verifies that the former officer is not prohibited under federal law from possessing a firearm as indicated by a search of the TIME system and the national criminal background check system and the officer has obtained the firearms qualification training required by Wis. Stat. 175.49 (2)(b)5.

VI. DISCLAIMERS/LIABILITY

1. The Chief of Police may revoke a certification at any time for any reasonable cause, including reasons or qualifications not specifically enumerated within this policy. In that event, the former officer shall promptly surrender the certification card to the Chief of Police as soon as possible.
2. The Department assumes no liability for falsification or inaccuracy of any information provided by the former officer.
3. The Department and the Village of Bayside will not provide legal representation or indemnification for a former officer for any act or omission arising from the use of a firearm under this policy.

VII. ARCHIVE OF FORMER OFFICER APPLICATIONS

The Chief of Police shall maintain all applications and other records pertaining to former officer concealed carry certification cards. Such records shall not be discarded without prior approval of the Village Manager.

VIII. OPEN CARRY OF FIREARMS / CCW LICENSE

Wis. Stat. 175.49(7) confirms a former officer's right to go armed with a firearm that is not concealed without a CCW license. Wis. Stat. 175.60 (2)(c) confirms any person's right to go armed with a firearm that is not concealed without a CCW license.

Former law enforcement officers are also eligible to apply for a regular CCW license

under Wis. Stat. 175.60 Such a license would grant the right of concealed carry for knives, electronic weapons, and billy clubs in addition to handguns.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5200

ORDER: 5211

ISSUE DATE: September 13, 2024

REVIEW DATE: June 24, 2027

LAST REVIEW: June 24, 2024

SUBJECT: Prescription Drug Monitoring

PAGE 1 OF 2

I. Policy

It is the policy of the Bayside Police Department to comply with 2016 Wisconsin Act 268 and Wisconsin State Statute 961.37 to submit information to the Wisconsin Prescription Drug Monitoring Program (PDMP). Officers from the Bayside Police Department will submit the required documentation to the PDMP in compliance with the law.

II. Purpose

The Wisconsin Legislature, in conjunction with the Wisconsin Prescription Drug Monitoring Program enacted Wisconsin Act 268 and Wisconsin State Statute 961.37 on March 17, 2016. This new law creates a duty for law enforcement agencies to submit information to the Wisconsin Prescription Drug Monitor Program as a tool to reduce the abuse and diversion of prescription drugs.

III. Procedure

- A. The Wisconsin Prescription Drug Monitoring Program has developed a website to facilitate the proper reporting of cases. Officers shall access the website and submit an Alert when the following calls for service are encountered.
1. When an officer reasonably suspects that a violation of the Controlled Substances Act involving a prescribed drug is occurring or has occurred.
 2. For the purposes of this directive this includes all Schedule 2, 3,4, and 5 controlled substances.
 3. When a law enforcement officer believes someone is undergoing, or immediately prior to contact with a law enforcement officer, experienced an opioid-related drug overdose.
 4. For the purposes of this directive this includes **both prescription and non-prescription opioid controlled substances**.
 5. When a law enforcement officer believes someone died as a result of using a narcotic drug.
 6. For the purposes of this directive “narcotic drug” refers to all prescription and non-prescription opioid controlled substances.
 7. When a law enforcement officer receives a report of a stolen controlled substance prescription.

8. For the purposes of this directive this includes all Schedule 2, 3, 4 and 5 controlled substances.
- B. When any of the above situations occur, the officer shall submit to the Wisconsin Prescription Drug Monitoring Program the applicable data from the list below:
 1. The name and date of birth of the individual who:
 - a. Is suspected of violating the Controlled Substances Act.
 - b. Experienced an opioid-related drug overdose.
 - c. Died as a result of using a narcotic drug.
 - d. Filed the report of a stolen controlled substance prescription.
 2. The name and date of birth of the individual for whom the prescription drug involved in the suspected violation, drug overdose, or death was prescribed.
 3. If a prescription medicine container or prescription order was in the vicinity of the suspected violation, drug overdose, or death or if a controlled-substance prescription was reported stolen the following:
 - a. The name of the prescriber.
 - b. The prescription number.
 - c. The name of the drug as it appears on the prescription order to prescription medicine container.

IV. Reporting

- A. In order to meet the reporting requirements listed above, when it is determined that one of the four situations (listed in section III A) apply, the officer shall log onto the Enhanced Prescription Drug Monitoring Program (ePDMP) website and submit an Alert related to the incident. The submission to the ePDMP shall be noted in the officers' incident report.
- B. The ePDMP website can be accessed at: <https://pdmp.wi.gov/>

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5300

ORDER: 5301

ISSUE DATE: September 13, 2024

REVIEW DATE: June 24, 2027

LAST REVIEW: June 24, 2024

SUBJECT: ARREST AND BOOKING

PAGE 1 OF 4

I. INTRODUCTION

The authority to arrest is a unique power granted police officers. It is intended to initiate the process whereby the criminal justice system deals with those who break the law. It is further intended as a means to terminate a crime in progress, protect the public by providing the confinement of those committing violent acts, and ensuring that individuals charged with the commission of a crime are available to answer for those crimes in a court of law. This order establishes guidelines for arrest by officers of the Bayside Police Department.

II. POLICY

In exercising the power to arrest, officers must be mindful of all legal requirements. Officers must also be mindful of not only the rights of the victim(s), but also the rights of the potential arrestee(s). When making an arrest is not necessary, alternatives to arrest as outlined in this order should be employed even though an arrest may be legally permitted. Notwithstanding the above statement, care should be taken that alternatives to arrest are not used inappropriately. Care should be taken to ensure that the interests of justice and public safety are not compromised through the use of alternatives to arrest.

III. GUIDELINES

A. **Discretion** - With each situation, reasonable and appropriate police action vary. Different facts or circumstances may justify an investigation, a detention, a search, an arrest or no action at all. To eliminate discriminatory enforcement of the law and to protect officers of the Bayside Police Department, sworn officers will exercise discretionary judgment in a reasonable manner within the confines directed by:

1. The Oath of Office
2. The confines of authority as described by law
3. The decisions and interpretations established by the courts of law
4. The written directives of the Bayside Police Department and the Village of Bayside.

5. Written or verbal direction of a supervisory or command officer
6. In general, police officers, using sound professional judgment, may take the following factors into consideration when deciding whether or not to arrest a citizen:
 - a. The seriousness and nature of the offense (generally, the more serious the offense, the more likely an arrest is the preferred course of action).
 - b. The potential that arrest will effectively resolve a conflict.
 - c. The availability of legal alternatives to arrest that would adequately resolve the conflict or problem.
 - d. The likelihood that the citizen will be deterred from future violations by warning and education.
 - e. The officer's belief that the citizen made an honest mistake in violation of the law.
 - f. The victim-witness interest in prosecution.
 - h. The potential that arrest will create more serious breaches of the peace or the other problems (e.g., inciting riot).
7. The following factors are among those that are improper for a police officer to consider in deciding whether or not to make an arrest:
 - a. The citizen's economic status, race, ethnicity, gender or other status for which the law prohibits discrimination.
 - b. The revenue likely to be generated by fines or penalties imposed upon conviction.
 - c. The personal or professional relationship that the citizen has to the police officer or to other influential citizens.
 - d. The personal advantage to the officer for processing or avoiding processing of the arrest (e.g., overtime compensation, desire to finish tour of duty, avoidance of paperwork, etc).

B. **Arrest with warrant**- A police officer shall arrest a person within this jurisdiction when an officer has knowledge that a lawful arrest warrant has been issued. In complying with the requirements of that warrant, an officer shall retain custody of the named defendant and promptly notify the proper authority. A person so arrested shall be transferred to the custody of the sheriff or other law enforcement agency unless competent authority authorizes his/her release.

- C. **Arrest without warrant** - A “warrant less” arrest is permitted when an officer can establish a basis for such an arrest under the laws of the State of Wisconsin. In all cases of “warrant less” arrest, the arresting officer must document the basis upon which the arrest was made and if the defendant is **not** subsequently released from custody, promptly prepare and deliver documentation supporting the arrest to the District Attorney. Wisconsin State Statutes authorize an officer to make a “warrant less” arrest when an offense occurs in the officer’s presence, and when probable cause exists but circumstances make it impractical to obtain a warrant.
- D. **Search incident to lawful arrest** – When a person is lawfully arrested, the officer may contemporaneously conduct a complete search of the person arrested in addition to the area readily accessible to the arrested person(s) including any items they have in their possession.
- E. **Alternatives to arrest** – Except in those cases where an arrest warrant has been issued, an officer can use an alternative to arrest if all the following criteria are met:
1. The offense for which the defendant could be arrested was nonviolent in nature.
 2. The identity of the offender is credibly established.
 3. The crime is not on-going in nature and the offender has ties to the community that guarantee court appearances without a need for bail.
 4. There are no specific legal requirements to make an arrest.

Appropriate alternatives to arrest include the issuance of a citation, release from custody pending review, and issuance of a summons or release on personal recognizance.

IV. **BOOKING**

The following persons taken into custody by our department shall be fingerprinted, photographed and entered in the records management system. An incident report shall be generated. Arrest information will be updated on individuals who are already in our records management system if applicable. Individuals shall also be run through the Fast I.D. to possibly verify identity.

1. Any violation of Federal Law.
2. Any violation of State Law that results in a felony.
3. Any violation of State Law that results in a misdemeanor.
4. All weapon offenses.

5. All sex offenses.
6. Any violation of Municipal Ordinance outlined in Chapters 5, 26 and 35 **except:**
 - a. Sec. 35-27 False reports and false alarms
 - b. Sec. 35-3 Littering.
 - c. Sec. 35-62 Removing ignition key from vehicles
 - d. Sec. 35-118 Unlawful telephone use in reference to 911 calls
 - e. Sec. 35-119 Loitering
 - f. Sec. 35-120 Transient merchants.
 - g. Sec. 35-240 Minor truancy.
 - h. Sec. 26-1 Possession of tobacco.
 - i. Sec. 5-1 Underage alcohol violations.
7. All alcohol related driving offenses including absolute sobriety
8. All traffic violations charged at the state level.

*All persons entering our department's holding facility for any reason will minimally need a Medical Screening Report and Municipal Jail Record in addition to an entry into the records management system of the activity.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5300

ORDER: 5302

ISSUE DATE: September 13, 2024

REVIEW DATE: June 24, 2027

LAST REVIEW: June 24, 2024

SUBJECT: AGENCY JURISDICTION

PAGE 1 OF 2

I. PURPOSE

The purpose of this directive is to define the authority of law enforcement officers to conduct investigations and make arrests in all jurisdictions within Milwaukee County and to provide guidelines for notifications as required by SS. 175.40(5). The authority granted under SS. 175.40(5) is in addition to any other arrest authority.

II. POLICY

The intent of this directive is to enhance the ability of sworn officers of the Bayside Police Department to conduct official investigations outside of their respective jurisdictions, but within the boundaries of Milwaukee County, and to arrest and take into custody those responsible for the commission of crimes.

A. DEFINITIONS

1. **Law enforcement officer:** meaning specified in SS.168.85(2)
2. **Crime:** conduct that is prohibited by state law and punishable by fine or imprisonment or both. Conduct punishable only by forfeiture is not a crime. See SS. 939.12
3. **Arrest:** the act of depriving a person of his/her liberty by legal authority
4. **Jurisdiction:** the meaning specified under SS. 175.40(5)(a)
5. **Notification:** means radio, telephone, or personal contact with the agency in whose jurisdiction you are conducting official Village of Bayside business.
6. **On duty:** for purposes of jurisdiction under SS. 175.40(5), “on duty” is defined as those hours the officer is compensated pursuant to contractual provisions for which compensation may be awarded.

III. ARRESTS

- A. This directive does not permit an officer to act under authority as a Bayside Police Officer in making arrests or conducting investigations while off-duty.
- B. On duty officers of this department have permission to make arrests for any felony or misdemeanor crime as defined in SS. 939.60 committed in

their presence in the Villages of Fox Point and River Hills. Arrests will be based on probable cause that a crime has been committed.

1. Officers of this department have permission to make arrests for any felony or misdemeanor crime reported to them by an eyewitness in the communities of Fox Point or River Hills based on probable cause.
 2. No person outside the Village of Bayside limits shall be taken into custody or arrested for an ordinance violation unless the violation falls under SS. 175.40(4).
- C. A person may be arrested in Milwaukee County if that person is wanted on a warrant issued by a Federal, State, or local law enforcement agency.
- D. Persons arrested for a crime that occurred in another jurisdiction in Milwaukee County shall be turned over to that jurisdiction for formal investigation and charging.
- E. A person arrested for a crime in another jurisdiction under provisions of this directive requires a report to be filed with our department, notification of the arrest made to the other department involved in addition to providing a copy of the report to the jurisdiction in which the arrest was made.
- F. A police officer of this department may arrest a person or provide aid or assistance anywhere in this state if that officer is on duty on official business and the specific criteria of SS.175.40 (6)(a) are met.
- G. There are instances where an arrest is made for an individual who has committed crimes in other jurisdictions, counties, or states. It will be the policy of this Department to refer all our cases to the Milwaukee County District Attorney's Office for charging. Our report will be made available to the other jurisdiction(s) for review upon their request. It will be the responsibility of the Milwaukee County District Attorney's Office to coordinate any combined charges or prosecution in other jurisdictions. This is commonly referred to as "reading in" multiple charges from other jurisdictions.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5300

ORDER: 5303

ISSUE DATE: September 13, 2024

REVIEW DATE: June 24, 2027

LAST REVIEW: June 24, 2024

SUBJECT: STRIP SEARCHES

PAGE 1 OF 3

I. INTRODUCTION

State law prompted by Federal Court rulings on improper use of “strip searches” by police departments has imposed restrictions on the use of such searches. The following policy and guidelines implement that legislation.

II. POLICY

It is the policy of the Bayside Police Department to comply with all State and Federal guidelines and laws governing the use of strip-searches.

Strip searches will not be conducted by officers of the Bayside Police Department except when there is probable cause to believe that a detained person is concealing a weapon, contraband or evidence of a crime. Such searches must then be conducted in strict conformity with Sections 968.255 and 968.256 (Wisconsin Statutes).

III. REQUIREMENTS

- A. This general order establishes where a strip search may be conducted, pursuant to Wis. § 165.83(1)(b). It established procedures concerning strip searches which meet the requirements of the section. It also mandates annual training for each employee and / or agent of the Bayside Police Department who may conduct a strip-search.
- B. No person may be the subject of a strip search unless he or she is lawfully detained and if:
 1. The person conducting the search is of the same sex as the person detained, unless the search is a body cavity search conducted under Section IV.
 2. The detained person is not exposed to the view of any person not conducting the search.
 3. The search is not exposed to the view of any person not conducting the search.
 4. The person conducting the search has obtained the prior permission of a supervisor unless there is probable cause to believe that the detained person is concealing a weapon; and

5. A person conducting the search prepares a report identifying the person detained, all persons conducting the search, the time, date and place of the search, supervisors' authorization, with a copy of said report provided to the person detained.

IV BODY CAVITY SEARCHES

No person other than a physician, physician's assistant or registered nurse licensed to practice in this state may conduct a body cavity search.

V. GENERAL GUIDELINES

- A. Officers investigating a crime wherein the detained person's clothing is required for evidential purposes should follow the rules as outlined for strip searches. An exception to this guideline is when clothing is removed for a bonafide medical reason at a medical facility.
- B. Authority to grant the required permission to conduct strip searches is delegated to supervisors with the rank of lieutenant or higher.
- C. Female officers will conduct strip searches of females; male officers will conduct strip searches of males.
- D. Officers conducting a strip search may only visually inspect the detained person's body, head hair may be physically searched if necessary.
- E. A metal detector may be employed as an alternative to a full strip search.
- F. Officers requesting and supervisors authorizing a strip search must reasonably conclude that such a search is necessary for proper purposes. Reasonable conclusions should be based on:
 1. The observations of facts that may be interpreted in light of the officer(s) experience.
 2. Reliable information received from a third party where there is no reason to believe the third party is motivated by a desire to harass the detained person.

VII. REFERENCES

The following definitions are included in Section 968.255 and 968.256 (Wisconsin Stats.):

- A. "Detained" means any of the following:
 1. Arrested for any felony.

2. Arrested for any misdemeanor under S.167.30, 940.19, 941.20(1), 941.23, 941.24, 948.60 or 948.61.
 3. Taken into custody under SS48.19 and there are reasonable grounds to believe the child has committed an act which if committed by an adult would be covered under Subd. 1 or 2.
 4. Arrested for any misdemeanor not specified in Subd. 2, any other violations of state law punishable by a forfeiture or any local ordinance if there is probable cause to believe the person is concealing a weapon or a thing which may constitute evidence of the offense for which he or she is detained.
- B. “Strip Search” means a search in which a detained person’s genitals, pubic area, buttock or anus, or a detained female’s breast, is uncovered and either exposed to view or is touched by the person conducting the search.
- C. “Physically Disabled Person” means a person who requires an assisting device for mobility, including, but not limited to, a wheelchair, brace, crutch or artificial limb.
- D. Officers should also note that the Statutes also provide the following criminal penalties and civil remedies:
1. “A person who intentionally violates this section may be fined not more than \$1000.00 or imprisoned not more than 90 days or both.”
 2. “This section does not limit the rights of any person to civil damages or injunctive relief.”

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5300

ORDER: 5305

ISSUE DATE: September 13, 2024

REVIEW DATE: June 24, 2027

LAST REVIEW: June 24, 2024

SUBJECT: MUNICIPAL LOCK-UP

PAGE 1 OF 13

I. INTRODUCTION

The primary purpose of the Municipal Lock-Up is to provide a temporary confinement facility, as authorized by state statutes and the administrative code, for which custodial authority is less than 72 hours and where detainees are held pending release, arraignment, adjudication, or transfer to another facility.

This General Order governs the operation and maintenance of the Municipal Lock-Up and is intended to ensure that the standards and recommendations as set forth by the Department of Corrections Administrative Code, Chapter 349, and the Department of Health and Social Services 190, as well as applicable statutory regulations that are adhered to in the detention and confinement of persons. All personnel having the occasion to utilize the Municipal Lock-Up shall be trained and instructed in the policy and procedures as hereinafter set forth prior to using the facility. These policies and procedures will be made available to all department personnel.

II. COMMENTARY

A special responsibility is owed to those persons who are arrested and held in custody in the Municipal Lock-Up. Recognizing that most persons held in the lock-up have not been adjudicated guilty of criminal misconduct, their brief detention in the lock-up should not be considered either punitive or rehabilitative in nature. It is merely the mechanism whereby persons lawfully arrested are safely held pending other provisions for their appearance in a court of law. Accordingly, this department assumes the responsibility for the safety and welfare of prisoners while they are confined in the lock-up. This must be accomplished without compromising the secure custody of prisoners or the safety of department personnel.

III. DEFINITIONS

- A. Status Offense - conduct that would not be a crime if it were committed by an adult (i.e. curfew, truancy).
- B. Juvenile – any person under the age of 18 years, except for purposes of investigating or prosecuting violations of state or federal criminal law, a “juvenile” does not include a person who has attained 17 years of age.
- C. Juvenile under 10 years of age - Juveniles under the age of 10 who commit a delinquent act are juveniles in need of protection or services and are not subject to delinquency proceedings
- D. Municipal Lock Up - a temporary place of detention at a police station that is used exclusively to hold persons under arrest until they can be brought before a court and that are not used to hold persons pending trial who have appeared in court or have been committed to imprisonment for nonpayment of fines or forfeitures.

IV. GENERAL GUIDELINES

- A. The Municipal Lock-Up will be used only for the temporary detention of persons in Custody for the purposes of testing, interviewing, or arranging transfer to another facility or release to a responsible person. The Municipal Lock-Up is a stand-alone area of the building consisting of two cells, a booking area, interview room, supply closet, and a one squad sally port.
1. All persons brought into the lock-up will be searched again and a physical inventory taken of their personal property. Persons shall be detained in the Municipal Lock-Up for as short of time as possible, and in no case shall any adult be detained longer than 72 hours nor a juvenile more than 6 hours.
 2. Detainees may be temporarily detained on the bench in the Municipal Lock-Up by handcuffing them to said bench. These individuals are only secured temporarily during the booking process and will be soon released or placed into a holding cell for observation. While handcuffed to the booking room bench, all detainees will be directly supervised by an officer inside the booking area. No other fixed objects will be used to detain prisoners.
 3. In the event continued custody of a longer duration is required, the person should be conveyed to the Milwaukee County Justice Facility as soon as possible.
- B. No more than one person shall be placed in cell A, and no more than 7 (seven) prisoners may be placed in the group cell designated as cell B. In the event it is necessary to detain more prisoners than capacity, the shift commander has the option of either:
1. transporting the prisoner(s) to the Milwaukee County Justice Facility or a holding facility at a surrounding law enforcement agency, or
 2. consider releasing the prisoner(s) pending an appearance at a later date and time (PR Bond).
- C. The Municipal Lock-up cells will not be used to detain persons who are a high escape risk or who are known or believed to be significant risks to the safety of themselves or others. These persons should be conveyed as soon as possible to either the Milwaukee County Justice Facility or another detention facility that is appropriate under the circumstances. Persons arrested for Operating while Intoxicated may be incarcerated in a cell or group holding room consistent with the provisions set forth in 345.24 (Wis. Statutes).
- D. Whenever any person is detained in a lock-up cell, the audio/video monitoring equipment shall be utilized to maintain 24-hour supervision. Only authorized Department personnel will utilize this equipment.
1. Persons incarcerated in a lock-up cell shall be visually checked at least every 15 minutes, and the appropriate notation made on the Municipal Jail Record (JR5309C). Eye to eye (head count) contact shall be made every hour.

2. Medical Screening - Any prisoner identified by the arresting officer or officer completing the Medical Screening Report (JR5309A) as having a special problem such as mental disturbance, suicidal tendency, or severe alcohol or drug withdrawal that does not present conditions of emergency detention under ss51.15, eye to eye contact will be made every 10 minutes. This check cannot be made by electronic means.
 - a. The shift commander will be made aware of the decision to place the prisoner on the 10 minute watch and make sure the following shift(s) are made aware of the situation if the prisoner is still in the building at shift change.
 - b. This information will also be made available to other agencies if the prisoner is transferred to another facility. These special problem prisoners will always be placed individually in Cell B, Cell A will not be utilized for these type of prisoners.
 - c. All items (i.e., belts, ties, bandanas, shoestrings, necklaces) and clothing that could be used to inflict self-harm shall be taken from the prisoner and listed on the Municipal Jail Record.
 - d. Department supplied jail clothing may be given to the prisoner in lieu of them retaining his/her clothing. All actions or decisions made will be documented on the Municipal Jail Record.
3. The officer placing the person in the holding cell shall be responsible for supervising such person but may arrange for another officer to perform this function with the permission of the shift commander.
4. Under no circumstances will a person be left in a lock-up cell if the police station is unoccupied, or the prisoner will be otherwise unsupervised.

V. JUVENILES IN CUSTODY

- A. All provisions of the lockup policy remain in effect for purposes of holding juveniles in a municipal lock-up or cell as defined in DOC 349.03(2) and 349.03(12) pursuant to Wis. 938.209(2m).
- B. Juveniles being held only for a status offense cannot be detained in the municipal lock-up. A status offense is conduct that would not be a crime if it were committed by an adult (i.e. curfew, truancy). The soft interview room located in the police department lobby is designated as the juvenile holding room. This room is designated as a short-term holding area for juveniles being held on a status offense or awaiting pickup. Absent exceptional circumstances, juveniles should not be held longer than 2 hours for a status offense. Juveniles may be held in the juvenile holding room under the following conditions:
 1. Juveniles must be under constant visual supervision.
 2. The audio/visual recording shall be activated in the juvenile holding room.
 3. A Municipal Jail Record and Medical Screening Report shall be completed.
 4. Males and females will not be held together unless they are family members.
 5. Juveniles and the juvenile holding room will be searched prior to and after use and the doors kept unlocked. Juveniles needing to use the restroom will

be escorted to a cell in the municipal lockup. If the lockup is unavailable, they will be escorted by a same-sex officer to the public restroom located in the police department lobby.

6. If a juvenile becomes uncooperative or combative, they can be held under disorderly conduct (947.01) or resisting/obstructing (946.41) or other appropriate charges and transferred to the municipal lock-up.
7. Officers should take appropriate security precautions when using the juvenile holding room to prevent escape and maintain weapon security.

C. A juvenile, aged 10 or older, alleged to have committed a delinquent act as defined in DOC 349.03(4m) and 349.03(10m) may be held in the police secure lockup pursuant to the following conditions:

1. The shift commander shall ensure against any sight or sound contact between juveniles and adult inmates in all areas of the lock-up facility, including entrances, booking, intake, staircases, cells, holding rooms and all other areas in which juvenile inmates could have contact with an adult inmate.
 - a. Arrangements to keep in-custody adults and juveniles separated by sight and sound is the responsibility of the arresting officer and the shift commander.
 - b. Officers shall notify the shift commander when they are transporting an arrested person to the station.
 - c. The shift commander shall securely detain a person held in custody by secluding that person to prevent verbal communication or visual contact with the incoming prisoner (pertains to juveniles and adults)
 - d. Movement of juvenile prisoners and adult prisoners throughout the building shall be preceded by a visual inspection by the shift commander to assure all precautions have been taken to prevent verbal communications and visual contact between prisoners. If this is not possible the prisoners should not be moved until this requirement is met.
2. The arresting officer shall make sure a Municipal Lock-up Medical Screening Report and Municipal Jail Record form are completed on each juvenile placed in a Municipal Lock-up cell, and all applicable blanks on the forms will be completed.
 - a. Another officer may complete these forms in the absence of the arresting officer with permission from the shift commander. Each prisoner shall be screened for any medical illness, disability, mental illness, suicide risk, developmental disabilities, or alcohol and other abuse problems.
 - b. The procedures for these possible situations will also be made available to the prisoner upon request. The contents of the health screening and medical file of prisoners will be kept confidential. In the event a prisoner is uncooperative and refuses to supply the requested information, the officer should note such on the form.

- c. All completed forms will be forwarded to the Lieutenant for review prior to being filed in the Jail Records folder located in the Chief's office.
 - d. Actual physical checks of the juvenile shall be conducted at least once every 15 minutes electronically at irregular intervals and recorded on the booking sheet. Actual, physical eye-to-eye contact must be made with all juveniles once an hour minimally and recorded.
 3. Prior to placing a prisoner in a lock-up cell or temporary detention room, the cell or temporary detention room shall be checked to ensure that there are no weapons or contraband. A similar security check shall be made of the cell or temporary detention room when a prisoner is released from the room.
 4. Training of personnel in direct, continuing contact with detainees which addresses the practice of temporary detention shall be conducted yearly.
 5. Physical checks of juveniles determined to be at risk such as mental illness, developmentally disabled, showing suicidal tendencies or suspected to be under the influence of alcohol or drugs shall be checked (eye to eye) at ten minute irregular intervals however, more frequent checks are encouraged.
 6. The juvenile shall not be held longer than six (6) hours in secured custody status. The arresting officer, under the direction of a shift commander, shall make every effort as soon as practical to identify alternative placement of the juvenile held in secured custody including release to a parent, adult guardian, adult relative or Milwaukee County Child Adolescent Treatment Center Intake.
 7. Municipal Jail Record forms and Medical Screening Report forms for juveniles held in the Municipal Lock-Up shall be maintained in a confidential manner and kept separate from adult jail records. Separation means in a different folder than adult inmate records although the records may be kept in the same filing cabinet but, preferably in different drawers. All paperwork generated from a juvenile arrest will be stamped juvenile.
 8. The Municipal Lock-Up supervisor shall submit all required juvenile information once monthly with the Office of Justice Assistance-State of Wisconsin. A copy of all filed documentation shall be kept with the juvenile Medical Screening Report and Municipal Jail Record forms.
- D. Females may be detained in the holding cells after a thorough search. Every effort should be made to have a female officer search a female prisoner before placing them in a cell for an extended period of time. The female employee may be either a sworn officer, an officer from another community, or an officer called in from off-duty status.
 1. If a female officer is not available, the shift commander may decide to proceed with a pat down search in the company of another officer and

utilize the metal detection wand available to all officers. Male and female prisoners will be segregated at all times.

2. Strip searches of anyone in custody are strictly prohibited; refer to General Order #5303 - Strip Searches.
- E. No person, other than department personnel, will enter the municipal cell area when it is occupied except emergency personnel acting in the performance of their duties or attorneys as stated in Section VIII.B. of this order. Department personnel may only enter the municipal cell area when it is occupied when doing so is necessary to perform their official duties.

VI. SECURITY AND CONTROL GUIDELINES

- A. Weapons Control –
1. No firearms shall be brought inside the cells/booking area unless a life-threatening circumstance exists that requires the use of deadly force.
 2. Knives or cutting instruments are prohibited in the lock up facility unless it can be justified based on an immediate, urgent and rapidly escalating need.
 3. All officers will secure their firearm in the weapons locker prior to placing a prisoner in a cell or entering the lock-up/cell area.
 4. Use of a baton and pepper spray shall be admissible under this policy
 5. Batons are not permitted in the lock up facility unless it can be justified based on an immediate, urgent and rapidly escalating need.
- B. Taser Use / Baton and OC (Pepper) Spray
1. Officers may carry a Taser and/or OC spray on their uniform utility belt and be kept under the officer's control; batons are not permitted in the lock up facility unless it can be justified in an emergency.
 2. Use of a Taser or OC spray on a detainee or arrested person who is not posing a threat to himself or others or who is not a threat to the security and order of the holding facility is prohibited.
 3. Use of Tasers and OC spray shall not be punitive, nor shall these be used because of any subjective intent of a police officer.
- C. Under no circumstances shall an officer enter an occupied cell alone, except when they are being monitored by another officer on the audio communication system or have knowledge of the distress alarm system.
- D. Lock-up cell door keys are maintained in the locked key cabinet located on the wall near the east entrance to the lock-up area. An officer using the lock-up facility shall be responsible for the use and control of any keys utilized. A set of back up keys is in the dispatch area key locker; another complete set is located in the office of the Chief of Police.
- E. All unoccupied cell doors shall be unlocked when not in use. Whenever a prisoner is placed in a cell, the cell door shall be double locked. Under no circumstances should any outer door to the cell area be unlocked or otherwise unsecured when a prisoner is in custody.

- F. Prior to placing a prisoner in a lock-up cell, the cell shall be checked to ensure that there are no weapons or contraband in the cell. A similar security check shall be made of the cell when a prisoner is released from the cell.
- G. Prior to placing a prisoner inside of a lock-up cell, all restraining devices shall be removed and the prisoner shall be searched thoroughly. No prisoner shall be placed in a holding cell without being searched, even though the prisoner was searched at the time of arrest.
- H. Under normal circumstances, prisoners will be allowed to remain in their street clothes unless it is necessary to have them change into department provided clothing as in cases where clothing is required for evidence, or when clothing is in such a condition that it creates a health hazard. In the event a prisoner's clothing is confiscated, appropriate clothing and footwear will be provided for use by the prisoner in custody. All belts, suspenders, ties, shoe laces, matches and other incendiary devices, and any other item which an officer has reason to believe may compromise the security or safety of the person to be incarcerated shall be taken from a prisoner prior to placement in the cell.
- I. In order to reduce the risk of fire in the lock-up facility, the area is designated as a no smoking area and all matches, lighters, and other incendiary devices will be taken from persons incarcerated within the facility.
- J. All officers utilizing the booking room/interview rooms should be aware of the distress alarm buttons located in the interview room and booking area. An officer needing urgent assistance with a prisoner in the cell area should activate the distress alarm that will cause an alarm to sound in the dispatch center. When the distress alarm activates, available personnel in the station will immediately be advised to respond to assist with the situation. If there are no available personnel in the station, on-duty dispatchers will immediately summon assistance from those squads to the station.
- K. In the event of an escape, fire, medical emergency, or other emergency or extraordinary incident occurring within the lock-up facility, the Duty Shift Commander and the Chief of Police should immediately be notified, and all personnel involved in the incident shall prepare supplementary reports detailing the incident.
- L. In the event of an escape, the Duty Shift Commander shall immediately be notified. A perimeter shall be established based on available information as to the escapee's last known direction of travel. Unless the escapee was seen leaving the building, a thorough search shall be made of the Village Municipal Building. If the escape occurs during business hours, the dispatch center will be notified as soon as possible and directed to inform other areas of the Village Municipal Building of the escape and a description of the escapee. If the escapee gets outside of the building, other surrounding jurisdictions shall be notified and kept informed until capture.
- M. Under no circumstances will a prisoner be given any tools, eating utensils, or other implements while incarcerated in a cell. If a detainee soils the room and is required to clean the room, only towels or rags will be given to the prisoner for this purpose.

- N. At no time will custodial staff or other maintenance workers be allowed in the jail cell/booking area when prisoners are being held. If maintenance work is required, prisoners will be transferred from the cell area to another facility. Jail cells will always be inspected by the Duty Shift Commander or Municipal Lock-up Supervisor prior to use for tools, etc., inadvertently left behind by maintenance workers.

VII. PROCESSING OF PRISONERS

- A. The arresting officer shall make sure a Municipal Lock-up Medical Screening Report and Municipal Jail Record form are completed on each person placed in a Municipal Lock-up cell, and all applicable blanks on the forms will be completed. Another officer may complete these forms in the absence of the arresting officer with permission from the shift commander. Each prisoner shall be screened for any medical illness, disability, mental illness, suicide risk, developmental disabilities, or alcohol and other abuse problems. The procedures for these possible situations will also be made available to the prisoner upon request. The contents of the health screening and medical file of prisoners will be kept confidential. In the event a prisoner is uncooperative and refuses to supply the requested information, the officer should note such on the form. All completed forms will be forwarded to the shift Lieutenant for review prior to being filed in the Jail Records folder located in the Chief's office.
- B. A blanket will be furnished to each prisoner upon his or her request during normal sleeping hours. When a person is detained overnight, a mattress will also be provided. The following items shall be provided to any inmate, but only upon request:
1. toothpaste
 2. paper towels
 3. bar of soap
 4. toothbrush
 5. toilet paper
 6. feminine hygiene materials
 7. clean blankets during normal sleeping hours
- C. Arresting officers should remove all personal property from the prisoner before placing him/her in the cell. All property taken from a prisoner will be inventoried on the Municipal Jail Record, including unauthorized items and confiscated contraband. The prisoner's signature should be obtained below the listing of property, and in the event the prisoner refuses to sign the form this should be noted and the form witnessed by another officer. The property taken from a prisoner shall be placed in a locked cabinet in the booking area until the prisoner is released or transferred to another facility. All evidence will be processed in accordance with Department procedure.
- D. When a prisoner is released or transferred to another facility, all property will either be returned or turned over to the agency that is picking up the prisoner. Release of all property shall be recorded on the Municipal Jail Record and signed by the prisoner and/or the receiving agency. In the event the prisoner refuses to

sign for the return of property prior to his/her release, this should be noted on the form and witnessed by another officer.

- E. When releasing a prisoner or transferring a prisoner to another facility, the transporting officer will positively identify the person to be released. If the transporting/releasing officer was also the arresting officer, a visual identification is sufficient. In other cases, the prisoner should be identified by either photographic identification and name/date of birth, or by visual identification by the arresting officer.

VIII. MEDICAL AND HEALTH CARE SERVICES

- A. In the event **any officer** believes a prisoner is in need of emergency medical attention, or has attempted or committed suicide, these officers shall immediately administer first aid within the scope of their training as well as notify dispatch of the need to have the North Shore Fire Department respond to the scene. If necessary, the first aid kit located in the janitors closet adjacent to the Lock-up facility should be utilized.

- 1. The following persons shall be notified in the event of a potential, attempted or completed suicide:

Potential or Attempted Suicide:

On Duty Shift Commander
Lieutenant of Police
Chief of Police

Completed Suicide or other In Custody Death:

On Duty Shift Commander
Chief of Police
Lieutenant of Police
Village Manager
Medical Examiner

- 2. The Regional Detention Specialist (414-227-3997) shall be notified, within 48 hours, of any of the following events:
 - a. A prisoner dies,
 - b. A prisoner attempts suicide and is admitted to a hospital. (Does not apply to attempted suicides treated in an emergency room and released or a prisoner admitted under Chapter 51),
 - c. A prisoner receives treatment for a life-threatening injury,
 - d. A prisoner escapes or attempts escape from the lock up,
 - e. There is any significant damage to the lock-up.

- B. In the event any officer believes a prisoner requires medical attention, the officer shall contact the North Short Fire Department as soon as possible after detecting the injury/illness, or upon complaint of the prisoner.

The North Shore Fire Department (414-357-0113) should be utilized for all prisoner transports conducted for the purpose of receiving medical care. The North Shore Fire Department has the authority to determine an alternate health care facility based on prisoner need. Should a prisoner need a medical referral, the nature of the services provided including emergency medical services, are to be documented on the prisoner's Medical Screening Report and kept in their confidential medical file.

- C. Depending upon the type of need, the treatment facility will generally be determined by the North Shore Fire Department:

For Emergency Detention Chapter 51 (Wisconsin Code):

Milwaukee County Mental Health
9455 Watertown Plank Rd.
Milwaukee WI
414-257-6995

- D. As is required of other prisoner property, prescription medication will be taken from a prisoner and inventoried on the Municipal Jail Record and Medical Screening forms. Medication may be dispensed by the duty Shift Commander consistent with the directions on the prescription bottle only in cases of long term (more than 4 hours) detainment in our lock-up facility or an absolute emergency. This may only be done if the medication contained within the container is verified (by pharmacy, prescribing doctor, or paramedic) to be the actual medication indicated for the prisoner.
- E. All administration of prescribed and non-prescribed medication will be documented on the medical screening Report and minimally include date, time, dose, and individual who administered the medication. If a prisoner's identity is in doubt, or a question arises on how to dispense the medication, medical personnel must be consulted. All refusals by the prisoner of recommended or prescribed medications must be documented on the Medical Screening Report.
1. All medication inventoried that belongs to the prisoner will be returned upon release; or turned over to another receiving agency if transferred.
 2. Medication received from a family member may be accepted and inventoried along with the prisoner's other property if medical need and identification of medication is verified.
 3. Any medication left with our department will be destroyed per department policy after 30 days from the time of incarceration if not claimed for medical need by the prisoner or a family member in their absence.
 4. All information regarding prisoner medication(s) will be documented on the Medical Screening Report.
- F. Each prisoner shall be interviewed by the arresting officer and screened for any communicable disease. This interview shall be documented on the Medical Screening Report and kept with that prisoner's other lock-up records.

1. Any officer or department staff member who determines that a prisoner has admitted to having or is suspected of having a communicable disease shall immediately notify the on-duty shift commander.
2. Depending upon the circumstances and the approval of the shift commander, a decision may be made to release the prisoner due to medical necessity if the violation is of a minor nature.
3. If the prisoner remains in custody, the prisoner must remain isolated from any other prisoner.
4. The prisoner should be seen by a physician to determine what special care and treatment is needed and issue orders for same. Document any action on the Medical Screening Report.
5. Following physician or other medical/health department orders, all persons who have come in contact with the prisoner will be informed of the suspected communicable disease and recommended test procedures if required.

IX. DETAINEE RIGHTS

- A. No prisoner shall be held in the Municipal Lock-up cells longer than is necessary. All prisoners shall either be released as soon as possible or transferred promptly to the Milwaukee County Justice Facility so as to not impede bail or other release arrangements. In the case of juvenile prisoners, juveniles should be released to their parents/guardians as soon as possible, or transferred to the Milwaukee County Juvenile Detention Center or other appropriate facility.
- B. For security reasons, visitors to persons being held in the lock up facility must be closely screened consistent with provisions covered in this order. A prisoner being held who wishes a conference with his/her attorney will be provided a private area for the conference. The duty shift commander may authorize other private conversations when warranted.
- C. Prisoners should have reasonable access to the use of a telephone. The officer supervising the prisoner may make phone calls for the prisoner if for safety reasons this is more practical under the circumstances. All phone call information should be recorded on the applicable section of the Municipal jail Record. Phone calls should be limited to 5 minutes in duration.
- D. Persons held in custody should be fed if their detention is over a normal mealtime or if the prisoner complains of severe hunger and it reasonably appears that the person has not eaten for an extended period of time, but at no time shall more than six (6) hours elapse between meals. Food should be obtained from a local restaurant and paid for by petty cash. Meals of this nature should not exceed the department standard for a mid-day meal. All meal expenditures should be recorded in the miscellaneous section of the Municipal Jail Record.
- E. All visitors will be noted on the Municipal Jail Record. Officers admitting visitors shall observe them and if there is a reasonable suspicion that the visitor

has a weapon or contraband, or a search is otherwise justified under the circumstances, the visitor should be searched. All packages, briefcases, and other hand carried items will be opened so the contents can be viewed prior to any items being allowed within the lock-up facility.

- F. No prisoner shall be allowed to receive any package or mail. Persons attempting to forward these items to a prisoner will be referred to the facility where the prisoner will be taken.

X. RECORDS

All prisoner records and reports will be disseminated in accordance with the Wisconsin Public Records Law, Chapter 19, Wis. Stats., department policy and procedures, and other applicable state and federal laws. Juvenile reports and records shall be maintained separately from adult reports.

XI. RESPONSIBILITY AND INSPECTIONS

The designated Municipal Lock-up Supervisor will be responsible for the operation, maintenance, and inspection of the Municipal Lock-up Cells, as well as maintaining applicable records regarding the operations and maintenance of the facility. The following inspections of the lock-up cells and related equipment shall be made and documented:

- A. Daily:
 - 1. Visual inspection of the automatic fire detection devices, alarm system, intoxicilyzer and booking system.
 - 2. The cells will be checked for cleanliness daily. After each use only, each cell shall be cleaned and sanitized after an occupant is released before it is reused. These inspections will be documented in computer records recorded by Dispatch.
- B. Weekly:
 - 1. Inspection of all fire equipment, cell doors and locks.
 - 2. Inspection of area sanitary conditions. If pest control problems develop, a professional pest control service will be contacted by the Village.
 - 3. Security inspection for weapons and contraband.
 - 4. Inspection of the contents of the first aid, personal hygiene and communicable disease kits located in janitorial closet.
 - 5. Supply of blankets, pillows and other items associated with lock-up.
- C. Monthly:

Inspection and testing of alarm system(s)
- D. Semi-Annually:

Municipal Lock-up fire inspection and testing of fire suppression equipment by the North Shore Fire Department.

E. Annually:

Inspected and approved by the Department of Corrections.

XI. USE BY OTHER AGENCIES

- A. The Bayside Police Department will cooperate with other law enforcement agencies who request to use our lock-up facilities, provided those agencies abide by the policies and directives of this department and provide personnel to serve as custodians while their prisoner is held at this facility.
- B. In the event prisoners are received from an outside agency, positive identification shall be made of the person presenting the prisoner for detention, including verification of the person's authority to make the detention, if the person presenting the detainee for detention is unknown.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

DEPARTMENT DIRECTIVE

SECTION: 5300 ORDER: 5305.01

ISSUE DATE: September 13, 2024

REVIEW DATE: June 24, 2027

LAST REVIEW: June 24, 2024

SUBJECT: MUNICIPAL LOCK-UP EVACUATION PROCEDURE

PAGE: 1 OF 2

I. INTRODUCTION

This Department Directive sets forth the emergency evacuation plan for the Municipal Lock-up Facility, and also includes provisions for first aid and hospital transportation. It is intended to ensure that the standards and recommendations as set forth by the Department of Corrections and the Wisconsin Department of Health and Social Services, as well as applicable statutory regulations, are adhered to in the evacuation of prisoners. This must be accomplished without compromising the secure custody of prisoners or the safety of department personnel.

II. EVACUATION PROCEDURE

- A. In the event of a fire within the lock-up facility and/or adjacent area of the station, evacuation of all prisoners within the facility shall become the first priority of all officers who are either responsible for prisoner supervision or have assumed or been assigned those duties.
- B. The first officer who becomes aware of any emergency is to immediately contact the duty shift commander.
- C. In the event of a fire, the North Shore Fire Department shall be immediately notified and requested to respond to the scene, regardless of the severity of the fire.
- D. In the event the department's fire fighting equipment can be utilized, the location of equipment is as follows:
 - 1. A dry chemical and co2 extinguisher is located in the janitor's closet located in the booking area. An additional dry chemical extinguisher is located in the hallway directly outside the booking area through the main lock-up door. The North Shore Fire Department will properly train all officers in the use of this equipment. A floor plan indicating proper evacuation routes from the booking/cell area will be posted on the wall at both entrances to the lock-up.
 - 2. A garden hose is also located in the janitor's closet in the booking area. All officers will have a key for this closet. If the fire is suspected of being either a grease or electrical fire, water should not be used to extinguish the fire.
- E. Although the degree of evacuation required and/or the evacuation exit to be utilized will be dependent on the severity of the fire and nature of the circumstances, if possible, prisoners should be evacuated from the lock-up facility into the sally-port garage utilizing the door from the booking area.

1. In the event further use of the municipal lock-up cells becomes impossible due to the duration or severity of a fire or similar disaster, the shift commander has the option of either transferring prisoners to the Milwaukee County Justice Facility or other area law enforcement agency facility or releasing the prisoner pending appearance at the later date and time.
 2. In the event use of the municipal lock-up cells is only temporarily unavailable, prisoners may be confined within any area of the police department as long as such confinement can be conducted in a manner that ensures both the safety and security of the prisoner and department staff until such time as the municipal lock-up cells may again be utilized.
- F. In the event any officer believes a prisoner requires emergency medical attention, officers shall immediately administer first aid within the scope of their training, as well as notify dispatch of the need to contact the North Shore Fire Department to respond to the scene.
1. In the event a prisoner requires routine medical examination or attention, the prisoner shall be transported to St. Mary's Ozaukee Hospital as soon as possible after detecting the injury/illness, or upon complaint of the prisoner. The North Shore Fire Department has the authority to transport a prisoner/patient to an alternative health facility depending on medical need.
 2. If possible, the North Shore Fire Department should be utilized for all prisoner transports conducted for the purpose of receiving medical care.
 3. If necessary, the first aid kit located in the janitor's closet in the booking area, should be utilized.
- G. Before returning prisoners to the Municipal Lock-up cells, the following steps must be taken by the duty shift commander or other designated officer in charge:
1. Confirm with fire department personnel that the building and/or lock-up are safe and you may return the prisoner.
 2. Search each cell in which a prisoner will again be placed for any items/contraband, which may have been left behind by firemen or others, before a prisoner is returned to a cell.
 3. Each prisoner shall be thoroughly searched before being returned to the lock-up facility, regardless of the fact that the prisoner was searched before initially being placed in a cell prior to the evacuation.
 4. All manual and electrical operations of the lock-up facility must be visually inspected and checked so as to ensure that the facility is functioning properly and that the security and safety of prisoners will not be compromised by defects. No municipal lock-up cell will be utilized in the event of defects until such time that the defect is repaired.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5300

ORDER: 5306

ISSUE DATE: September 13, 2024

REVIEW DATE: June 24, 2027

LAST REVIEW: June 24, 2024

SUBJECT: PRISONER TRANSPORTATION

PAGE 1 OF 6

I. INTRODUCTION

The transportation of persons and/or suspects in custody is a frequent activity of many officers of this department. As personnel of this department perform prisoner transports, they should be prepared to provide adequately for the safety and security of the prisoner, the transporting officers, and the public. The purpose of this general order is to establish guidelines for transporting persons and/or suspects in custody in order to ensure these requirements are met.

II. POLICY

When an officer of this department becomes involved with the transporting of a prisoner, this activity becomes his/her primary responsibility. It is the officer's responsibility to protect persons being transported in department vehicles from injury and not place them in a potentially hazardous position. Officers involved in prisoner transportation shall not be engaged in patrol activities or respond to calls for service unless there is an absolute necessity due to a life-threatening situation and the constant monitoring of the prisoner for their safety is available.

III. GUIDELINES

A. Transporting Vehicle

1. A marked patrol vehicle equipped with a protective screen separating the front and rear seats will normally be used in all prisoner transports in order to prevent prisoner access to the driver's area.
2. All vehicles used in transporting prisoners will have the rear interior door and window handles removed or modified in order to minimize the risk of escape by prisoners while transporting.
3. It is the transporting officer's responsibility to be certain that the vehicle being used is safe and equipped with the appropriate equipment to insure the safety of persons riding within. At the beginning of each shift, all officers should verify that all safety and emergency equipment is in good condition. One will also inspect the interior and exterior of their assigned vehicle for damage or wear. Signing off your squad number on the daily report at the end of your shift will verify these checks.
4. Vehicles used to transport prisoners will be searched prior to the transporting of a prisoner to ensure no weapons or items that could be used as a weapon are accessible to the prisoner. The vehicle will also be searched immediately after transporting to check for anything that might have been discarded by the prisoner.

B. Searching and Restraining Prisoners

1. Searching

- a. Upon determining that a person must be transported the officer shall search the subject. Suspects in custody shall be handcuffed prior to the search.
- b. In cases where it is necessary to transport a prisoner from a detention facility to court or for some other reason, it must always be assumed that the prisoner may have had the opportunity to obtain contraband or a weapon prior to the time he/she is accepted for transport. The transporting officer will, therefore, conduct a thorough search of the prisoner immediately after accepting custody.

2. Restraining Prisoners

- a. It should always be assumed that prisoners will attempt to escape and therefore should be restrained. Officers should, however, only use that amount of restraint necessary and reasonable to prevent injury, escape, or to overcome resistance.
- b. When handcuffs are used, the suspect's hands will be secured behind his/her back and the handcuffs double locked.
- c. The arresting officer may handcuff a suspect with the hands to the front only when a medical or physical condition prohibits handcuffing the suspect's hands behind his/her back. Under no circumstances should the suspect be handcuffed to any part of the vehicle not specifically designed for such a purpose.
- d. At the officer's discretion, certain persons may be exempted from handcuffing. These may include the sick, injured, disabled, handicapped, elderly or other persons whose physical condition may be aggravated by handcuffing. Sound professional judgment should be used when exceptions are made, and alternative safety precautions should be taken. Other restraining devices may be desirable to restrict sick or injured persons so that their comfort and safety is maintained.
- e. Restraining measures in addition to handcuffing may be necessary when dealing with combative persons or those who are considered an escape risk. For example, the use of leather restraints and/or ankle chains applied to a combative prisoner to prevent injury or damage to persons and/or property may prove desirable. Officers should take advantage of these devices when available.

C. Transporting Prisoners

Under no circumstances should the officer attempt to place more prisoners in a vehicle than it is designed to accommodate. All prisoners will be required to wear a safety belt while being transported provided they are available in the vehicle.

1. Patrol Vehicles Without Protective Screens

Although the use of a vehicle with a protective screen should be used, when possible, a situation may dictate the use of a vehicle without a protective screen. If

transporting a single prisoner, place the handcuffed individual in the front seat next to the operator of the vehicle. Under no circumstances should a single officer transport more than one prisoner in a vehicle without a protective screen. Two prisoners will require two officers and transportation of more than two prisoners in a vehicle without a protective screen will be prohibited.

2. Patrol Vehicles With Protective Screens

Officers who utilize vehicles equipped with protective screens should not allow themselves to be lured into a false sense of security. Officers must be aware that a cooperative prisoner may become violent prior to arrival at the department or county jail. All persons shall be searched and seat belted prior to transportation in vehicles equipped with protective screens.

- a. One Prisoner – Place the prisoner in the right rear seat of the vehicle. If present, a second officer rides in the right front seat.
- b. Two Prisoners- Two prisoners will be transported with the aid of a second officer. Place both prisoners in the rear seat. Any deviation from this order will need approval from the shift supervisor.
- c. Three Prisoners- Although not recommended for safety reasons, a situation may dictate the transportation of three prisoners in a single vehicle with a protective screen. In these cases all three prisoners will be seated in the rear with the accompanying officer closely monitoring them from the front seat. No more than three prisoners will be transported in a single vehicle equipped with a protective screen.

D. Special Transport Situations

All policies and procedures with regards to prisoner transport apply equally to both male and female prisoners. Officers should contact dispatch when a person/prisoner is transported and let them know your location, destination and odometer reading for record and time management. The identity of any individual transported in a squad should be recorded by Dispatch.

1. Handicapped Persons/Prisoners

Physically or mentally handicapped individuals sometimes present conditions for their transport that dictate special care and attention. The situation and nature of the handicap will dictate what actions are necessary to ensure the person's as well as officer's safety. Officers should use their own discretion in determining what, if any, restraining devices will be used with handicapped prisoners and whether or not a patrol vehicle is appropriate for transporting purposes.

2. Sick or Injured Persons/Prisoners

If a prisoner becomes sick or injured during an arrest or complains that he/she is injured at any time or by any means while in custody, the officer will seek necessary medical attention for the prisoner as soon as possible and notify the Shift Supervisor immediately.

- a. It is the officer's responsibility to provide for prisoner security during any and all medical treatment. Sound judgment should be used when deciding

whether the prisoner should be kept in sight and /or restrained during medical treatment. This aspect should be discussed with medical staff.

- b. If the prisoner is held at the medical facility, necessary procedures, if any, will be initiated in order to provide security or prevent escape. Considerations will include:
 - Provide staff with copy of medical and jail screening forms indicating any medication, diet or special needs.
 - Discuss risk factors with staff and make arrangements for possible 24 hour security, coordinated with BAPD supervisor.
 - Attempt to get timeframe for length of stay and treatment
 - Prisoner's ability to communicate to family members and counsel will be determined by BAPD supervisor while in custody.
- c. When it becomes necessary to transport a prisoner via ambulance, and they are either combative, uncooperative or an escape risk, an officer must accompany the prisoner at all times. Restraint and control of the prisoner is the responsibility of a police officer, and this authority does not transfer to fire department personnel.

3. Mentally Disturbed Persons/Prisoners

Mentally disturbed persons/prisoners may pose a significant threat to themselves and/or the transporting officer. It is the decision of the officer as to what restraining device, if any, is used. The device chosen should restrain the individual securely with a minimal chance of causing injury. Every attempt should be made to have two officers present during transport.

4. Intoxicated Subjects

Individuals who are highly intoxicated can present transport problems. If the transporting officer believes transportation by squad is too risky for the safety of the arrestee, as well as the officer involved, the North Shore Fire Department should be called for assistance. In these circumstances, a medical evaluation and transport may be warranted. An officer may be asked by medical personnel to accompany them in the ambulance to a medical facility for safety purposes. Otherwise, officer(s) may follow the ambulance with a squad during transport.

5. Special Requirements

- a. When a prisoner is of the opposite sex of the transporting officer, two officers will be required to make the transport. The prisoner may need to remain in custody until additional officers are made available or called in from off-duty status. Two officers are also minimally required if prisoners of the opposite sex are transported in the same vehicle.
- b. In all but the most unusual cases, eating and the use of restroom facilities can wait until the arrival at the department or lockup facility. In the event it becomes necessary for the prisoner to use the restroom, every effort will be made to use a secure facility such as a police station. In the event of a medical emergency in which the officer(s) involved feel immediate medical treatment is necessary, an ambulance will be dispatched to the location of the transporting vehicle.

- c. While being transported, contact and/or communications by the prisoner with other persons other than the arresting or transporting officer will be restricted until reaching the department or lockup facility.
- d. Upon arrival to a lockup facility such as the Milwaukee County Criminal Justice Facility, all rules and regulations of the managing agency governing the receiving of prisoners will be adhered to including the provisions for securing firearms, the removal of restraining devices and filing of all necessary documentation required for the receiving of prisoners. The transporting officer(s) will also make sure the managing agency is made aware of any unusual security threats or medical issues if applicable.
- e. When transporting a prisoner from a lockup facility, it is the responsibility of the transporting officer to positively identify each prisoner as the person to be moved, especially if the transporting officer is not the arresting officer.
- f. In no circumstances should a prisoner be allowed out of sight of the arresting and/or transporting officer. In the case of an emergency where it is necessary for an officer to leave the transport vehicle while a prisoner is in it, the officer will not lose sight of the vehicle and remove the keys from the ignition

5. Special Provisions

- a. Due to the necessity for security and potential for volatile situations when transporting a prisoner, the transporting of civilian passengers in the patrol vehicle while transporting a prisoner is prohibited.
- b. Only when the risk to third parties is clear and seemingly grave, and the risk to the prisoner is minimal should an officer stop to render assistance while engaged in prisoner transportation.
- c. Under no circumstances will this department become involved in the transporting of prisoners for the purposes of attending a funeral, the reading of a will, to visit a critically ill person, or for any other unusual circumstances. Transportations such as these provide extraordinary opportunities to a prisoner for unauthorized personal contact, escape or infliction of injury to himself or others.

6. Escapes During Transport

- a. A transporting officer shall take all reasonable and necessary precautions to avoid prisoner escapes and attempted escapes. In the event of an escape, officers will immediately notify the dispatcher of the following information:
 - 1. Location of escape
 - 2. Physical description and name of the escapee

3. Escapee's direction and method of travel
 4. The crime for which the escapee was in custody, and whether weapons and/or accomplices were involved.
 5. Any injuries to officers or the escapee(s) and whether medical assistance is required.
- b. Under no circumstances will any remaining prisoners be left unguarded to pursue an escapee. Officers will secure any other prisoners.
 - c. The transporting officer will immediately notify the Shift Supervisor.
 - d. The transporting officer will write a report of the incident at his/her earliest opportunity. Other officers involved shall provide a supplement to said report.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5300

ORDER: 5307

ISSUE DATE: September 13, 2024

REVIEW DATE: June 25, 2027

LAST REVIEW: June 25, 2024

SUBJECT: SEARCH AND SEIZURE

PAGE 1 OF 6

I. PURPOSE

To provide guidelines for conducting searches and seizures authorized by state and federal constitutional provisions. Adherence to these guidelines will ensure the admissibility of evidence and protect the rights of citizens to be free from unreasonable searches and seizures.

II. POLICY

Officers shall observe the constitutional rights of citizens to be secure in their person, home, papers and effects against unreasonable searches and seizures. Officers conducting searches and seizures shall comply with all constitutional and statutory laws. Searches and seizures shall be accomplished pursuant to a valid warrant except when there is a clearly recognized exception to the warrant requirement. Officers conducting searches and seizures with or without a warrant shall show due regard for the rights and property of the citizens involved.

III. AUTHORITY

A search and seizure may occur under any of the following conditions:

- Pursuant to a valid search warrant
- Lawful consent
- Incident to a lawful custodial arrest
- As authorized under established judicial exceptions:
 - Public places, open fields, plain view, abandoned property, vehicle searches, inventory searches, exigent circumstances, crime scenes.
- Pursuant to a stop and frisk situation
- Within the scope of a lawful inspection

IV. PROCEDURE

A. Consent Search

1. A search warrant is not required when a person the officer reasonably believes has the authority or control over the place or object to be searched consents to the

search. Generally, such authority extends to a person who possesses, shares use of, has access to, or has control of the property.

2. Consent must be given freely and without coercion and can be limited or withdrawn at any time.
3. If two people have joint ownership, possession or control of the property, either may give consent. However, consent to search is not allowed if one party objects to the search. Both persons, if present, must give consent.
4. Parents may consent to a search of a child's living area if the parents have routine access to the area.
5. Landlords cannot give consent to search if a valid lease or rental agreement is in place.

B. Incident to a Lawful Arrest

1. Officers are authorized to conduct a search incident to a lawful custodial arrest.
2. The search must occur as soon as practical after the arrest and be made at or near the arrest location. Searches made of the premises the person was in at the time of the arrest shall be made while the arrested person is still at the scene unless extenuating circumstances exist and are noted in the report.
3. The scope of the search is limited to the person arrested and the area within the person's immediate presence and control for the purpose of:
 - a. Officer protection
 - b. Preventing escape
 - c. Discovering contraband or evidence
4. If the person was arrested in a motor vehicle, the search of the vehicle may be conducted only if an officer has "reason to believe" the vehicle contains evidence to support the arrest. The scope of the search may include the passenger compartment of the vehicle, the glove box (locked or unlocked) and any locked or unlocked containers found within. Including the trunk if the requisite level of proof ("reason to believe") is met.
5. Officers making an arrest or executing a search in a private residence may conduct a protective sweep of the residence if they reasonably believe that it is necessary to protect the safety of officers and others. A protective sweep is limited to a visual inspection of those places in which a person may be hiding.

C. Public Places

1. A search warrant is not required for an officer to search public property or seize evidence on public property where no other reasonable expectation of privacy exists.

2. A search warrant is not required for an officer to seize evidence or contraband in plain view on private property held open to the public.

D. Open Fields

1. Contraband or evidence observed on private property that is not considered part of the curtilage of a building or dwelling may be seized without a search warrant.
2. The officer must be able to see the contraband or evidence from a position open to public view and not constitutionally protected.
3. Officers are not allowed to enter and seize contraband that is exposed to public view from a constitutionally protected space. For example, if an officer sees a marijuana plant in the window of a home from the street, they cannot enter the home but do have probable cause to seek a search warrant.

E. Plain View

1. An officer may seize items that are in plain view when the officer is in a place where they have a lawful right to be, and there is probable cause to believe that the items to be seized are contraband, evidence of a crime, or the fruits of a crime.
2. It must be immediately apparent to the officer that the items represent contraband, evidence or other items subject to seizure. Once an officer discovers such items in plain view, they have probable cause to seek a search warrant for a more thorough search.

F. Abandoned Property

A search warrant is not required for property that has been abandoned. To constitute abandoned property, two conditions must apply:

1. The property was voluntarily abandoned.
2. The property was discarded outside the area in which someone has a reasonable expectation of privacy. An item dropped or thrown by a suspect in flight is considered abandoned property.

G. Vehicle Searches

Refer to General Order #5405, Vehicle Searches.

H. Inventory Searches

Refer to General Order #5402, regarding property.

I. Exigent Circumstances

A warrantless search or entry may be made if circumstances existed that would lead a reasonable officer to conclude that life or public safety would be endangered, or evidence of a crime destroyed, if immediate action is not taken.

J. Crime Scenes

1. Officers who are on private property investigating a crime without a search warrant may only perform a search for evidence if a recognized exception to the search warrant requirements exists. Even if an exception to the search warrant requirement exists, it is strongly recommended that a search warrant be obtained.
2. If custody of the crime scene is relinquished by police, the consent of the person lawfully in control of the premises or a search warrant must be obtained to re-enter private property.

K. Stop and Frisk

Refer to General Order #5308 Stop and Frisk.

L. Lawful Inspection

1. Certain licensed premises, such as taverns and restaurants, are subject to unannounced inspections.
2. An officer may search the business premises without a warrant, however this authority does not extend to the owner's private office or, if applicable, private attached apartment.

M. Strip Searches

Strip searches shall be conducted in accordance with Order 5303, Strip Searches / Body Cavity / Searches of Physically Disabled Persons.

V. SEARCH WARRANTS

A. Obtaining a Search Warrant

An officer requesting a search warrant must provide sufficient information from which a judge may find probable cause to believe that the objects sought are currently in the location to be searched. Officers should consult with the District Attorney's Office when seeking a search warrant.

B. Execution of Search Warrants

1. WI. Statute 968.15 requires that a search warrant be executed and returned within 5 days of the date of issuance.
2. Search warrants not executed within 5 days of issuance shall be considered void and returned to the issuing Judge/Clerk of Courts.
3. A report shall be completed after the execution of a search warrant documenting the officer's activities and seizure of any property or evidence.

4. Prior to issuing a search warrant, officers shall knock and state their identity and purpose and allow a reasonable amount of time for the occupant to permit entry. If the officer notes activity within the premises that reasonably leads the premises to be in imminent danger of bodily harm, evidence is being destroyed or escape attempted, officers may use reasonable force to enter the premises. WI. Statute 968.14 provides that officers may use “all necessary force” to execute the search warrant.
5. When obtaining a search warrant, officers may request a “No-Knock” warrant authorizing initial entry to the premises without announcing the officer’s presence. Such requests for “No-Knock” search warrants should only be made if the officer can present to the magistrate sufficient specific facts that indicate one or more of the following circumstances is present:
 - a. Information, beyond the mere possibility that evidence may be destroyed, which establishes that there is reasonable cause to believe evidence may be destroyed if officers announce their presence, such as prior attempts to destroy evidence or
 - b. Information that establishes reasonable cause to believe there is a danger to officers or others on the premises if officers announce their presence.
 - c. Information that establishes reasonable cause to believe there is a likelihood of escape if the officers announce their presence.
6. Any damage that occurs during the execution of a search warrant shall be photographed and documented in a report.
7. When executing a search warrant, officers may reasonably detain and search any person on the premises at the time to protect themselves from attack or to prevent the disposal or concealment of any item particularly described in the warrant.
8. While executing a search warrant, officers shall be careful to record a description of the location from where items were seized. In addition to a written record, photographs may be used to show the location from which property was seized. The number of officers conducting the actual search should be limited to ensure that each item seized is properly recorded and a chain of evidence maintained.
9. An officer may legally seize anything described in the search warrant. Officers may search any location, within the parameters established in the warrant, in which an item described in the warrant may reasonably be secreted.
10. Items not identified in the search warrant may be seized if they meet all of the following requirements:
 - a. The evidence must be discovered in the course of a lawful search.
 - b. The evidence must be readily recognized as contraband or, in conjunction with facts known to the officer before the search, the officer recognizes property as evidence of or the fruits of a crime.

- c. The property was discovered in the physical area properly subject to search by authority of the warrant.
 - d. The evidence was found prior to the time that all specifically named items in the warrant were found.
11. Officers must terminate the search when all the items described in the warrant are found.

C. Return of Search Warrant

1. After a search warrant is executed, the officer to whom the warrant was directed shall be responsible for returning the warrant to the court with a written inventory of the property seized. This must occur within the 5 days of the date of issuance and 48 hours of the time of execution of the warrant.
2. Within 5 days after execution of the warrant, the officer responsible for obtaining the search warrant shall ensure that the affidavit or complaint made in support of the issuance of the warrant and a transcript of any testimony taken in support of the issuance of the warrant is filed with the Clerk of Courts.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5300

ORDER: 5308

ISSUE DATE: September 13, 2024

REVIEW DATE: June 25, 2027

LAST REVIEW: June 25, 2024

SUBJECT: STOP AND FRISK

PAGE 1 OF 2

I. POLICY

Wisconsin statutes mandate the requirements for stops and frisks. Officers must be Cognizant of these requirements when conducting such investigations and should strive for a balance between the rights of an individual while protecting the safety of the officer and the community.

II. STATUTORY REQUIREMENTS

968.24 Temporary Questioning Without Arrest (Stop)

After having identified himself or herself as a law enforcement officer, a law enforcement officer may stop a person in a public place for a reasonable period of time when the officer reasonably suspects that such person is committing, is about to commit, or has committed a crime, and may demand the name and address of the person and an explanation of the person's conduct. Such detention and temporary questioning shall be conducted in the vicinity where the person was stopped.

968.25 Search During Temporary Questioning (Frisk)

When a law enforcement officer has stopped a person for temporary questioning pursuant to WI. Statute 968.24 and reasonably suspects that he or she or another is in danger of physical injury, the law enforcement officer may search such person for weapons or any instrument or article or substance readily capable of causing physical injury and of a sort not ordinarily carried in public places by law abiding persons. If the law enforcement officer finds such a weapon or instrument, or any other property, possession of which the law enforcement officer reasonably believes may constitute the commission of a crime, or which may constitute a threat to his or her safety, the law enforcement officer may take it and keep it until the completion of the questioning, at which time the law enforcement officer shall either return it, if lawfully possessed, or arrest the person so questioned.

It should be noted that a stop would not automatically authorize a frisk. Officers must be able to articulate the "reasonable suspicion" required for a stop independently and separately from the "reasonable fear" required for a frisk.

III. THE STOP

The following conditions must be met for the stop to be defensible.

- A. It must occur in a public place. If the officer sees suspicious activity at a time at which the officer is in a public place, then the officer is justified in further investigation.
- B. The officer must identify himself/herself as a law enforcement officer.
- C. The officer must reasonably suspect that the person is committing, has committed or is about to commit a crime.
- D. Wisconsin courts have held that the mere flight from the presence of the police is sufficient grounds for formulating a reasonable suspicion necessary for an investigatory stop. If necessary, the police may use reasonable force to compel an investigatory stop.
- E. The officer may demand the person's name, address and an explanation of their conduct. However, if the person refuses to answer these questions, does not cause any trouble, and there is no other information or facts which could lead the officer to "probable cause", then the officer may not detain the subject any further. Refusal to answer questions in itself is not obstructing and officer.
- F. The temporary detention for questioning must be in the vicinity of the initial stop.
- G. The questioning may only be for a reasonable length of time.

IV. THE FRISK

- A. For a frisk to be warranted, the officer must reasonably suspect that he/she or another is in danger of physical injury from the subject stopped. The officer is then entitled to conduct a limited search for weapons or objects which might be used as weapons. This means a pat-down search of the person's outer clothing unless an object is felt which might be a weapon.
- B. An officer may lawfully seize an object during a frisk that is not suspected to be a weapon if the officer's training and experience leads him/her to believe that the object felt is contraband.
- C. If the officer finds a weapon, dangerous instrument or contraband, it may be taken and kept until the completion of the questioning, at which time the officer shall either return it, if lawfully possessed, or arrest the person so questioned. Once there is an arrest, a complete search incident to arrest may be made.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5400

ORDER: 5401

ISSUE DATE: September 13, 2024

REVIEW DATE: June 25, 2027

LAST REVIEW: June 25, 2024

SUBJECT: FOLLOW-UP INVESTIGATIONS

PAGE 1 OF 2

I. POLICY

It is the policy of this department to fully investigate matters of a criminal nature that are brought to our attention. Investigative resources will be allocated based on the severity of the offense and the likelihood of clearance of that offense. Cases considered to contain little likelihood of clearance will be given low investigative priority, however, some cases will always receive a high investigative priority. Nothing in this order, regardless of severity or likelihood of clearance, prevents any officer of this department from further investigating any case when workload and staffing availability permit.

II. GUIDELINES

- A. Officers taking the initial complaint will to the extent possible generally follow the investigation through to its completion. Some cases may be brought to a successful conclusion during the initial investigation. However, some may require additional follow-up and/or specialized knowledge or expertise.
- B. Occasionally, additional investigation will be required at the end of the tour of duty of the assigned officer. In such cases, the assigned officer's immediate supervisor will determine whether the investigation should continue, be discontinued until the assigned officers next tour of duty, any overtime assigned, or allow another officer from the next shift to follow-up on the case. The decision to conduct and assign a case for follow-up investigation is a management responsibility. It is the assigned officer's responsibility to request additional assistance from a supervisor when he/she knows that additional resources will be needed.
- C. The decision to commit the manpower and resources necessary to conduct a follow-up investigation is normally based upon documented experiences in this department. The factors used in this decision include solvability, seriousness of the offense, identifiable witnesses/suspects, workload, and investigative resources available and required to successfully conclude the investigation. Officers should always be mindful of developing additional suspects and the possibility of solving additional crimes not only in our jurisdiction, but others.
- D. A supplemental report must be prepared by each officer who conducts any follow-up investigations into a case. This report should be prepared even if no new information is obtained so not to duplicate efforts. Each supplemental report should

note the current status of the case and indicate the direction the case is going based on solvability, identifiable witnesses/suspects, workload and investigative resources.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT		
GENERAL ORDER	SECTION: 5400	ORDER: 5402
	ISSUE DATE: September 13, 2024	
	REVIEW DATE: June 26, 2027	
	LAST REVIEW: June 26, 2024	
SUBJECT: PROPERTY CONTROL		PAGE 1 OF 15

I. Purpose

To provide officers with guidelines and techniques for the proper handling and disposition of property that is found, recovered, seized, or stored as the result of action by a member of this department.

II. Policy

Members of the Bayside Police Department shall seize and inventory property when probable cause exists that it is stolen, contraband, abandoned, in need of safekeeping, or when it is required as evidence. Inventoried property and evidence shall be documented using the Phoenix RMS property record and secured in an evidence locker or other authorized secure area. All inventoried property and evidence shall be handled and stored in such a manner which preserves its integrity and evidentiary value, and which protects it from loss, theft, damage, or other adverse effects.

III. General Procedures

A. Recovery of Property

Upon taking possession of property, officers will document the person's identity (if known) and the circumstances surrounding the recovery of the property.

B. Recovery of Evidence

Officers shall take precautions to preserve evidence is in its original state and ensure it is not contaminated. Items shall be documented, secured, and packaged in accordance with the WI State Crime Lab Physical Evidence Handbook

C. Property/Evidence Documentation

1. All items to be inventoried shall be entered into Phoenix RMS property report. The property report shall be completed in full, including (but not limited to) a detailed description of the item, owner's name (if known), and location of recovery.

Items to be inventoried generally fall under the following categories: Evidence, Found, Safekeeping, and Seized. These categories determine when an item can be flagged for disposition review or disposal.

Evidence: Items that may tend to prove or disprove the commission of a crime or the identity of a suspect.

Found: Items found in public areas that have no evidentiary value and whose rightful owner is *unknown*.

Safekeeping: Items of no evidentiary value and whose rightful owner is *known*.

Seized: Items that are contraband.

2. Items shall be described in detail so as to be readily identifiable upon inspection.
3. The circumstances surrounding the recovery of lost/abandoned property are to be documented in a police report.
4. If property can be released to the owner then that shall be clearly noted by the recovering officer in the police report.
5. Evidence requiring processing by the State Crime Lab shall be documented by the recovering officer in the police report along with the name of the person that the evidence was turned over to.
6. All transfers of custody for evidence or property shall be documented in the property record report and/or in a supplemental report.

D. Property/Evidence Storage

1. All items shall be packaged and secured in accordance with WI State Crime Lab Physical Evidence Handbook. Certain items require specific packaging instructions, which are outlined in this policy.
2. Barcode labels shall be completed and attached to all packages.

3. Items submitted as evidence shall be secured in either a heat-sealed plastic bag, or a paper box/envelope with tamper-proof evidence tape, in a manner that access to the package contents would be evident. Seals shall be signed with the officer's initials and date. Writing should extend from the seal/tape onto the package surface.
4. Large items, such as vehicles, bicycles and other similar items that cannot be packaged shall have the barcode label secured in a visible location.
5. All items not immediately released shall be placed into an evidence locker before the end of the officer's shift. A supervisor may authorize an exception if the property is required for investigative purposes. Any item not placed in an evidence locker shall be stored in a secure temporary locker or other authorized secure area.
6. Vehicles, bicycles, and other large items not stored in the property room will be transferred to additional storage areas (secure garage bay, property room) and that location should be mentioned in the report narrative.
7. Evidence that requires processing by the State Crime Lab should be transferred by the investigating officer or a person designated by the Chief of Police or their designee to allow for the proper maintenance of the chain of custody.
8. Any deviation in packaging or documentation that does not meet property/evidence standards will be refused. The property officer may have the authority to notify the submitting officer through normal channels to correct any issues.

E. Evidence Processing Room

1. All items will be tested, processed, and packaged in the Evidence Processing Room using the available equipment.
2. Controlled substances, except for unidentified powders or powders suspected to be fentanyl or a fentanyl derivative, are to be tested, processed, and packaged in the property room.

Unidentified powders or powders suspected to be fentanyl, or a fentanyl derivative shall be packaged as outlined in section IV(D)(4) below and tested at the Wisconsin State Crime Laboratory under the supervision of a WSCL analyst.

3. All items inventoried shall be placed in evidence lockers. Once an item has

been placed in a locker it can only be retrieved by the Property Officer.

4. Temporary storage lockers are available to temporarily secure evidence when an officer is unavailable to process the item, if the item is required for investigative purposes, to store items awaiting pickup by the owner, or any other authorized use.

F. Transmittal of Evidence to the Crime Lab or Other Agency

1. All evidence submissions should follow the Wisconsin State Crime Lab guidelines.
2. All transfers of evidence to the Crime Lab or other agency will be documented in the police report. Crime Lab submissions must be accompanied by a "Transmittal of Criminal Evidence" form. The property officer will be responsible for documenting transfers in Phoenix RMS property system.
3. The Crime Lab Receipt of Physical Evidence is to be scanned and attached to the report. The original receipt is to be forwarded to the property officer.
4. The Crime Lab will mail the written results of their findings. The results will be documented in a supplemental report and the Crime Lab report is to be scanned and attached to the report.
5. When retrieving evidence from the Crime Lab the property will be returned to the property officer with the appropriate documentation. The Crime Lab report is to be scanned and attached to the report.

IV. Special Procedures

A. Stolen Property

1. Any item found to be stolen shall be recovered and inventoried.
2. When property is listed as stolen through NCIC/CIB, the reporting agency shall be contacted regarding the recovery.
3. When the item is of evidentiary value then it shall be retained until the criminal case is closed and all appeals are exhausted. Items may be photographed and returned to the owner where feasible and in accordance with Court procedures.

4. When property is not of evidentiary value then a determined effort shall be made to return the property to its owner. If an owner cannot be located, the property may be disposed of in accordance with Wisconsin Association for Identification Property and Evidence Management Guide

B. Contraband

1. Any item found to be contraband (that which cannot be legally possessed) shall be seized and inventoried.
2. Contraband items not of evidentiary value shall be inventoried and disposed of by the property officer in the appropriate manner.

C. Weapons

1. All firearms shall be checked through NCIC/CIB.
2. All firearms shall be carefully inspected and made safe.
3. Firearms shall be described in detail, including make, serial number, and any identifying marks.

A Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) E-trace should be performed on any firearm seized by the department.

4. Special care should be taken to document the location of ammunition found in a weapon and to preserve any trace evidence that may be recovered from the weapon.
 - a. All firearms must be submitted unloaded with the chamber or action in the open position. All ammunition, magazines, clips, or other loading devices shall be removed. Ammunition may be left in the magazine and packaged with the firearm. A round recovered in the firearm shall be packaged in a rigid paper box separately from the firearm. If a firearm must be submitted loaded, the evidence box shall be clearly marked; a note must be attached to the locker and annotated on the property report.
6. Handguns/Long Guns shall be stored in cardboard boxes and secured with zip ties. Zip ties shall not pass through the barrel of the firearm. Guns that fire projectiles using compressed air (pellet, airsoft, BB etc.) shall be stored in boxes. Toys may be submitted in plastic. Do not affix a bar code label to the firearm itself.

7. Knives, sharp tools, or weapons must be packaged to prevent injury to individuals handling the item or to prevent damage to the item itself.

Knives with fixed blades shall be stored in a knife box. If a knife box is too short, two boxes may be taped together, or the blade may be buffered with cardboard and secured with packing tape. Weapons containing blood or other evidentiary material should be air-dried and packaged in a sturdy paper container.

D. Controlled Substances

1. All controlled substances of evidentiary value shall be identified, weighed/counted, and tested.
2. All controlled substances shall be packaged separately from other items listed on the property record report. If material is loose, it should be contained in a paper fold and then placed in an envelope.
3. Marijuana and other plant material should be dried prior to packaging and shall be packaged in a sturdy paper container.
4. Pills shall be packaged in clear plastic to be easily identifiable. Powders and loose material should be contained in a paper fold before placing into a paper envelope.

Unidentified powders and suspected Fentanyl shall be packaged in both a paper envelope AND in a plastic heat-sealed bag and labeled as such.

5. Syringes and needles shall be packaged in a clear test tube. Syringes and needles are generally not accepted by the Crime Lab unless necessary.

E. Biological Evidence

1. All evidence suspected of containing hairs, fibers, semen, blood, or other body fluids should be recovered, processed, and inventoried following the procedures contained in the State Crime Lab's Physical Evidence Handbook. Whenever possible, evidence should be turned over to an Evidence Technician for processing and inventory.
2. Officers inventorying biological evidence containing DNA shall clearly note it on the property record and packaging.

3. If the biological evidence requires refrigeration or freezing, the officer shall place it in the refrigerated evidence locker.
4. If the biological evidence requires drying, it is the responsibility of the investigating officer to check on its progress. When the drying process is complete, it is the investigating officer's responsibility to properly package and transfer the evidence and original property record to a secure evidence locker for transfer to the property room. The drying cabinet can be moved into the secured storage closet if additional precautions are required.
5. Biological evidence submitted to the Crime Lab for DNA analysis shall be turned over to the Property Officer for transmittal and will be done in accordance with Section III D.2 (above).

DNA profile results and/or "cold hits" from state and national DNA databases identifying a suspect can be directly reported to the submitting officer for action and/or record keeping purposes. The Property Officer will maintain a "DNA STR Profile Results" file. This file shall be reviewed periodically for the purpose of seeking John Doe warrants on STR profiles in which no "cold hit" has been made and when the offence is nearing the Statute of Limitations set forth under WI Statute 939.74.

F. Sexual Offenses

1. If the possibility exists to collect physical evidence from the victim, the victim should be taken to the Sexual Assault Treatment Center, 949 N 12th St, Aurora Sinai Hospital.
2. The investigating officer should accompany the victim to the treatment center to photograph possible injuries and to receive items of evidence recovered from the attending physician.
3. Officers will update the transfer of the sexual assault kit consistent with the policies of Wisconsin Department of Justice Track-Kit Program
4. Officers should contact the Wisconsin Crime Lab at (414) 382-7500 if there are any questions concerning the proper handling and inventory of evidence.

G. Motor Vehicles

1. All vehicles seized as evidence shall be towed to the station for processing and stored in a secure bay in the garage.
2. Vehicles will be inventoried in Phoenix RMS property. The tow bill shall be scanned and attached to the police report, original forwarded to

Administrative Assistant. The keys will be attached to a copy of the tow bill and entered into a property.

3. All towed vehicles are subject to an inventory search. An inventory search is an administrative measure designed to protect motor vehicles and their contents while in police custody; to protect the Department against claims of lost, stolen, or damaged property; and to protect departmental personnel and the public against injury or damaged property due to hazardous materials or substances that may be in the vehicle. Officers are to document in the police report that an inventory search was completed.

Scope of Inventory Searches

- a. An inventory search may extend to all areas of the vehicle in which personal property or hazardous materials may reasonably be found, including but not limited to the passenger compartments, trunk, and glove box.
 - b. The contents and all containers found within the vehicle are subject to an inventory search, including but not limited to all open, closed, or locked containers. Care should be taken not to unnecessarily damage items found during the inventory. Any damage to items or the vehicle resulting from an inventory search shall be noted in the police report.
 - c. Property seized from a vehicle during an inventory search for safekeeping purposes shall be documented in a property record report.
 - d. Items of evidence or contraband found during an inventory search may be seized and retained for use in connection with a subsequent criminal investigation.
4. Vehicles seized as evidence should not be released unless charges are dismissed or upon approval of the District Attorney's Office.
 5. No vehicle shall be released until payment of the tow bill has been satisfied.
 - a. Once the vehicle has been released from custody the owner shall be notified to pick up the vehicle and is responsible for payment of the tow bill.
 - b. If the owner is not located, or the vehicle is not claimed within seven (7) days of release, then the vehicle shall be towed to the tow

company's lot.

6. Asset forfeiture proceedings for a motor vehicle must be approved by the Chief of Police.

H. Abandoned Property/Safekeeping

1. Any property that has been found, abandoned, or seized for safekeeping shall be inventoried.
2. The reporting officer shall make a determined effort to return the property to its owner and shall document those efforts on the appropriate form.

I. Currency/Precious Stones & Metals

1. All currency, precious stones and precious metals will be packaged in plastic, separately from other items listed on the property record, in the presence of another officer.
2. Currency shall be counted twice in the presence of another officer. Initials of both officers shall be included on the property bag.
3. Precious stones and metals shall be described in detail on the property record report, but officers should refrain from exacting descriptions unless verified by a gemologist (i.e., "clear stone" instead of "diamond")

J. Hazardous Materials

1. All explosives, flammable liquids, flammable solids, gases which are flammable, poisonous, or corrosive, and any other hazardous material will not be inventoried unless made safe by a qualified person. A property record report will be completed, and the items properly disposed of.
2. Hazardous materials required as evidence, whereas if made safe would damage a criminal case, shall be packaged, and inventoried under the direction of the State Crime Lab.

K. Alcohol & Other Perishable Items

1. Opened containers of alcohol shall not normally be kept in inventory. If needed as evidence, items should be inventoried, photographed, and disposed of. For Circuit Court cases the empty containers should be inventoried.

2. Perishable items will not be accepted into inventory. Items may be photographed and documented in police report.

L. Bicycles, Mopeds & Other Large Items

1. All bicycles, mopeds, and other large items seized by the Department shall be inventoried and placed in secure storage in the garage. Property labels shall be attached to all items.

M. License Plates

1. License plates listed as stolen may be destroyed if there is no prosecution and/or the reporting agency does not want the plates retained. A property report is not necessary.
2. License plates needed as evidence will be inventoried.
3. License plates seized for unpaid citations or other traffic violations can be destroyed. The officer should document the destruction in the call/report or on the citation. A property report is not necessary.

N. Prisoner's Property

1. Property belonging to a person in custody, which is not considered as evidence or contraband, shall be inspected, and noted on the property section of the prisoner's jail sheet. A property report is not necessary.
2. All items will be packaged, sealed, and placed in a secure area in the Lockup designated for prisoner property. The locker number will be noted on the jail sheet.
3. Currency and checks shall be packaged separately from other items. Perishable food items will be disposed of and noted on the jail sheet.
4. When receiving property from a prisoner or releasing property to a prisoner, both the prisoner and the receiving/releasing officer will acknowledge the receipt of the property on the property section of the prisoner's jail sheet.
5. Once property has been received from a prisoner, the prisoner shall not have access to that property until they are released from custody or turned over to another jurisdiction. Prescription medication may be dispensed by a supervisor if necessary.
6. When a prisoner is released from custody, released to another agency, or

transported to the Milwaukee County Jail as a safe keeper, the prisoner's property shall accompany the prisoner. A prisoner's property will not be inventoried unless it is of evidentiary value or upon approval of a supervisor.

The Milwaukee County Jail will not accept certain items at their facility. If the items cannot be turned over to a family member, then they may be inventoried at Bayside Police Station with the prisoner's permission. These items shall be marked as safekeeping and noted in the police report.

O. Departmental Property

The Administrative Lieutenant shall assume responsibility and accountability for all department owned property. Departmental personnel are responsible for department owned property assigned or under their control. Department personnel are not to intentionally misuse, damage or destroy any department owned property. Lockers, mail slots and filing cabinets assigned to department personnel are considered department owned property.

V. Disposition of Property

The Wisconsin Association of Identification Property and Evidence Management Guide provides standardized guidelines for Wisconsin property and evidence managers, including the disposal of items in the custody of the police department and provides timelines for which items be held for a specified time period prior to disposal unless the items can be returned to the lawful owner. Items that cannot be returned to the lawful owner within the specified time period shall be disposed of in accordance with State Statutes.

- A. Evidence may be disposed of after completion of all relevant court proceedings, or upon a court order.
1. For evidence in a criminal case, any property seized as evidence shall be held for a minimum of 180 days after the date of conviction.
 2. For evidence in a municipal case, any property seized as evidence shall be held for a minimum of 12 months after the conviction date.
 3. The officer-in-charge of a case involving evidence shall be responsible for notifying, in writing, the property officer when evidence is no longer needed for court proceedings.
 4. The property officer shall make a reasonable effort to return the property to its lawful owner if such property can be legally possessed.

5. Items of evidence which are returnable, but for which no lawful owner can be determined or located, may be disposed of by auction or other methods determined by the Chief of Police.
- B. There are special requirements for preserving and destroying biological evidence containing DNA.
1. Any biological material, or physical evidence that contains biological material, collected in connection with a criminal investigation that leads to a conviction, delinquency adjudication, commitment, or a finding of not guilty by reason of insanity, pursuant to WI Statute 968.205, requires preservation of this evidence until the discharge date of every person convicted.
 - a. This includes ALL biological material and physical evidence containing biological material collected, not just that evidence relied upon for charging or used at trial for conviction. This includes elimination samples and unidentified samples.
 - b. The discharge date on a conviction is the date in which the person or persons convicted have reached not only the end of incarceration, but also any probation or parole commitments, extended supervision, or juvenile dispositional orders, even if there was no institutional placement.
 2. Biological evidence can be destroyed earlier than the discharge date provided notice is given at least 90 days in advance of the planned destruction date to every person who has not reached their discharge date because of conviction, adjudication, or commitment resulting from the investigation.
 - a. If none of those people request testing or preservation of the material in response to the notice, the material may be destroyed.
 - b. The decision to destroy such evidence can only be made by the Chief of Police or their designee.
 - c. If a person or persons respond to the early destruction notice by requesting testing or preservation of the evidence, the evidence must be preserved until his/her discharge date.
 - d. The requirements set forth under WI Statute 968 are not just prospective. The duty to preserve evidence collected within the

scope of the statute extends to evidence collected before the statute was enacted if it was in the possession of the custodial agency on or before the effective date of September 1, 2001.

C. Firearms and ammunition.

1. Firearms and ammunition seized pursuant to a warrant, or civil or criminal action shall only be released upon a court order.
2. In all other cases involving firearms and ammunition, the property officer must make a reasonable effort to notify the lawful owner that he/she may apply for the return of the property by contacting the Bayside Police Department within thirty (30) days of notice and by providing sufficient proof of ownership. A criminal history check must be completed before returning property to the owner. TIME System Firearms Return Query, III, and CCAP must be reviewed for disqualifiers. The owner must provide photo ID and proof of ownership, then sign the property sheet and complete the department release form.
3. Firearms and ammunition not released pursuant to a court order or returned to the lawful owner within thirty (30) days of notification shall be transferred to the State Crime Lab for disposal.

D. Illegal or contraband property shall be destroyed.

E. Lost, abandoned, or recovered property.

1. The recovering officer shall make a determined effort to locate and notify the owner of any lost, found, or recovered property. The recovering officer shall notify the property officer whether or not the owner has been contacted and the current status of the property.
2. Abandoned or recovered property shall be held for a minimum of 120 days prior to being disposed of in accordance with City ordinances.
3. Lost property, which is property found by a citizen and turned over to the police department, shall be held for a minimum of 12 months.

F. No departmental employee shall keep for his or her own use property found in the course of duty, nor take possession of property during off-duty hours when the discovery was made while on duty.

- G. The property officer shall prepare and maintain a list of all property that may be disposed of by auction or other methods and submit said list to the Chief of Police upon request.
- H. When property is released, the transfer shall be documented on the property record form. This shall include the date of release, signature of the releasing officer and the signature of the person receiving the property. This document shall be scanned and attached to the report.

VI. Property Officer Responsibilities

The property officer shall be an officer designated by the Chief of Police. The property officer shall be responsible for the property management function, which includes the official inventorying, custody, security, storage, record keeping and disposition of evidence and property.

- A. Duties of the property officer include:
 - 1. The management and security of the property room.
 - 2. To ensure the safekeeping, accurate recording, and proper disposition of evidence and all lost, abandoned, recovered and unclaimed property.
 - 3. The maintenance of property control logs, reports, and files in a complete and efficient manner.
 - 4. To return, or caused to be returned property that may be released to its owner.
 - 5. The disposal or destruction of property upon direction of the Chief of Police, criminal courts, or as prescribed by ordinance or statute.
 - 6. The processing and routing of evidence for appropriate testing and analysis as required.
 - 7. Any other duties related to the property control function as designated by the Chief of Police.
- B. Access to the property room is restricted to the property officer and other personnel authorized by the Chief of Police.

VII. Inspections

- A. On a semi-annual basis, a supervisor with property room oversight will conduct an inspection assessing compliance with property control procedures.
- B. An annual audit of the property room shall be conducted by a supervisor not directly associated with the property control function. The annual audit should be a random sampling of high-risk property to satisfy the supervisor of the integrity of the system. The audit should incorporate a one-tail test in compliance with WILEAG standards.
- C. Random, unannounced inspections or audits of the property room will be conducted at the discretion of the Chief of Police. At least one random inspection will be done annually.
- D. Whenever there is a change in personnel for the property officer position, the new property officer and a designee of the Chief of Police shall conduct a comprehensive audit. The audit should incorporate a two-tail test of high-risk items in compliance with WILEAG standards.
- E. Written results of all inspections and audits are to be forwarded to the Chief of Police.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5402.01

ORDER: 5402.01

ISSUE DATE: September 13, 2024

REVIEW DATE: June 25, 2027

LAST REVIEW: June 25, 2024

SUBJECT: EVIDENCE PHOTOGRAPHY AND IMAGES

PAGE 1 OF 4

I. PURPOSE

To provide guidelines for documenting incidents and evidence through the use of digital imaging technology. These guidelines are intended to provide a uniform and court accepted process for photographing and preserving evidence using imaging technology.

II. CRIME SCENE DOCUMENTATION

- A. Digital imaging will be the primary capture media for all evidence and crime scene photography.
- B. Videotape documentation of crime scenes and evidence collection may be taken as a supplement to digital photography.

III. DOCUMENTATION OF CAPTURED IMAGES AND PHOTOGRAPHS

- A. Prior to documenting a scene and/or evidence, the photographer shall note the date, time, location and case number of the incident.
- B. When using a video camera, a shot of the case number on a placard or sheet of paper should be taken prior to video taping to identify the incident.

IV. TAKING DIGITAL IMAGE, PHOTOGRAPH AND VIDEO EVIDENCE

A. Traffic Accidents

1. Photographs shall be taken of all fatal and serious injury accidents.
2. The decision to take photographs of an accident scene not involving a death or serious injury generally lies with the investigating officer.
3. Start by taking several long-distance shots to show the entire intersection or pathway that each vehicle took.
4. Take shots from the direction that each vehicle was traveling prior to the accident.
5. Shots of vehicles from all sides should be included.

6. Shots of VINs and/or registration plates of all vehicles involved.
7. Shots of scuffs, yawl marks and skid marks. Use chalk to outline distance and width if necessary.
8. Digital images should be reviewed for quality assurance prior to moving evidence or leaving the scene. Retake images as necessary.

B. Crime Scenes

1. Begin by taking overview or exterior shots of the crime scene location. Show address and or name of business if applicable.
2. Take exterior shots of the points of entry and exit if possible.
3. If a vehicle, include a shot of the VIN and/or registration plates.
4. Confer with the lead investigator after the crime scene assessment and photograph the entire scene under his/her direction. Begin with overview shots and move to close-ups. If indoors, begin by taking shots from each corner of the room.
5. All evidence should be photographed before it is collected to show its location in relation to its surroundings.
6. Photos of latents should be taken with the lifter in place. Shots taken with the lifter should, if possible, include a close-up showing initials, lift number or letter, and date.
7. Take shots of anything unusual.
8. Digital images should be reviewed for quality assurance prior to moving evidence or leaving the scene. Retake images as necessary.

V. STORAGE / PRESERVATION OF DIGITAL IMAGES AND PHOTOGRAPHS

A. Digital Imaging

1. Memory Cards
 - a. Memory cards are an internal/reusable storage media that are not considered permanent storage platforms for archiving original images.
 - b. Memory cards are replaced with spares when a card is placed into evidence. It is the responsibility of each officer taking digital images to replace cards as needed.
 - c. As soon as practical, but no longer than two weeks after the photographic assignment is complete, the original image files should be downloaded to an optical storage device such as a write once CD-R or DVD.

- d. The downloading of images shall only be done under the supervision of a supervisor.
2. Digital images should be recorded in an unalterable, archival form on a write once CD-R / Non-erasable media or DVD.
3. Upon completion of the successful write session, the images on the disc will be considered the ORIGINAL for purposes of evidence storage and accountability.
4. Original CD's will be secured and placed into evidence pursuant to policy.
5. Each CD shall be labeled with the date or dates in which the images were captured.
6. The images copied to the original CD-R's shall also be downloaded to a designated folder in the Department's network.
7. The image files should be viewed from the written CD-R or DVD to ensure that the files were successfully downloaded. Only upon successful verification should the memory card be reformatted or "wiped" for future use.
8. Any computer used for medium or long-term storage of original image files shall be password protected and kept in a secure area. Storage system will require back ups on a regular basis. Image retrieval will be restricted to selected personnel.

B. Deleting Images

1. To preserve the integrity of the photographic process, the deletion of images during the course of the investigation is prohibited.
2. Images that were taken inadvertently or are of poor quality shall not be deleted.

C. Squad Issued Cellular Phone Cameras

1. Squad cellular phone cameras can be used to document minor offenses/accidents. Squad cellular phone cameras can also be used in situations where an evidence camera is not available.
2. Prior to documenting a scene and/or evidence, the photographer shall note the date, time, location and case number of the incident.
3. Images that were inadvertently taken or are of such poor quality as to be unusable may be deleted with supervisor approval.
4. Officers taking evidentiary photographs using the squad issued cellular phone cameras shall transfer the photos to a Department desktop computer. A folder shall be created and named with the case number. The case photos are to be placed in the labeled desktop folder on the department's shared server.

D. Video Recording

1. After completing the video capture of a crime scene or incident, the video shall be recorded on an unalterable archival form on a write once CD-R or non-erasable DVD.
2. Upon completion of the successful write session, the video on the DVD will be considered the original for purposes of storage and accountability.
3. The DVD will be labeled and inventoried as evidence.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5400

ORDER: 5403

ISSUE DATE: September 13, 2024

REVIEW DATE: June 26, 2027

LAST REVIEW: June 26, 2024

SUBJECT: IDENTIFICATIONS AND LINEUPS

PAGE 1 OF 3

I. Purpose

To establish guidelines for the use of eyewitness identification procedures involving photo arrays, show-ups, and live lineups to reduce the risk of wrongful conviction of innocent persons while increasing the probability of convicting guilty persons.

II. Policy Statement

Eyewitness identification has always been a powerful tool for investigating and prosecuting criminal cases. Eyewitness evidence can be the most important and convincing evidence in a case. Research and nationwide experience suggest that eyewitness evidence can be fragile, and that eyewitnesses can be mistaken. Eyewitnesses can make identification errors, but those errors may be difficult to detect, because the witnesses are sincere and have no motive to lie. When wrong, they usually are not being deceitful, but are simply mistaken. To reduce the risk of wrongful conviction and aid in the detection and apprehension of the guilty, officers should adhere to procedures set forth here in order to maximize the reliability of identifications, minimize unjust accusations of innocent persons and to establish evidence that is reliable and conforms to established legal procedure.

III. Definitions

- A. Photo Array: The sequential showing of multiple photographs to an eyewitness for the purpose of obtaining an identification.
- B. Live Lineup: The presentation of a number of individuals, including a suspect, sequentially before an eyewitness.
- C. Show Up: The presentation of one suspect to an eyewitness within a short time following commission of a crime.

IV. Procedures

- A. Photo Arrays and Live Line Ups

1. Choose non-suspect fillers that fit the witness's description of the suspect and that minimize any suggestiveness that might point toward a suspect.
2. Use the Folder System or Independent Administrator procedures in which the administrator is not in a position to unintentionally influence the witness selection.
3. Specifically instruct the eyewitness that the real perpetrator may or may not be present and that the administrator does not know which person is the suspect or what position the suspect has been placed in the array or line up.
4. Present the suspects and fillers sequentially (one at a time) rather than simultaneously (all at once). This encourages absolute judgments of each person presented, because eyewitnesses are unable to see the subjects all at once and are unable to know when they have seen the last subject.
5. Assess eyewitness confidence immediately following an identification. Carefully document a witness's response before any feedback from law enforcement.
6. Avoid multiple identification procedures in which the same witness views the same suspect more than once.
7. Photo Arrays instruction packets and Live Line Up instruction packets are available in the Report Writing Room.
8. Complete all paperwork as outlined in the packets.

B. Show-Ups

Some Courts have suppressed identification evidence based on the use of show-ups due to inherent suggestiveness of the practice. Therefore, the use of show-ups should be secondary in preference to the use of photo arrays or lineups. IF PROBABLE CAUSE EXISTS TO ARREST the suspect for ANY offense, make the arrest and conduct a photo array or live line up.

When exigent circumstances require the use of a show-up, the following guidelines shall be considered:

1. Obtain Supervisor approval.
2. Document the eyewitness's description carefully prior to the show-up.
3. Whenever practical, transport the eyewitness to the location of the suspect. Show-Ups should not be conducted at the Police Department or other public safety buildings.

4. Specifically instruct the eyewitness that the perpetrator may or may not be present.
5. Show-Ups should not be conducted with more than one witness present at a time. If show ups are conducted separately for more than one witness, witnesses should not be permitted to communicate before or after any procedures regarding the identification of the perpetrator.
6. Recording the show-up utilizing the in-squad video camera can be used to document the show-up procedure.
7. If an identification is made, stop the show up process and present the suspect (s) to the remaining witnesses in the form of a photo array or live line up.
8. Words or conduct of any type by Officers that may suggest to the witness that the individual is or may be the perpetrator should be scrupulously avoided.
9. Assess eyewitness confidence immediately following an identification.
10. Show Ups instruction packets are available in the Report Writing Room.
11. Complete all paperwork as outlined in the Show Ups packet.

C. Documentation

1. All documentation completed during the identification process where a suspect is identified, including instruction sheets, presentation sheets, and photos shall be scanned to the incident file and inventoried as evidence and secured in a property locker.
2. A description of the procedure and its results shall be documented in the appropriate incident report.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5400

ORDER: 5404

ISSUE DATE: September 13, 2024

REVIEW DATE: June 26, 2027

LAST REVIEW: June 26, 2024

SUBJECT: CUSTODIAL INTERROGATIONS

PAGE 1 OF 3

I. PURPOSE

To establish guidelines for the electronic recording of custodial interviews.

II. POLICY

Electronic recording provides convincing documentary evidence and prevents civil litigation and allegations of officer misconduct. As a general rule, it is the policy of the Bayside Police Department to record all custodial juvenile interviews and all custodial interviews of adults arrested for felony offenses. All interviews shall be in compliance with all applicable constitutional and statutory provisions related to interviews, interrogations and access to counsel.

III. PROCEDURES

A. Requirements

1. Recording is mandatory for any custodial questioning of juveniles (persons under 17 years of age). See Department Directive 05-01.
2. Recording is mandatory for any custodial questioning of adults (persons 17 years of age or older) for a crime that is a felony. It is recommended to record adults in situations where the crime also has the potential to become a felony in the future.
3. Recording is also recommended for any situation or incident that the officer, through training and experience, believes should be audibly and/or visually recorded.
4. Recording should begin at the start of the questioning, to include the reading of Miranda, and continue without interruption until the questioning stops.
5. If the recording is to be stopped for any reason, such as breaks or returning a suspect to lock up, the reason should be documented by the interviewer and in the written narrative.
6. All required interviews conducted at BAPD, if practical, shall be audio and visually recorded in the Bayside Police Department interview room, located in the lock-up.

The recording should be placed on a DVD as soon as practical and inventoried as evidence.

7. Officers shall be responsible for maintaining prisoner security during interviews. Lock-up policy requirements involving prisoner/suspect searches, as well as officer weapon retention shall remain in full effect.

B. Off site/alternative sites for interviews

It is recognized that not all interviews can be conducted at BAPD and that there may be safety considerations with escorting certain high-risk prisoners from another location to the BAPD interview room.

1. For off-site interviews or alternate sites within the Bayside Police Department, all requirements in III.A (1-5) apply.
2. Off-site interviews of juveniles and for those adults in custody for a felony shall be recorded using one of the Departments body cameras. The interview shall be copied to DVD as soon as practical and inventoried as evidence.
3. On-site interviews of potentially combative or dangerous prisoners shall be conducted in the lock up utilizing its internal recording equipment. The recording shall be copied to CD/DVD as soon as practical and inventoried as evidence.
4. If another site is chosen within the Department, the interview shall be audio recorded using a body camera. The interview shall be copied to a CD/DVD as soon as practical and inventoried as evidence.

C. Exceptions

Recording may not be possible if:

1. The recording device does not work and there is no other device reasonably available.
2. The officer operating the recording device inadvertently fails to operate it properly.
3. During the interview, the recording device malfunctions without the officer's knowledge.
4. A person makes a statement to a law enforcement officer spontaneously or in response to a routine booking question.
5. The exigency of the situation requires immediate questioning to protect the safety of officers and the public, and to protect the destruction of evidence.

D. Equipment operation

1. Each officer authorized to use departmental recording equipment will be trained by BAPD personnel in its use.

2. It is up to the individual officer to ensure he/she is trained in the use of this equipment.
3. Apart from police radios, officers shall ensure that all background noise is minimized.
4. Officers shall not erase, alter, reuse, modify, or tamper with recordings.

E. Notice and Consent for Recording

1. Officers are not required to inform adult or juvenile suspects of recording.
2. Lack of consent to recording does not affect the admissibility of a recorded statement, but giving notice can foster public trust in Law Enforcement.
3. Officers should trust their discretion about whether a particular suspect is likely to be inhibited by notice of recording.

F. Recorded media

1. All recorded media, recorded images, and audio recordings are the property of the Bayside Police Department.
2. Unofficial or unauthorized dissemination outside this agency is strictly prohibited without the specific permission of the Chief of Police or his designee.
3. When possible and practical, a copy of the original media shall be used for viewing by investigators, staff, and training personnel to preserve the original media in its pristine condition.

G. Written Statements

1. Electronic recording is not a substitute for traditional methods of memorializing interviews. Defendants may not dispute the officer's version of the interview, and many cases are resolved based on the written report, thus minimizing the cost of copying and transcribing recordings.
2. It is not necessary for written statements to contain all the details of an interview; it is sufficient to summarize relevant portions.
3. Written/signed statements are important as they provide clear and concise evidence of guilt and show that the statement was made voluntarily.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5400

ORDER: 5405

ISSUE DATE: September 13, 2024

REVIEW DATE: June 26, 2027

LAST REVIEW: June 26, 2024

SUBJECT: VEHICLE SEARCHES

PAGE 1 OF 4

I. INTRODUCTION

Perhaps the best-known exception to the warrant requirement is the "automobile exception." It applies not only to cars, but also boats, airplanes or any movable vehicle. The "mobility" of the vehicle, the possibility of moving out of jurisdiction, justifies a warrantless search. The case law governing searches of motor vehicles is complex and ever changing. Knowledge of, and adherence to, the current state of the law is essential if errors and the resultant exclusion of evidence are to be avoided.

II. PURPOSE

The purpose of the department directive is to provide officers with general guidelines and techniques for the safe execution of a search as it relates to vehicles.

III. GUIDELINES

The search of a motor vehicle is valid only if the opportunity to search has arisen in a lawful manner.

A. "Frisking" a Vehicle for Weapons

1. The "stop and frisk" rule of **Terry v. Ohio** applies to motor vehicles. To frisk a vehicle for weapons, there must be specific, articulable facts that justify the officer's conclusion that his/her safety is threatened.
2. Officers may frisk a vehicle in situations where no occupant has been arrested. However, the mere fact that a vehicle has been lawfully detained, such as for a traffic violation, does not automatically give the officer the authority to frisk the vehicle for weapons.
3. When a frisk is justified, it is limited to the passenger compartment of the vehicle immediately accessible to the occupants, also known as the lunge area. Weapons, contraband or other incriminating evidence discovered during a frisk may be seized.

B. Search Incident to Arrest

1. Under *Arizona v. Gant* the US Supreme Court reversed its “bright-line” ruling regarding searches of vehicles incident to arrest. An arrest alone no longer grants the authority to search. The Court outlined a two-prong approach to allowable means to justify a search of a vehicle incident to arrest:
 - a. The first prong is that the police can do a search of a vehicle incident to arrest when the defendant is still in a position to lunge into a vehicle. The intentional creation of unnecessary safety risks, merely to try to set up a “lawful” search incident to arrest shall not be undertaken by officers.
 - b. The second prong is that the police may conduct a search of a vehicle incident to arrest if they have “reason to believe” there is evidence in the vehicle that supports the arrest. In this instance, the scope of the search remains intact, in that an officer may search anywhere in the vehicle where evidence to support the arrest may be found. Refer also to Section D (Full Investigatory Vehicle Searches), subsections a-c, as they apply to *Carroll* searches.
2. The arrest of one occupant does not automatically justify the search of any other occupant(s) of the vehicle. Such persons may be ordered out of the vehicle and subjected to a weapons “frisk” if proper justification exists.

C. Consent Searches

1. A motor vehicle may be searched with the consent of the owner or operator of the vehicle. It has been held that in the case of a leased motor vehicle, the lessor's consent is sufficient.
 - a. If a general consent is obtained, containers found in the vehicle may be opened only where it is reasonable to believe that the general consent to search the vehicle includes consent to open the particular container. This will often depend upon the type of container found and what you are searching for.
 - b. Officers will not open locked briefcases, suitcases or footlockers found in a vehicle during a consent search unless specific permission is given, probable cause to search is established, or a warrant is first obtained.
2. The consenting person may expressly limit the scope of the search. For example, allowing the passenger area to be searched, but not the trunk; or giving consent to search the entire vehicle, but expressing to the officer that any container found may not be searched.
3. The consenting person may withdraw consent at any time.

D. Full Investigatory Vehicle Searches

1. *Warrant.* As with any other type of search, a warrant may be obtained for the search of a motor vehicle. Whenever time and circumstances permit, a warrant should be obtained.
2. *Probable Cause.* This full-fledged search is authorized only when probable cause is present; when the facts themselves would justify the issuance of a warrant.
 - a. Motor vehicles may be searched without a warrant when there is probable cause to believe that the vehicle contains fruits, evidence or instrumentalities of a crime, or contraband, and there is some mobility aspect present with the motor vehicle.
 - b. The Supreme Court has held that officers who have probable cause to believe that a container located in a motor vehicle contains contraband may stop the vehicle and search the container, even though there is no warrant and no reasonable suspicion to stop the vehicle itself. If an officer knows where that container is located, he cannot expand the search to the entire vehicle.
 - c. An officer may search any place in a vehicle that is reasonable to believe the object of the search may be located. Any containers found may be opened provided that they could contain the items being searched for. If an officer does not know where the object is located, he/she may search anywhere in a vehicle that is reasonable to believe the object of the search may be located, including the trunk. Any containers found may be opened, provided they could contain the items being searched for.

E. Abandoned Vehicles

There is no expectation of privacy in abandoned property, thus an abandoned vehicle may be searched without a warrant.

F. Plain View /Plain Smell

1. The "Plain View Doctrine" (extended to include plain smell) applies to motor vehicles. When an officer engaged in an otherwise lawful activity in a location where the officer has a right to be and observes (see or smells) contraband or fruits, instrumentalities or evidence of a crime in plain view (or if the officer notices the smell thereof) the officer may take whatever action is proper, including;
 - a. arrest of the occupant(s) of the motor vehicle;
 - b. search of the vehicle;

- b. seizure of the items observed.
2. Examination of the exterior of a vehicle is not a search, as long as the officer has a right to be there.
- a. An officer may also examine the vehicle's identification number (VIN), even if it requires entry into the vehicle and movement of papers or decals that may be obstructing the view of the VIN.
 - b. Objects discovered in plain view during such an examination may be seized, assuming of course that probable cause exists that such objects are contraband or evidence of crime.

G. Inventory Search

Impounding and inventory of vehicles is outlined in Order #5402, Property Control and Evidence Collection,

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT		
II. GENERAL ORDER	SECTION: 5400	ORDER: 5407
	ISSUE DATE: September 13, 2024	
	REVIEW DATE: June 26, 2027	
	LAST REVIEW: June 26, 2024	
SUBJECT: COLLECTION AND PRESERVATION OF EVIDENCE		PAGE 1 OF 12

I. Purpose

To provide guidelines and techniques for the proper processing of the crime scene to include preferred methods for collection and packaging of evidence.

II. Discussion

Once the preliminary assessment, photographs, initial search, and sketches have been completed, the actual recovery and marking of evidence will be conducted in accordance with the following procedures. Additional packaging and inventory procedures can be found in Policy 5402, Property Control.

III. Policy

Any item at the crime scene that can be used to determine what occurred constitutes physical evidence. The process of collecting physical evidence includes an evaluation of the crime scene, photographing and sketching the scene if warranted, searching for evidence and the proper collection of the evidence found. To ensure that the process is proper and effective, officers collecting evidence will follow this procedure when applicable.

When warranted, Evidence Technicians are to be requested to process a crime scene and collect evidence.

IV. General Procedures

A. Chain of Custody

A formal chain of custody will be established and recorded. To ensure that no property is lost, damaged, or stolen, and is admissible in court, the chain of custody should be kept as short as possible. Procedures for collecting, marking, storing, and processing evidence have been designed to keep that chain as short as possible, thereby minimizing the number of persons who may be required to testify to the intactness of the chain. All evidence collected shall be inventoried on a Property Report.

B. General Collection and Marking Procedure

1. It is understood that in many instances the officer investigating the incident may also be the individual responsible for processing the crime scene and collecting physical evidence.
2. The officer(s) responsible for the recording and collection of evidence shall consult with the investigating officer regarding the locations of evidence found for collection. The officer collecting the evidence shall do so in a manner that ensures that no item of evidence contaminates another item. As each item of evidence is collected, the officer collecting the evidence shall record who collected it, the location from which it was collected, and the date it was collected.
3. As a general rule, it is recommended that no evidence collected at the scene be marked directly. Evidence collected should be placed in proper packaging material for transport with that packaging sealed and marked for evidence.

C. Determine the need for a search warrant.

V. Crime Scene Photographs

- A. The purpose of crime scene photography is to provide a visual record of facts to allow the person reviewing the photographs to better understand the crime scene.
- B. Refer to Bayside Police Department Policy number 5408 - Evidence Photography and Images for guidelines to properly take and document crime scene photographs.

VI. Crime Scene Sketches

- A. When appropriate, a sketch of the crime scene will be made to describe the scene and location of evidence collected.
- B. One method of measurement shall be made for a particular crime scene to be determined by the officer charged with investigating the incident and the officer assigned to conduct the measurements.
- C. Sketches shall include all items of evidence collected and photographed.
- D. Sketches shall be documented with the following information:
 1. Incident number
 2. Date/Time
 3. Scale used (if any)
 4. Compass direction/orientation

5. Title
6. Address
7. Author of sketch

VII. Collection of Biological Evidence Containing DNA

Certain items of evidence require special collection procedures because of physical characteristics or because of special requirements for evidence. Items listed below will be treated as specified. Additional information and direction can be found in the "Physical Evidence Handbook" published by the Wisconsin Department of Justice. The handbook is available in electronic format on WILENET. Review of the handbook is recommended before collecting certain evidence.

A. First Responder Precautions and Responsibilities

1. The integrity of any forensic evidence at the scene of a crime has always been the responsibility of the crime scene investigators. This responsibility starts with the first officer or officers on the scene.
2. First responders must be mindful when entering any crime scene that it must be secured, rendered safe, and precautions taken not to contaminate evidence.
3. First responders should be cognizant of the fact that certain biological evidence can contain hazardous pathogens to include the Hepatitis B virus and HIV. The same precautions that are taken to protect the investigator are used to maintain the integrity of the evidence.
4. First responders should recognize possible sources of DNA, protect evidence, maintain a record of persons entering the scene, and take steps to preserve any items that may be discarded by EMS or the victim.
5. First responders should avoid contamination of DNA evidence by wearing protective gloves and changing gloves often when handling different pieces of evidence. Avoid touching any areas where DNA may exist and avoid talking, sneezing, or coughing over evidence.

B. Training for DNA Evidence Collection

1. All Evidence Technicians will be trained in the appropriate techniques for the collection and preservation of DNA evidence.
2. Personnel not trained should avoid the collection of DNA evidence unless it is done under the direction of a trained Evidence Technician.

C. Blood Evidence

1. In addition to identification and comparison testing, the shape and pattern of bloodstaining may provide information concerning how the blood was deposited. If blood spatter patterns exist, it is essential to preserve those patterns until someone trained in their examination can examine them, if possible. Scaled photography is useful but is no substitute for a detailed examination.
2. Gloves should be used when collecting samples. Masks and eye protection may also be necessary depending on the situation.
3. Care should be taken to change and properly dispose of gloves after the collection of each sample.
4. Liquid and coagulated (moist) blood shall be collected using an evidence collection swab.
 - a. If an evidence collection swab is not available, soak the blood on a clean gauze pad or clean white cotton cloth. If more than one area is to be sampled, separate gauze or cotton cloth is to be used. These samples shall be separated to prevent contamination, air dried and packaged separately.
5. If a pool of liquid blood is present, refer to the Physical Evidence Handbook for directions.
6. Dried blood. If possible, the blood-stained item should be recovered and submitted intact. If not able to recover the object intact, collect samples using an evidence collection swab moistened with distilled water.
7. Package and transport the blood evidence for drying.
8. Packaging of blood samples after drying should be done in a paper container and labeled as a biohazard.

D. Saliva

1. Certain types of evidence frequently contain traces of saliva, such as cigarette butts, stamps, envelopes, bite marks, soda or beer cans, and any other area in which oral contact may have occurred. In many cases the amount of saliva present is sufficient to determine the DNA type from the source person.
2. Transportable objects should be seized as evidence and placed in a paper container and the container should be properly labeled and sealed.
3. Non transportable objects, such as bite marks, should be collected as follows:

- a. Using an evidence collection swab, moisten it with distilled water or clean tap water and shake to eliminate excess.
 - b. Gently swab the suspected saliva stain area. You may also use a dry swab over the same area to absorb any left-over moisture.
 - c. Allow swabs to thoroughly air dry prior to packaging.
4. Standards for saliva comparison is a standard buccal swab to be collected from suspect and victim. See the Physical Evidence Handbook, chapter 6 for collection procedure.
 - a. A warrant is often needed and recommended when collecting standard samples from a suspect.

E. Seminal Stains

1. Where a sexual offense has occurred, stains may be found on clothing, blankets, sheets, towels, upholstery, and other objects.
2. Carefully recover all suspected stained material, including the clothing and undergarments worn by the victim AND suspect at the time of the offense.
3. Victim and suspect clothing should be packaged separately.
4. Each item of evidence should be packaged separately.
5. Thoroughly air dry all damp stains or items collected.
6. Clean paper should be placed underneath the clothing to catch any debris that may be dislodged during the drying process.
7. All recovered items shall be packaged in paper containers, labeled, and sealed with evidence tape.

F. Hair Standards

In order to compare questioned hairs recovered from a scene, it is necessary to obtain standard hair and fiber samples from all possible sources, i.e., suspect, victim, scene.

1. Head hair
 - a. Head hair samples should be obtained from various areas of the head.
 - b. Hair samples should be pulled, not cut.
 - c. Place collected samples into a paper envelope, label, and seal.

d. 40 to 50 standard head hairs should be collected.

2. Pubic hair

a. Comb the entire area with a new comb. You may allow the suspect to comb the pubic area but keep it under surveillance.

b. A clean piece of paper should be placed under the pubic area when combing is done.

c. Hairs should be placed together in a paper envelope along with the comb used.

d. After combing, collect a standard sample of pubic hair from the skin line by pulling the hairs. At least 20 hairs should be collected.

3. A warrant is often recommended when collecting hair standards from a suspect.

G. Sexual Offenses

1. Victim

a. If the possibility exists to collect physical evidence from the victim, the victim shall be taken to Aurora Sinai, 945 N. 12th Street, Milwaukee.

b. An officer should accompany the victim to photograph injuries and to receive items of evidence recovered from the attending physician and/or nurse.

2. Suspect

a. DNA and other evidence are often transferred from the victim to the suspect.

b. Collection of evidence from the suspect, such as penile swabbing, is recommended.

c. Collection of penile swabs from the suspect falls under exigent circumstances and no search warrant is required.

d. If there are questions as to whether a search warrant may be necessary to collect other evidence from the suspect, contact the on-duty ADA for Milwaukee County for guidance.

VIII. Digital Evidence

Digital evidence is evidence which is contained within any form of magnetic or electronic media. Digital evidence is found in, but not limited to, hard drives, USB drives, compact disks (CD), digital versatile disks (DVD), floppy disks, Zip disks, Jaz disks, flash memory cards, magnetic tape, Secure Digital (SD) cards, digital cameras, Subscriber Identity Module (SIM) cards, cellular telephones, Personal Data Assistants (PDA) and any other memory developed for the storage of electronic data or information.

Digital media is easily altered and should not be accessed by officers without direct instruction by a Digital Forensic Examiner or Detective. Officers should not attempt to view or browse photographs on a digital camera, files on cellular telephones, USB drives or other computer media without the direction of a Digital Forensic Examiner or Detective.

A. Desktop / Laptop Computer System

1. Secure the premises and move people away from the computer.
2. Do not touch the keyboard or mouse.
3. Under normal circumstances you would not turn any computer on or off.
4. Photograph what is on the screen and document the time shown on the taskbar.
5. Laptop computers should have the main battery removed prior to transport. The battery should be removed even if the power is on. Do not perform a normal shutdown through Windows. The power cord should be located and transported as well.
6. With prior consultation of the officer in charge, remove the power cord from the back of the computer to power it off. Do not, under any circumstances, turn off a computer using the power switch.

B. Networked or Business Computers

1. Officers will consult with the State Crime Lab anytime they are dealing with networked business computers, a computer network, or a mainframe or mainframe terminal.
2. Do not disconnect the power source as doing so could damage the system and/or disrupt legitimate business.

C. Handheld Electronic Devices

1. Devices such as cellular phones, PDAs, pagers, electronic game devices, and GPS should be handled in much the same way as a stand-alone computer.
2. If the device is off, leave it off. Never turn one of these devices on or off without consulting the officer in charge.
3. Collect all cords and accessories associated with these devices.

D. Packaging and Labeling

1. Each item seized must be properly marked, labeled, and packaged.
2. Large items such as keyboards, monitors, and computer towers may be tagged or labeled instead of bagged.
3. Small items such as loose media (floppy disks, DVD's, thumb drives, Jaz disks) must be bagged or boxed.
4. Bags used for electronic evidence items should be paper or static free bags.
5. Seized computer evidence will be inventoried and stored securely in the evidence room.

E. Transporting Electronic Evidence

1. During transportation and storage of computers and related electronic devices, avoid external magnetic sources such as police radios. Also avoid extreme temperatures and other possible contaminants.
2. When possible, transport computer towers and related electronic evidence in the passenger or rear seat of your vehicle. Make sure the items are secure and won't shift or fall during transport.

F. Submission to other Agencies for Examination

1. The Bayside Police Department will initially receive all electronic evidence to be turned over for forensic examination. All electronic evidence will be inventoried prior to transfer to any secondary agencies.
2. At times, electronic evidence will need to be submitted to secondary digital forensic agencies for examination.
3. The investigating officer will be responsible for transport and submission to any secondary agency for examination.

IX. Other Items of Physical Evidence

A. Latent Fingerprints

1. A determination for retrieval of latent fingerprint evidence should be made at the onset of the investigation.
2. The collection or lifting of latent fingerprints, or other methods of preserving fingerprints rests with the lead investigator. The expertise of the person charged with recovering the fingerprint evidence should be considered.
3. Trained personnel should recover fingerprint evidence.
4. If a latent fingerprint is located, its location shall be documented and photographed prior to its recovery.
5. Each recovered latent shall be individually labeled and placed on card stock paper.
6. The card stock shall be labeled with the corresponding label for the latent along with the case number, the officer who recovered the latent, and a diagram of the location from which it was recovered.
7. All recovered latents suitable for identification shall be inventoried as evidence.
8. Eliminations prints should be taken from the victim(s) for comparison to the recovered latents before sending the latents to the State Crime Lab for identification.

B. Firearms

1. A firearm or other weapon should not be touched before recording the exact location where it was recovered or found unless it poses immediate danger to officers, the public, or the suspect.
2. Use extreme caution in handling a loaded firearm. Officers will unload weapons, rendering them safe.
3. Extreme care should be taken when handling the firearm to preserve fingerprint and DNA evidence.
4. Once rendered safe the firearm shall be placed in a firearm evidence box or paper bag, properly labeled, and sealed.
5. The firearm's serial number shall be entered NCIC for wants and recovery.

C. Live cartridges, fired bullets, and casings

1. Live cartridges will be collected and packaged in a vial, envelope, or other means that will render them safe from accidental discharge.
2. Bullets shall be placed in separate rigid containers properly labeled. Do not place in an envelope.
3. Casings shall be placed in separate containers, preferably a rigid container and properly labeled.

D. Footprints, tool marks, and tire impressions.

1. These items shall be covered and preserved in such a manner so as not to alter them until they have been properly preserved and collected.
2. Refer to the "Physical Evidence Handbook" for proper methods of collection.

E. Fibers

1. Fibers should be collected with tweezers or forceps and placed in a glass vial or paper envelope, never placed in plastic.
2. Larger areas can be vacuumed for fibers using the micro particle evidence vacuum adaptor located in the major crime scene kit.

F. Narcotics

Officers should use caution and follow safety precautions when collecting suspected narcotics. Officers should wear appropriate protective equipment and take care to avoid contamination. Whenever possible, the collection of narcotics should be done in the presence of two officers.

G. Currency

When practical, there should be two officers present when collecting currency or other high-value items.

H. Other Evidence

For procedures for the collection of other types of certain evidence such as volatile fluids, poisons, paint and sand and soil, refer to the "Physical Evidence Handbook".

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5500

ORDER: 5501

ISSUE DATE: September 13, 2024

REVIEW DATE: June 26, 2027

LAST REVIEW: June 26, 2024

SUBJECT: PROCEDURE FOR WORTHLESS CHECKS

PAGE 1 OF 1

I. PURPOSE

To define the criteria and procedure for handling forged and worthless check complaints presented to our department.

II. PROCEDURE

- A. All complainants that receive any worthless checks while transacting business in the Village of Bayside will be provided with a worthless check packet. The packet includes:
1. Introduction letter from the Chief
 2. Instruction letter
 3. Notice of Dishonor form
 4. Affidavit of Mailing
 5. Letter of Acknowledgement of Payment
 6. Worthless check referral letter
- B. Any check stamped forgery by a financial institution or found to be a forgery through investigation shall be prosecuted on a state level.
- C. Any check in an amount of \$2500.00 or more, or a series of checks from a single source under \$2500.00 that when added together amount to \$2500.00 or more within a fifteen-day period shall be prosecuted on a state level.
- D. When a check or checks amount to less than \$2500.00 in a fifteen-day period, these cases may be prosecuted at the municipal level consistent with current bond amounts posted by the Clerk of Courts.
- E. Any check written for any amount where investigation shows the issuer to have a prior record for forgery or IOWC (issuance of a worthless check) shall have the case reviewed by the Milwaukee County District Attorneys Office for possible charging at the state level. Non-issuance of charges at a state level does not prohibit prosecution at the municipal level.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5500

ORDER: 5502

ISSUE DATE: September 13, 2024

REVIEW DATE: June 26, 2027

LAST REVIEW: June 26, 2024

SUBJECT: ID THEFT INVESTIGATION

PAGE 1 OF 2

I. PURPOSE

To define the criteria and procedure for handling identification theft complaints presented to the Department consistent with all other Milwaukee County agencies. To handle ID theft complaints consistently throughout the county, including:

- A. Taking all ID theft complaints reported by victims,
- B. Not sending victims to other departments to file additional reports, and
- C. Direct all officers investigating ID thefts to forward information to investigating supervisors for local follow-up or outside referral.

II. PROCEDURE

- A. If a Milwaukee County resident falls victim to ID theft linked in some fashion to the Village of Bayside, including related fraudulent activity (e.g. fraudulent use of a credit card, forgery, etc.) and comes to this department to file a report, this agency will take the ID theft complaint. No ID theft victim will be sent to another department to file a report. (Most likely, the victim will contact the agency where the crime(s) occurred or file a report with the law enforcement agency in the community where he/she resides.)
- B. If it is determined that related fraudulent activity occurred, but not in the jurisdiction where the ID theft report was filed, this information will be referred to the agency (ies) with jurisdiction. A letter of explanation and a copy of all police reports and any other pertinent documentation will be sent to those departments by the originating agency.
- C. If an ID theft report is taken by this agency and there is an occurrence of fraud in not only our jurisdiction but others, our agency will handle the entire investigation to avoid redundancy, unless extenuating circumstances dictate otherwise.

D. All Milwaukee County Law Enforcement Agencies agree to assist any investigating department at anytime.

E. ID theft that occurs outside Milwaukee County or the State of Wisconsin may be investigated by the originating agency or referred to the appropriate jurisdiction. Officers may make this decision only after clearing this request with their supervisor.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER	SECTION: 5600	ORDER: 5601
	ISSUE DATE: September 13, 2024	
	REVIEW DATE: June 29, 2027	
	LAST REVIEW: June 29, 2024	
SUBJECT: CONTACT WITH JUVENILES		PAGE 1 OF 11

I. INTRODUCTION

Police officers have, by law, certain duties and responsibilities pertaining to juveniles. The role of law enforcement in juvenile justice and delinquency prevention must be responsive to the needs of the youth, the family, and the community. Officers must focus on both enforcement and prevention functions, realizing neither role at the expense of the other. Officers must first be concerned with the well-being, rehabilitation and treatment of the juvenile and then, when appropriate, referral to the courts for sanctioning.

II. POLICY

The Bayside Police Department is committed to the development and continuation of programs directed to prevent and control juvenile delinquency. All officers, regardless of assignment, are expected to participate and support the Department's juvenile operations function. All officers dealing with juvenile offenders should use the least coercive means of handling juvenile offenders while preserving public safety, order, and the individual liberty of the youth(s) involved.

III. GUIDELINES

- A. All sworn personnel are to be familiar with the Children's Code (Chapter 48, WI. Stats.), the Juvenile Justice Code Section 938 of the Wisconsin Statutes, traffic codes, local ordinances, and related General Orders and Department Directives that deal specifically with the handling of juveniles. Juveniles are considered individuals who are less than 18 years of age, except that for purposes of investigating or prosecuting a person who is alleged to have violated a State or federal criminal law or any civil law or municipal ordinance, juvenile does not include those persons who have attained 17 years of age. The Juvenile Justice Code, Chapter 938 of the Wisconsin State Statutes, describes statutory requirements when dealing with children 10-16 years of age.
- B. Officers who interact with juveniles shall make every effort to have their official contact with them reflect this department's service-oriented philosophy through the display of courtesy and compassion which fosters a problem solving and counseling approach to the problems of youth and adolescence.
- C. In many cases, Wisconsin Law allows a police officer a great deal of discretion in juvenile violations. Minor offenses may only require a word of warning and/or contact with a parent/guardian to effectively correct the behavior or actions of the juvenile. More serious

violations may require a citation or taking the juvenile into custody and referred to juvenile court. Officers should consider the following factors in deciding the most effective and least coercive means of handling juvenile violations:

1. The nature and seriousness of the offense including the degree of wrongful intent, violence, premeditation, and knowledge of the violation.
 2. The age, maturity, and intelligence of the juvenile.
 3. The home environment and family situation, including the available likelihood that the child or parent can be successfully referred to a community-based rehabilitative program or a helping agency.
 4. Prior record and/or contacts with this department and the Juvenile Justice System if any.
- D. After initial field contact, enforcement action or contact, all juvenile cases will be referred to the shift supervisor for review and determination of proper disposition.
- E. While many provisions and safeguards are contained within the statutes that differentiate between the handling of adults and juveniles, the following area, in general, apply to both:
1. The standards for officer response and action to field situations regarding issues of officer safety.
 2. “Due Process” regarding an individual’s rights.
 3. The provisions of ss.968.24, “Temporary Questioning Without Arrest” and ss.968.25, “Search During Temporary Questioning” when behavior or conduct is suspicious, and officer choose to initiate a “Stop and Frisk” action and field interview.
- F. Pursuant to Department Directive Number 05-01, all custodial interrogations of juveniles shall be electronically recorded. Refer to the attached Directive for further instructions.

IV. PHYSICAL CUSTODY OF JUVENILES

- A. Section 938.19(1) grants authority for the taking of a child into custody when an officer reasonably believes that one or more of the following conditions exist:
1. A warrant
 2. A capias
 3. An order from a Judge that the welfare of a child demands that the child be immediately removed from his or her present custody.
 4. The child is committing or has committed an act, which is a violation of state or federal criminal laws, a civil law or local ordinance.

5. The child has run away from his or her parents, guardian or legal or physical custodian.
 6. The child has violated the terms of court ordered supervision or an order for temporary physical custody by an intake worker.
 7. The child is suffering from an illness or is in immediate danger from his or her surroundings and removal from those surroundings is necessary.
 8. The child is absent from school without excuse, Reference Sections 938.19(1m) and 118.15.
 9. The child is believed to be mentally ill, drug dependent, developmentally disabled, and evidences a substantial probability of physical harm or impairment to him/herself, or physical harm to another person. This belief shall be based on a recent overt act or attempt or threat to act or omission by the juvenile, which is observed by the officer or a reliable third person. Reference Section 51.15.
 - a. Investigating officers may contact the **Mobile Urban Treatment Team (M.U.T.T.)**, at **257-7621**, for an on-scene assessment.
- B. When a child has been taken into custody, the officer taking the child into custody shall attempt to notify the parent, guardian or legal custodian of the child, as soon as possible, by the most practical means. Refer Section 938.19(2). The arresting officer shall advise the parent, guardian, or legal custodian of the offense for which the juvenile has been detained. The officer shall also advise this person that the juvenile has been, or may be, questioned regarding the offense, and provide an estimated amount of time that the juvenile will be in custody, or when the juvenile will be available for release.
- C. The arresting or investigating officer shall determine if the juvenile is injured, or in danger of harm, and provide for medical attention if necessary. The officer shall, at the time of custody, explain to the juvenile the reason for the detention, and advise them of their Constitutional Rights when applicable. The officer shall also explain agency and juvenile justice system procedures so as to provide the juvenile with information on what will happen to him or her and help ensure that the juvenile understands the possible consequences of their actions.
- D. Reports and Booking Criteria:
- Arresting officers shall complete a juvenile arrest report and any other report required, for all juveniles taken into custody. Juveniles taken into custody shall be booked for all violations, except non-criminal traffic violations. Exceptions must be approved by the shift supervisor.
- E. In-custody Detention:
1. When the juvenile is to be transferred to the Children's Center, the juvenile should be processed and transported without unnecessary delay.
 2. In cases not involving transfer to the Children's Center, every effort will be made to release the juvenile to a parent, guardian or responsible adult as soon as reasonably possible.

3. Physical detention of juveniles
 - a. No juvenile who is being held for a status offense (i.e. conduct that would not be a crime if it were committed by an adult) shall be held in a secure setting such as the lockup area or holding facility or any temporary detention room. Status Offenders shall not be secured to any immovable object.
 - b. Juveniles who are detained for violations of the criminal code and other non-status offenses may be held in lock-up if they are separated by sight and sound from adults.
4. In-custody juveniles shall not be left unsupervised.
5. Juveniles shall not be detained solely as a means of punishment.
6. Officers will limit the duration of the interrogation, and the number of members engaged in the interrogation, to that which is reasonable considering time of day, juvenile's age, and other physical and/or emotional needs.

V. JUVENILE DISPOSITIONS

- A. Released- A juvenile may be released without charges after investigation reveals that the juvenile was not involved in the offense or that there is insufficient evidence to adequately support the elements of the offense.
- B. Counseled and released to parent or guardian without further action: This disposition should be considered when the elements of the offense are present but where the offense is of a minor nature with no prior arrest record. The juvenile's demeanor and acceptance of responsibility should also be considered when deciding on this disposition.
- C. Municipal citation, Traffic citation, Order-in: Juveniles may be issued municipal citations, traffic citations or ordered in before the Village Attorney when appropriate. Summary arrests for non-traffic violations must be approved by the shift supervisor.
- D. Referral to the Children's Center: Juveniles should be referred to the Children's Center when one or more of the following conditions exist and when other dispositions are deemed inadequate:
 1. The offense is a felony or misdemeanor.
 2. The offense is one of a series of offenses, which were previously handled without referral.
 3. When the nature of the offense, parental demeanor or the juvenile's demeanor indicate that additional counseling is necessary.
 4. Certain traffic offenses, reference Section VII.

VI. CHILDRENS CENTER

A. The Milwaukee County Children's Court Center is located at 10201 W. Watertown Plank Road. A referral for detention will be based on one or more of the following criteria set forth in Section 938.205:

1. Probable cause exists to believe that if the child is not held, he or she will commit injury to the person or property of others, or cause injury to his or her self.
2. The juvenile is being detained for suspicion of committing one of the following criminal violations:
 - a. Battery to Police Officer, Teacher, Bus Driver, or Elderly
 - b. Battery or intimidation of Victim/witness
 - c. Aggravated Battery
 - d. Arson to Residential Building
 - e. All Firearms Offenses
 - f. Nighttime Gang Related CDTP
 - g. Delivery of a Controlled Substance
 - h. POCS w/intent to Deliver (School Related)
 - i. Recklessly Endangering Safety
 - j. Escape
 - k. False Imprisonment
 - l. Homicide or Attempted Homicide
 - m. Residential Burglary
 - n. Reckless Injury
 - o. Any Weapon Offense Resulting in Victim Injury
 - p. OVWOC With or Without a Pursuit
 - q. Prostitution
 - r. Robbery or Attempted Robbery
 - s. Theft from Elderly Person
 - t. 1st or 2nd Degree Sexual Assault
 - u. Any felony while on Probation
 - v. Reported Mission on Probation
 - w. Any Delinquent Act while Under a Non-Secure Order

3. Probable cause exists to believe that the parent, guardian or other responsible adult is unavailable, unwilling or unable to provide adequate supervision and care.

4. Probable cause exists to believe that the child will run away or be taken away so as to be unavailable for court proceedings.

B. Once the Decision has been made to detain a juvenile at the Children's Center, the following forms shall be completed and filed with the Children's Center at the time of the detainment:

1. ADR and all related reports.
2. Temporary physical custody request
3. Juvenile recommendation report
4. Referral cover sheet

- C. When a juvenile is ordered in to appear at the Children’s Center, a minimum of 14-25 calendar days should be allowed between the report date and the order-in date. Copies of the related reports shall be completed and mailed to the Center as soon as possible. Victims and witnesses are not to be ordered to appear at the center unless specifically requested by the District Attorney’s Office. Officers ordering Juveniles to appear at the Children’s Center shall contact the juvenile’s parent or legal guardian of the date, time, location and reason of the appearance.

MILWAUKEE COUNTY CHILDREN’S COURT CENTER

10201 W. Watertown Plank Rd. Wauwatosa, WI 53226

D.A.’s Office – Children’s Division	257-7725
Court Commissioner	257-6143 / 257-7883
Clerk of Courts	257-7700
Delinquency & Court Services	257-7721
Detention Custody Intake	257-7710
Juv. Prob. Center (235 W. Galena St.)	289-7900
All other requests	257-7710

V. JUVENILE TRAFFIC VIOLATIONS

A. All traffic violations are issued on a uniform traffic citation. For all violations referred to the Children’s Center, a juvenile report, referral and a copy of the juvenile’s traffic record are also required.

1. Juveniles under age 12

a. All violations are referred to the Milwaukee County Children’s Center.

2. Juveniles age 12-15

a. Criminal traffic violations are referred to the Children’s Center.

b. Non-criminal violations are referred to Municipal Court.

3. Juveniles age 16 and older

a. Criminal traffic violations are referred to the District Attorney’s Office.

b. Non-criminal violations are referred to Municipal Court.

VII. JIPS PETITION

A. Juveniles in need of protection or services, Section 938.13, is a category which includes certain juvenile offenders.

1. All juvenile offenders under 10 require a JIPS petition for referral of a delinquent act.

2. Juveniles who are habitually truant from home or school, or who are unable to be controlled by a parent or guardian, should be referred under a JIPS petition.
- B. Officers referring a child to the Children’s Center under a JIPS petition shall enter, “Juvenile in need of Protection or Services” along with “Section 938.19” in the offense portion of the juvenile arrest report.

VIII. CUSTODY DISPUTES

- A. All investigations concerning child custody disputes shall be documented on an incident report.
- B. When an officer encounters a parent or another person in a custody dispute claiming the right to custody of the child the officer must be presented with a certified copy of the Custody Decree. All custody orders must be certified by the Clerk of Courts in the county where the court order originated. If the court Decree originated in the State of Wisconsin then the officer must give full faith and credit to that order. Out of state custody orders must be certified by the Milwaukee County Clerk of Courts prior to being enforced.
- C. In cases of custody disputes, or Out of State custody orders not certified in Wisconsin, involved parties should be directed to contact the Milwaukee County Clerk of Circuit Court, 901 N. 9th St. Room G-9, 278-4139 or 278-4120, for resolution.
- D. Unless presented with a certified copy of a Custody Decree, the child shall remain with the person providing care for the child, providing that the care is deemed adequate to ensure the child’s welfare and safety.
- E. In the event that custody cannot be determined where the child’s health and safety are concerned, or where the child may be removed from the State prior to determining custody, then the Department of Human Services should be contacted for assistance. Involved parties should also be ordered to appear at the Milwaukee County Children’s Court Center for custody review.
- F. In cases of child custody disputes where the child is missing due to parental interference, then a missing juvenile report shall be filed.
- G. In all cases of child custody disputes where the officer has concerns for the child’s well being, the officer is encouraged to contact the Department of Human Services or the Children’s Center for guidance.

IX. WARRANTS AND CAPIASES

- A. When an officer encounters a juvenile wanted on a warrant or a capias, the officer shall:
1. Take the juvenile into custody and transport to the Department.
 2. Contact the issuing agency to determine if they want the juvenile held, awaiting release to their agency.

3. If the warrant states transport to the Juvenile Detention Center, the child will be transported there. If the warrant advises the arresting agency to contact the Bureau of Child Welfare the juvenile should not be transported to the Juvenile Detention Center. The Bureau of Child Welfare must be contacted at 414-220-7233 to determine the disposition of the juvenile.

X. RUNAWAYS

When an officer is assigned to investigate a missing juvenile complaint where probable cause exists to believe that the child is missing the officer shall follow the procedures outlined in Order 5602, Missing Children.

XI. INTOXICATED / INCAPACITATED JUVENILES

A. Whenever an officer encounters a juvenile who is either intoxicated or incapacitated by alcohol the officer shall take the appropriate law enforcement action along with the following dispositions:

1. Intoxicated:

Released to a parent, guardian or other responsible adult. If unable to release then take into custody under Statute 51.45 (11)(a) and transport to Children's Center.

2. Incapacitated

Place juvenile into protective custody and contact the Fire Department for medical attention. Once medical attention has been received then release to a parent, guardian or other responsible adult. If unable to release then transport to the Children's Center under Statute 51.45 (11)(b).

XII. JUVENILE RECORDS

A. Police Department records of children are to be kept separate from adult records. Departmental records of juveniles shall not be open for inspection or their contents disclosed except for:

1. The exchange of information with other law enforcement or social welfare agencies.
2. The confidential exchange of information between police and school officials of the school attended by the child.
3. The exchange of information with news agencies who wish to obtain information the purpose of reporting news without revealing the identity of the child.
4. Upon a discovery motion or any other court order.
5. Upon request of victims or the juvenile's parents if applicable under Open Records Policy.
6. Reference Section 938.396 State Statutes and Order 6101 regarding the Release of Information.

By Order Of:

Thomas Liebenthal
Chief of Police

DEPARTMENT DIRECTIVE



DIRECTIVE NUMBER 05-1

Date: July 20, 2005

Retention: Permanent

Review: July 2006

To: All Personnel

From: Chief Bruce Resnick

Subject: Recording Statements of In-custody Juveniles

The Wisconsin Supreme Court on July 7, 2005, exercising its "superintending and administrative authority" over all state courts, issued a ruling in the case of *State v. Jerrell C.J.*, [2002AP3423; 2005 WI 105]. This ruling requires that "all custodial interrogation of juveniles... be electronically recorded..."

1. Effective immediately, the following procedure shall be followed for the custodial interrogation of juveniles who have not reached their seventeenth (17th) birthday. **There shall be no direct questioning, interviewing, or interrogation of a juvenile in custody unless it is tape recorded or otherwise authorized by Paragraph 3 of this Directive.**
2. Whenever officer intend to take a statement from a juvenile suspect under 17 years of age who is in custody (not free to leave the officer's presence) for a Village or State violation of law, officers shall utilize their IVACS in-car video system to minimally record the audio portion of the juvenile's statements. The IVACS audio/video shall be copied to a CD/DVD as soon as reasonably possible after the statement is recorded. If the juvenile is in the police facility officers shall use the digital video recorder to record the juvenile's statements.
3. The juvenile shall be informed that the interrogation will be recorded. If the juvenile wishes to give a statement but insists it not be recorded, the tape shall so indicate before being turned off. The juvenile's untapped statements shall then be included in the officer's narrative report. In addition, any spontaneous, unsolicited statements made by the juvenile shall be included in the narrative report.
4. Officers shall use a new tape for the statement of each juvenile suspect.
5. The Incident Report number shall be written on each tape before beginning the interview.
6. The officer shall begin the recording by stating the following on the tape in these or similar words: "This is Officer (full name) taking the statement of (name of juvenile) for I.R. number -----. This statement is given at (location) on (day of week), (date), at (time). Interviews of juvenile suspects may occur on scene, in a security guard office, in the police station, or at some other location.
7. If for any reason it is necessary to stop the interrogation, the tape shall NOT be stopped. The entire interrogation with the juvenile suspect shall be recorded.
8. The tape for each suspect shall be placed on property inventory.

9. The narrative for the incident report shall include the fact that there is one or more suspect taped interviews.

To facilitate this directive, additional tape recorders have been purchased and will be stored in the Muster room. Additional audiocassette tapes and batteries have been purchased and are available.

Bruce Resnick
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5600

ORDER: 5602

ISSUE DATE: September 13, 2024

REVIEW DATE: June 29, 2027

LAST REVIEW: June 29, 2024

SUBJECT: MISSING CHILDREN

PAGE 1 OF 4

I. INTRODUCTION

This order was written to establish responsibilities and guidelines regarding reports of missing children taken by this agency. The Bayside Police Department will thoroughly investigate all reports of missing children and will consider the child or children as being “at risk” until significant information to the contrary is confirmed. Jurisdictional issues will not be considered and a report will be taken by this department if the child resides in, or was last seen in this jurisdiction. Issues pertaining to parental custody occasionally arise and it will be the policy of this department to accept the report of a missing child even if custody has not been formally established. Since the safety of the child is paramount, officers of this agency will be required to take a report when it can be shown that a child has been removed, without explanation, from his/her usual place of residence or last known location within the Village of Bayside.

II. DEFINITIONS

A. The term “**missing child**” includes a person who is:

1. younger than eighteen (18) years of age, and
2. whose whereabouts are unknown to his or her parent, guardian, or responsible party

B. The term “**at risk**” refers to a missing child who is:

1. thirteen (13) years of age or younger (**This age was established by the federal Missing Children Assistance Act because children of this age group have not established independence from parental control, and do not have the survival skills necessary to protect themselves from exploitation**) –or–
2. believed to be (one or more of the following):
 - a. out of the zone of safety for his or her age
 - b. mentally diminished
 - c. drug dependent, includes both prescription and illicit substances
 - d. a potential victim of foul play or sexual exploitation

- e. in a life-threatening situation
- f. absent from home for more than twenty-four (24) hours prior to being reported to police as missing
- g. believed to be with others who could endanger his or her welfare
- h. is missing under circumstances inconsistent with established patterns of behavior

III. OPERATIONAL GUIDELINES

- A. All officers sent to a complaint of a missing child shall immediately investigate the circumstances surrounding the disappearance of the child in an effort to verify that the child is in fact missing and to expedite the probable need to contact additional resources to assist in the recovery process. The initial investigation should minimally include but not be limited to the following:
 - 1. The initial responding officer shall respond promptly to the scene to obtain background information surrounding the child's disappearance. Unless in immediate response to the child's safety, the initial responding officer will always respond to the scene to obtain information that can be broadcast to other responding units and involved agencies if applicable. Information to be obtained should include but not be limited to:
 - a. Interview the parents or reporting person in an effort to gain insight into the circumstances surrounding the disappearance needed to conduct an initial assessment of the case.
 - b. Obtain a full physical description of the missing child in addition to clothing worn and any noteworthy features. Photographs as well as video images should also be secured if possible. Also obtain when, where, and by whom the child was last seen.
 - c. Verify the child is in fact missing. Dependant on the child's age, it should never be assumed searches by distraught parents or others reporting the child's disappearance are performed in a thorough manner. A check of the home and surrounding grounds where children can be trapped, asleep, or hiding should be made. In the case of older children, the officer(s) should ask the reporting person if they have checked with friends or overlooked something the child might have said previously that would explain the absence. If possible, determine whether the child was recently in contact with someone online. Since predators are known to use the internet to identify vulnerable children, what appears at first to be a runaway case, may in fact be a child at great risk. Also, note whether the child has his or her own pager or cell phone and whether it is with them or not.
 - d. Confirm the child's custody status and identify the circumstances of the disappearance. This is the time officers need to determine whether they believe the disappearance warrants a heightened level

of response and notification such as those listed in B2 of section II of this order and begin to employ additional response methods if applicable. Discussion of a possible Amber Alert notification should be initiated if an abduction situation and applicable criteria exist.

- e. Begin interviewing the individual(s) who last had contact with the child keeping in mind these individuals could be potential suspects. Interviews of witnesses should be made as soon as practically possible to alleviate witness information being shared, discussed, and possibly confusing the facts.
- f. Identify the child's zone of safety for his/her age and developmental stage. Investigating officers should make an attempt to determine how far a child could travel from the location last seen before he/she would most likely be at risk of injury or exploitation.
- g. Document any pertinent information and descriptions, and provide this detailed information to other units, supervisory personnel, agencies and the media to keep them up-to-date on the facts of the case.
- i. Prepare all necessary reports and appropriate forms. Reports in missing children and child abduction cases should include **everything**, not just those events that seem to have a direct bearing on the case. Make sure the appropriate notifications in the NCIC Missing Person Files are made and transmitted promptly with emphasis on the correct selected category.
- j. Be prepared to deal with the media. The Chief and/or his designee should be contacted in addition to the Village Manager. Additional supervisory personnel if applicable.

IV. RECOVERY AND CASE CLOSURE

- A. An officer who is assigned to the recovery or return of a missing child will be responsible to:
 - 1. Verify that the returned child is, in fact, the reported missing child. Officers should personally verify the child's identity as well as assessing the child's safety and possible prevention of future episodes.
 - 2. Arrange for intervention services if indicated. During the verification process, officers should be alert for indications that additional services may be needed before the child can safely remain with the family. These services may include mental and/or physical health examinations and arrangements for family counseling.
 - 3. Complete the appropriate supplemental reports and cancel all outstanding notifications. This should include a supplemental report that describes the

child's activities while missing and the circumstances of the recovery/return.

This order is not an exhaustive list of duties required of an officer when presented with a missing child case but simply guidelines to assist officers with the process. Every missing case is unique in nature and may require additional resources and investigative techniques that are not mentioned in this order. For this reason, this order will be reviewed and evaluated on a regular basis in an effort to maintain its effectiveness and efficiency in assisting this department with locating missing children.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

DEPARTMENT DIRECTIVE

SECTION: 5600

ORDER: 5603

ISSUE DATE: September 13, 2024

REVIEW DATE: June 29, 2027

LAST REVIEW: June 29, 2024

SUBJECT: AMBER ALERT

PAGE 1 OF 2

I. INTRODUCTION

The Wisconsin Amber Alert Plan is an effort to enhance law enforcement's ability to respond effectively and efficiently in a missing/abducted child investigation with the hope of preventing the victimization of children in Wisconsin. Amber Alert is a collaborative partnership between law enforcement agencies and broadcasters to alert the general public when a child is missing/abducted. In this cooperative plan, radio and television stations interrupt programming with an emergency tone similar to the one used to warn about severe weather conditions utilizing the Emergency Alert System (EAS). Amber Alert is an emergency child abduction alert. It has one purpose, to **save the life of a child**.

The EAS provides a rapid response in the search of a missing/abducted child. When a warning alert is activated, the entire community or the entire state is searching for a missing child in a matter of minutes. The Amber Alert warning system will hopefully be a deterrent for would be abductors or otherwise coerce the abductor into releasing the child for fear of being apprehended. This partnership brings law enforcement, broadcasters and communities together working toward the same goal in an effort to better protect and safeguard our children. The Amber Alert Plan is one of the most effective strategies law enforcement agencies statewide can utilize in reuniting children with their families.

II. DEFINITIONS

- A. **Abducted Child** – A child 17 years of age or younger who has been unwillingly removed from his/her environment without permission from the child's legal guardian or designated legal representative.
- B. **Immediate danger** – For purposes of this policy, children considered in immediate danger who do not fall under the direct Amber Alert criteria are children who have mental conditions, medical conditions, or physical disabilities that place their health and safety at severe risk.

III. GUIDELINES

- A. Officers must respond to a report of a missing child as defined in General Order 5602 and recognize the need to activate the Amber Alert System in an effort to assist in the rapid recovery of the child. To activate the system and maintain its intended effectiveness; the mandatory minimal criteria must be met:

1. The child must be 17 years of age or younger.
 2. The child must be in danger of serious bodily harm or death.
 3. Enough descriptive information about the child, the suspect(s) and/or the suspect vehicle(s) to believe an immediate broadcast alert will help locate the child.
 4. Cases involving children who are in “immediate danger” as defined in IIB of this directive shall be evaluated on their own merits and on a case-to-case basis by this department.
 5. Amber Alert is not to be used for runaways or family abductions unless the child’s life is in immediate danger.
- B. The shift supervisor shall check all requests for accuracy in addition to the requirements listed in #4 of the law enforcement standard operating procedures checklist.
- C. An Amber Alert notification packet has been established and will be located in the officer report writing room form cabinet. This packet will contain all the necessary forms and instructions to proceed with an Amber Alert activation. The law enforcement protocol list that is located in the packet shall be utilized during activation to ensure the process proceeds as smoothly as possible.
- D. The **Dane County Public Safety Communications Center** is the contact agency for Amber Alert and should be notified for requests via telephone in addition to any questions that would arise. Their telephone number is 608-267-3913.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5600

ORDER: 5604

ISSUE DATE: September 13, 2024

REVIEW DATE: June 29, 2027

LAST REVIEW: June 29, 2024

SUBJECT: RELINQUISHING CUSTODY OF NEWBORNS

PAGE 1 OF 3

I. PURPOSE

Wis. State Statute 48.195 allows the parent of a newborn child to relinquish custody of his/her child into the care of a law enforcement officer, emergency medical technician, or hospital staff member with anonymity and confidentiality unless there is reasonable cause to suspect that the child has been the victim of abuse or neglect.

II. POLICY

The Bayside Police Department shall accept custody of a newborn child under the provisions of 48.195 in order to protect the health and safety of the child and to provide a safe harbor until the child can be transferred to a medical facility. Child Protective Services shall be notified as soon as practically possible.

III. DEFINITIONS

- A. Newborn: A child who is reasonably believed to be less than 72 hours old.
- B. Abuse or Neglect as defined under Wis. State Statute 48.941(1)(d).

IV. STATUTORY REQUIREMENTS

- A. A parent who wishes to relinquish custody of their child can either bring the child to the police station, deliver it to an officer, or call 911 and have an officer dispatched to meet the parent and take custody of the child.
- B. Any officer who takes the custody of a child shall take any action necessary to protect the health and safety of the child and shall, within 24 hours after taking custody of the child, deliver the child to an intake worker under Wisconsin Statute 48.20. Within 5 days after taking the child into custody a birth certificate shall be filed under Wisconsin Statute 69.14(3).
- C. Unless there is reasonable cause to suspect that the child has been the victim of abuse or neglect or that the person assisting the parent is coercing the parent into relinquishing custody of the child, the following conditions apply regarding a parent

who relinquishes custody of their child and any person who assists the parent in that relinquishment:

1. They have the right to remain anonymous.
 2. No person may induce or coerce, or attempt to induce or coerce, a parent or assisting person into revealing their identity.
 3. They may leave the presence of the officer who took custody of the child at any time, and no person may follow or pursue them.
 4. An officer cannot attempt to locate or ascertain the identity of a parent who relinquishes custody of a child.
- D. Any person who obtains any information relating to the relinquishment of a child shall keep that information confidential and may not disclose that information, except to the following persons:
1. The birth parent of the child, if the parent has waived their right to remain anonymous, or the adoptive parent of the child if the child is later adopted.
 2. Appropriate staff of the child welfare agency that is providing services to the child.
 3. An attending physician for purposes of diagnosis and treatment of the child.
- E. Any officer who takes a child into custody shall make available to the parent the Maternal and Child Health toll-free telephone number, which is 1-800-722-2295. The decision whether to accept this information is entirely voluntary on the part of the parent.
- F. Any officer who takes custody of a child is immune from any civil liability to the child's parents, or any criminal liability for any good faith act or omission occurring solely in connection with the act of receiving custody of the child from the child's parents but is not immune from any civil or criminal liability for any act or omission occurring in subsequently providing care for the child.

V. PROCEDURES

The officer who takes custody of a child under this law shall:

- A. Attempt to obtain as much voluntary information as possible from the person who surrenders the child.
- B. Attend to the immediate care/needs of the child.
- C. Make available to the parent the Maternal and Child Health telephone number 1-800-722-2295.

- D. Request a NSFD ambulance to respond to the child's location. NSFD will perform a medical assessment then transport the child to Children's Hospital. Children's Hospital will be responsible for filing a birth certificate.
- E. Complete a report of the incident with the available information, including notification of Child Protective Services at 220-7233 and any necessary follow-up.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5700

ORDER: 5701

ISSUE DATE: September 13, 2024

REVIEW DATE: August 10, 2027

LAST REVIEW: August 10, 2024

SUBJECT: ALCOHOLIC BEVERAGE LICENSING

PAGE 1 OF 2

I. INTRODUCTION

The Municipal Code of the Village of Bayside provides for the regulation and control of various activities. These activities include the sale and consumption of alcoholic beverages. This particular regulation is accomplished through a combination of licensing and periodic inspections.

The Bayside Police Department is principally responsible for periodic inspections and enforcement of municipal regulations. Licensing is principally the responsibility of the Village Clerk / Treasurer. However, because law enforcement agencies have access to background information, our Police Department has a role in the review and processing of license applications. This directive establishes procedure and responsibility for this activity.

II. RESPONSIBILITY

Inspection, enforcement, background investigations and review of license applicants are primarily the responsibility of the Chief of Police or his designee.

- A. After an application has been accepted for police review from the Village Hall, the applicant will be directed to the Police Department for fingerprints and a photograph. Photographing and fingerprinting will only be completed for new or first time applicants. An individual applying for renewal that has already been fingerprinted need not go through the process again. If an officer is not available, an appointment will be made with the applicant at the Police Departments earliest convenience.
- B. Inspection of premises and enforcement of applicable regulation will be the responsibility of the designated Lieutenant. That Lieutenant will make periodic inspections on an annual basis unless there is a specific need to inspect any premise more frequently.
- C. The physical inspection of a licensed premise will be made by sworn officers on a periodic basis in both uniform and plainclothes assignments.
- D. The investigation of the background of specific individuals who are applicants for licenses granted by the Village is the specific responsibility of the Chief of Police or his designee. The Administrative Staff has authorization to review and approve reports on behalf of the Chief unless there is any matter found in the background that would be of interest or concern to the department.
- E. A "license file" shall be maintained by the designated sergeant indicating all businesses holding municipal licenses to dispense alcohol. A log will be kept in the sergeant's office indicating each licensed premise check. A list of checks completed and the outcomes will be forwarded to the Chief on an annual basis.

III. ENFORCEMENT PROCEDURE

- A. The objective of periodic inspection is to gain compliance with municipal and wherever appropriate, state regulation. Accordingly, warnings for first time violations of a technical nature are at the discretion of the inspecting officer.
- B. Where the option to issue a citation to the person directly responsible for a violation exists as an alternative to issuing a citation to a business, the person directly responsible should be cited if the violation was the first during the current license period and not technical in nature. Second and all subsequent violations should result in a citation being issued to both the person responsible and the business.
- C. Officers should be aware of the possibility of an employee possessing a temporary “Provisional Operators License” issued by the Village. This license allows the individual named on the license to serve fermented malt beverages and intoxicating liquor for a period not to exceed 60 days past the time of issuance. There will be one temporary license allowed per person in a calendar year.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5800

ORDER: 5801

ISSUE DATE: September 13, 2024

REVIEW DATE: June 29, 2027

LAST REVIEW: June 29, 2024

SUBJECT: MUTUAL AID

PAGE 1 OF 2

I. PURPOSE

The purpose of this policy is to establish guidelines for providing assistance to or request assistance from another law enforcement or governmental agency.

II. POLICY

It shall be the policy of this department to seek assistance or request aid from another agency whenever the need arises. Generally, this need usually results from an emergency such as a civil disorder, major fire, flood, disaster or incident where local resources are unable to preserve the peace or protect the rights, lives or property of citizens.

III. GUIDELINES

A. REQUESTING ASSISTANCE FROM OTHER AGENCIES

1. When a condition exists that exceeds the physical or organizational capabilities of this department, the shift commander may request mutual aid from any law enforcement agency to assist our department.
2. The requesting officer shall determine the number of personnel and equipment necessary to deal with the situation.
3. When investigations can be handled more effectively by the use of specialized units, personnel, or equipment not available within the department, the Shift commander shall evaluate and consider the use of specialization available to the department through other agencies.
4. The requesting officer shall be aware of the availability of the Suburban Mutual Assistance Response Team (S.M.A.R.T.) agreements and the procedures for calling such a request as set forth in the S.M.A.R.T. binders located in several locations within our department. There is also the availability of a Northshore RTF Team if needed for an active shooter type situation.

B. ASSISTING OTHER AGENCIES

1. It will be the policy of this department to furnish police assistance to any law enforcement agency when it is requested to do so.
2. A request will be necessary from the agency seeking assistance unless it appears there is a serious danger to life or property and waiting for a request would compound the incident.
3. It will be the responsibility of the command staff or shift commander to determine the extent of assistance given while recognizing the level of protection needed for the Village of Bayside.
5. Officers from this department who respond to another agency by request shall report to the area designated by the requesting officer and shall be under his/her command. Pursuant to State Statute, the responding officer(s) shall have all police powers of the police officers of the requesting agency.
6. Expenditures borne by the department(s) summoned for mutual aid shall be paid as provided in SS. 66.0513 by the requesting agency.

C. MILITARY ASSISTANCE

1. As provided in SS. 21.11, the president of any village can request mutual aid through the Governor of the State of Wisconsin.
2. The Chief of Police or his designee shall provide an evaluation of the necessity for military aid to the Village President as soon as practically possible.

D. FEDERAL LAW ENFORCEMENT ASSISTANCE

1. Occasionally it will be necessary to request the assistance of a federal law enforcement agency to investigate matters that fall outside of local jurisdictional authority and that come to the attention of the department. For cases that are non-emergency criminal in nature, the Chief of Police or his designee may make the request to the appropriate federal agency.
2. During emergencies, the shift commander or highest-ranking officer may make the request. The Chief of Police or his designee will be notified that such a request has been made.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5800

ORDER: 5802

ISSUE DATE: September 13, 2024

REVIEW DATE: June 29, 2027

LAST REVIEW: June 29, 2024

SUBJECT: NATIONAL INCIDENT COMMAND SYSTEM

PAGE 1 OF 3

I. PURPOSE

The purpose of this order is to establish a guideline for police personnel to command, control, and coordinate a response for an incident in the Village of Bayside. This is accomplished through the use of the Incident Command System (ICS) and the National Incident Management System (NIMS). This order will integrate all past emergency response policies and orders into NIMS.

II. POLICY

In accordance with Presidential Directive (HSPD)-5, *Management of Domestic Incidents*, the Bayside Police Department adopts the National Incident Management System (NIMS). It is the policy of the Bayside Police Department to utilize the Incident Command System (ICS) and the National Incident Management System to manage incidents within the Village of Bayside, as it provides a means to coordinate the efforts of individual agencies as they work toward the common goal of stabilizing an incident and protecting life, property, and the environment. This order will outline procedures and guidelines for police personnel to manage incidents; however the use of ICS is a dynamic application and will expand or contract as the response requirements escalate or de-escalate.

III. ICS ROLES / RESPONSIBILITIES

The ICS organization is built around five major components: Command, Operations, Planning, Logistics, and Finance / Administration. These five major components are the foundation of the ICS. In small-scale incidents, all of the components may be managed by one individual, the *Incident Commander*. Large-scale incidents usually require that each component or section be set up separately. Each of the primary ICS sections may be divided into smaller functions as needed, but all incidents, regardless of size and complexity will have an Incident Commander. Incidents that require multi-agency response or include multi-jurisdictional response will typically require the use of the Unified Command structure. This will allow for different agencies or jurisdictions to make decisions that affect the outcome of the incident and the personnel involved, however one Incident Commander will work in the Unified Command Structure. The five major components of the incident command system are:

1. **Command** – The Command Staff may consist of these additional responsibilities as an incident expands and progresses:
 - a. Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies. The Liaison Officer may have assistants.
 - b. Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.
 - c. Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personal safety. The Safety Officer may have assistants.
2. **Operations** – The Section responsible for all tactical operations at the incident and includes: Branch, Division, Group, Unit, Task Force, Strike Team, and Single Resources.
3. **Planning** – Responsible for the collection, evaluation, and dissemination of information related to the incident, and for the preparation and documentation of the Incident Action Plan. The Section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. Includes the Situation, Resources, Documentation, and Demobilization Units, as well as Technical Specialists.
4. **Logistics** – The Section responsible for providing facilities, services, and materials for the incident. The Logistics Section includes the Service Branch (Communication Unit, Medical Unit, and Food Unit) and Support Branch (Supply Unit, Facilities Unit, and Ground Support Unit).
5. **Finance/Administration** – The Section responsible for all incident costs and financial considerations. Includes the Time Unit Procurement Unit, Compensation/Claims Unit, and Cost Unit.

IV. TRAINING

All police personnel will minimally complete the required independent study courses offered through the Federal Emergency Management Agency on the Incident Command System consistent with their respective position within the organization. This training will be consistent with the requirements of NIMS and the Departments commitment to compliance. Most courses present themselves as self-paced online courses at www.fema.gov. Annual incident command refresher training will be attended by each officer whether it be internal or from an outside source. This training will be documented and placed in an employees training file.

V. INTEGRATION WITH BAYSIDE EMERGENCY OPERATIONS PLAN

The National Incident Management System (NIMS) manual is incorporated into the Village of Bayside Emergency Operations Plan Guidebook. The entire NIMS publication as set forth by the U.S. Department of Homeland Security is available online at www.nimsonline.com.

VI. EQUIPMENT INSPECTION AND ANNUAL POLICY REVIEW

- A. Any special equipment with the potential for use in unusual circumstances will be inspected quarterly for operational readiness. Some of this equipment is carried in police vehicles and is inspected on a weekly basis and recorded.
- B. The Chief of Police or the Chief's designee will conduct an annual review of the Department's Emergency Operations Plan and shall update the contents as necessary to ensure all procedures are in accordance with the needs of the Department.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 5800

ORDER: 5803

ISSUE DATE: September 13, 2024

REVIEW DATE: June 29, 2027

LAST REVIEW: June 29, 2024

SUBJECT: EMERGENCY OPERATIONS

PAGE 1 OF 8

I. PURPOSE

The Emergency Operations policy is a guide for managing a natural or man-made disaster, emergency, or other critical incident that affects the community. The intent is to provide the on-scene supervisor with procedures for coordinating efforts with other agencies and resources necessary to effectively manage a large-scale event. The level of resources required to manage an incident will depend upon the type, scope and duration of the event. The Village of Bayside is a member of Zone A of the Milwaukee County Emergency Management Program.

II. POLICY

- A. The Incident Command System (ICS) is to be used when dealing with all disasters, emergencies or other critical incidents.
- B. The primary police responsibilities when responding to disasters and emergencies are:
- Scene security and perimeter control.
 - Traffic and crowd control.
 - Public warnings and evacuation.
 - Protection of critical facilities and resources.
 - Investigation of criminal activity.

III. COMMAND AND CONTROL

- A. The ranking supervisor at the scene shall assume command of the incident unless relieved by a higher-ranking officer in the Chain of Command. The Incident Commander is responsible for command and coordination of all resources at the scene, including personnel and resources from other agencies. For events involving multiple disciplines, a unified command should be established.
- B. SUPERVISOR PROTOCOL

When confronted with a disaster, emergency, or other unusual incident, the on-scene supervisor should follow this basic outline to help establish control of the situation.

1. Determine scope of incident (casualties/damage) and whether the incident has the potential to expand or escalate.
2. Establish a command post near the scene. Institute ICS and establish additional assignments as necessary. Situation maps are available in the staging kit, incident command vehicle, and SMART manuals. Reference Emergency Operations Checklist.
3. Establish a perimeter, identify safe entry/exit routes and provide for traffic control. Commence primary police services. Protect critical facilities and resources where appropriate. Coordinate, restrict or enhance radio communications in an attempt to enhance coordination of incident.
4. Determine communications needs, which may include restricted frequencies, interoperability with responding agencies, and additional dispatch and desk personnel. In the event our communications center becomes inoperable, the back-up dispatch site is the Oak Creek Communications Center.
5. Determine manpower needs: immediate needs, long-term needs and maintaining police coverage of unaffected areas. Mutual aid, SMART, S.W.A.T. or tactical teams: and mobilization of off-duty personnel should be considered when necessary. Make emergency notifications.
6. Determine equipment needs and availability. If necessary equipment is not available, it may be requested from other agencies or rented/purchased upon approval of the Chief of Police or his designee. Determine transportation needs and arrange for transportation of officers from staging area to assignments when necessary.
7. Assign a PIO to provide media briefings. The PIO can also provide public information duties and help maintain community relations.
8. Establish procedures for returning to normal police operations once the incident has ended. Includes site clean up or security, accounting and release of personnel and equipment, and assignment of any post-occurrence duties. Ensure that all necessary reports are completed and prepare an after-action report if requested.

IV. PROCEDURES

A. Natural Disasters, Floods, Severe Weather

1. Identify affected areas.
2. Establish perimeter, reroute traffic.
3. Notify other agencies as needed
 - NSFD, DPW, Gas, Electric
 - Hospitals
 - Media
 - Surrounding Jurisdictions
 - Emergency Management
4. Public warnings and evacuation if required.

B. HAZ-MAT Incidents

1. Establish perimeter, re-route traffic. Consult with DOT Emergency Response Guidebook to determine safe distances. Utilize Emergency Hazardous Materials Reponse – Quick Reference card if available. Wind direction and weather conditions may affect perimeter size and safe traffic routes.
2. Coordinate with NSFD.
3. Notify other agencies as needed:
 - DPW, Gas, Electric.
 - Hospitals
 - Media
 - Surrounding jurisdictions.
 - Emergency Management
4. Public warnings and evacuation if required.

C. Man-made Disasters

Man-made disasters include such incidents as explosions, airplane and railroad accidents, and acts of terrorism.

1. Establish perimeter, re-route traffic.
2. Be aware of possible nuclear, biological or chemical contamination.
3. Notify other agencies as needed:
 - NSFD, DPW, Gas, Electric
 - FBI, FAA, Medical Examiner.
 - Hospitals
 - Media
 - Surrounding jurisdictions
 - Emergency Management
4. Treat as criminal investigation until ruled otherwise. Protect and preserve possible evidence.
5. Public warnings and evacuation if required.

D. Civil Disturbances

1. Establish perimeter, re-route traffic. Establish safe entry areas for emergency personnel.
2. Protect critical facilities and resources.
3. Attempt to de-escalate the situation. Establish escape route and funnel crowd towards it.
4. Safety takes priority over arrests. Use multiple officer teams and close support tactics.
5. Notify other agencies as needed.
 - NSFD, Gas, Electric
 - Hospitals
 - Media
 - Surrounding jurisdictions
6. Attempt to identify suspect leaders and main instigators, arrest if appropriate and possible.

7. Maintain secure area for prisoner control and medical attention.

E. Mass Arrests

During the course of civil disturbances, it may be necessary to make arrests of numerous individuals over a relatively short period of time. In order for this process to be handled efficiently, safely and legally, the officer in charge should ensure that

1. An arrest team designated to process all prisoners for purposes of transportation.
2. An adequate number of vehicles to remove prisoners to the detention center.
3. An adequate secure area is designated in the field for holding prisoners after initial booking and while awaiting transportation.
4. All arrested individuals are searched, photographed and properly identified prior to transportation to the detention center for formal booking.
5. All injured prisoners are provided medical attention prior to being booked.
6. All arrested juveniles are handled in accordance with this Department's procedures for the arrest, transportation and detention of juveniles.
7. All evidence and weapons taken from arrestees are processed in accordance with this department's policy on the preservation and custody of evidence.

F. Search, Rescue and Recovery Teams

1. Search and Rescue teams are specialized units and/or volunteers who are available to assist first responders at incidents often requiring special and/or technical rescue capabilities when there is a chance to save life. These units are primarily used for missing children, adult wanderers and those with Alzheimer's disease.
2. Search and Recovery teams are called upon when life-saving is no longer the goal and to assist in the recovery of victims. Such teams may also be used to assist law enforcement in the gathering, documenting and preservation of evidence at the scene of such occurrences. An example of a Search and Recovery team function is locating and recovering the body of a drowning victim and related evidence. Examples of local agencies that are contacted if needed consistent with our Mutual Aid Order are:
 - a. North Shore Fire Department
 - b. Milwaukee County Sheriff's Department
 - c. Coast Guard – Milwaukee
 - d. AirOne Helicopter Support Group

V. LONG TERM INCIDENTS

In the event that an incident will last for an extended duration the Incident Commander should consider implementing the following procedures:

- A. Establish a plan for the orderly rotation and assignment of emergency personnel. Determine the need for an Emergency Operations Center. Determine the need to request aid from the State Patrol or National Guard. Military support is based upon a joint decision involving police administration, City officials, The State and the military. In the event that martial law is declared, the IC will coordinate enforcement authority and responsibilities with military officials.

- B. Provide on-scene facilities for the care and comfort of emergency personnel. The Red Cross can be helpful in providing food, shelter and sanitary facilities.
- C. Establish regular debriefings for on-coming/off-going personnel. This will help alleviate confusion and assist in rumor control.
- D. Provide regular briefings for other involved agencies and surrounding jurisdictions.
- E. Coordinate release of information with the Public Information Officer. The Chief of Police and PIO should be the only people authorized to provide media briefings.
- F. Assign a records officer. The records officer will be responsible for ensuring that all aspects of the incident are thoroughly documented.
- G. Assign a liaison to coordinate with the other involved agencies.
- H. Establish procedures for returning to normal police operations once the incident has ended. Includes site clean up or security, accounting and release of personnel and equipment, and assignment of any post-occurrence duties.
- I. Advise other agencies and surrounding jurisdictions of termination of the crisis response.
- J. Complete a detailed after-action report of police operations associated with the incident.

VI. PUBLIC WARNINGS AND EVACUATION

When necessary, the police department is responsible for public warning and evacuation associated with a critical incident. There are four basic methods for conducting warnings and evacuations. The method(s) used should be based on the level of danger posed to the public.

- A. Door to door canvassing provides the best way to ensure that the majority of the target population has been notified. This method is very time consuming and labor intensive and should be restricted to those areas in immediate danger. Officers conducting door-to-door notifications should maintain accurate records of who was contacted, whether or not they were evacuated, method of evacuation and the shelter or location they were assigned to.
- B. Warnings and orders to evacuate using the squads public address system allow for the quick notification of a target area but do not provide feedback on whether the notification was received. Officers using this method should broadcast from a stationary position.
- C. Notify local radio and television stations. Warnings, instructions and shelter locations can be updated as needed. When possible, a PIO should be available to answer calls and provide information.
- D. Shelter-in-Place

Should the Incident Commander decide that it is either too risky to evacuate a population or the duration of the release will be very short, the IC may make the decision to shelter-in-place. If such a decision is made, any special instructions should be included in the notification.

All-clear notifications should be made when the danger is no longer present.

E. Shelter Procedures/Locations

When possible, all preparations for evacuation and shelter should be made in cooperation with Emergency Management personnel. Prior to evacuation and shelter the Incident Commander needs to determine the location of available shelters, confirm that they are prepared to accept people, and determine how the evacuees will be transported to the shelter sites. The American Red Cross has trained Shelter Managers who are responsible for opening, closing, and operating shelter sites during an emergency. The Milwaukee County Transit System has buses available to assist in transporting evacuees.

Contact Emergency Management personnel first. Evacuees will not necessarily be transported to the nearest shelter site due to many factors such as space, extended stay potential as well as other factors.

American Red Cross	342-8680
Milwaukee County Emergency Management	278-4709
Milwaukee County Transit System	937-3277

All numbers are staffed 24 hours.

Most local schools, nursing facilities and day care centers are designated as Shelter-in-Place sites. For further information regarding Shelter-in-Place and evacuation facilities refer to the Milwaukee County Emergency Operations Plan, Annex E, Evacuation and Shelter, Zone A.

VII. EMERGENCY MANAGEMENT

The Village Manager has primary responsibility for disasters that take place in the Village. The Chief of Police or his designee will assist with coordinating the response of municipal and county agencies if their assistance is necessary.

The Incident Commander shall notify the Chief or his designee if it is determined that the situation creates extreme peril to life and property consistent with our emergency notification order.

All requests for assistance from the Milwaukee County Emergency Operations Program, Red Cross, or requests for shelters should first be directed through the Village Manager or Chief of Police whenever possible.

The police station and Village Hall should be utilized as the primary command post for Village wide emergencies. In the event the building would become unusable, all police operations will be conducted from a location within the Village if possible. Bayside School, local businesses and the Fox Point Police Department would be logical alternatives in the event of building evacuation.

By Order Of:

Thomas Liebenthal
Chief of Police

Attachments: Emergency Operations Checklist

EMERGENCY OPERATIONS CHECKLIST

- ___ Establish perimeter and secure affected area.
- ___ Determine scope of incident (causalities/damage) and whether the incident has the potential to expand or escalate.
- ___ Notify Dispatch and other agencies of scope of incident and additional information.
- ___ Establish traffic and crowd control. Maintain entrance/exit routes for emergency vehicles.
- ___ Establish Command Post, liaison with other agencies.
- ___ Determine manpower needs, both immediate and long-term.
- ___ Determine equipment needs, (barricades, cones, etc.)
- ___ Assign a Recorder.
- ___ Request additional manpower if necessary. Mutual Aid, SMART response, off-duty personnel, auxiliaries and volunteers from other departments.
- ___ Notify Command personnel if required.
- ___ Initiate public warning and evacuation if necessary.
- ___ Identify evacuation / shelter sites.
- ___ Maintain adequate police coverage for unaffected areas of City.
- ___ Establish staging area if necessary.
- ___ Contact Emergency Management if warranted.
- ___ Notify surrounding agencies/media of incident. Advise safe traffic routes. Assign PIO for this function.
- ___ Determine appropriate staffing level for communications / dispatch center.
- ___ Establish relief schedules for officers. Ensure personnel are outfitted for the weather.

- ___ Maintain field communications. Make sure one has enough radios and batteries.
- ___ Advise on-coming personnel of current status of incident. Debrief out-going personnel. Conduct rumor control if necessary.
- ___ Develop plan for orderly dispersal of personnel/equipment when incident concludes.
- ___ Debrief incident with key personnel.

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 6100

ORDER: 6101.01

ISSUE DATE: September 13, 2024

REVIEW DATE: June 30, 2027

LAST REVIEW: June 30, 2024

SUBJECT: DRIVER PRIVACY PROTECTION ACT (DPPA)

PAGE 1 OF 4

I. PURPOSE

The purpose of this policy is to establish guidelines for the release of records derived from the Department of Motor Vehicles to third parties. The Driver's Privacy Protection Act (hereinafter "DPPA") was created to protect people from the personal dangers resulting from the disclosure of sensitive personal information and highly restricted personal information by governmental entities to third parties. Further, the disclosure of this type of personal information amounts to an unwarranted invasion of the individual's privacy and can have a chilling effect on the public's willingness to communicate with government officials. The DPPA is to be applied in conjunction with the Wisconsin Open Records Law, which presumes complete public access to public records consistent with the conduct of governmental business unless denial of such access is in the public interest or required by the DPPA. The further purpose of this policy is to provide guidance as to what personal data should be redacted from records derived from the Department of Motor Vehicles while still providing the public with all relevant information needed for public safety purposes without compromising the personal safety/privacy protection interests that lie at the heart of the DPPA.

II. POLICY

The Bayside Police Department adopts the policy underlying the DPPA which was enacted in 1994 and codified at 18 U.S.C. § 2721, et. seq. The DPPA was enacted to prohibit states' departments of motor vehicles and any officer, employee or contractor thereof from knowingly disclosing or making available personal information about any individual obtained in connection with a motor vehicle record without the person's express consent, except as specifically allowed in relevant exceptions outlined in the DPPA. The Bayside Police Department adopts the Declaration of Policy found in Wisconsin Statute § 19.31, which construes the Wisconsin Open Records Law with a presumption of complete public access to public records consistent with the conduct of governmental business, unless denial of such access is in the public interest and does not violate the Driver's Privacy Protection Act.

III. ADMINISTRATIVE RULES OF ACCESS

The Chief of Police is the official "custodian" of the records of the Police Department. Other Department members may be appointed by the Chief as his designees.

IV. AUTHORITIES

Wisconsin State Statutes:

19.21(1) Custody of Records
19.33 Legal Custodians

19.34	Procedural Information
19.35	Access to Records; fees
19.36	Limitations Upon Access and Withholding
19.365	Rights of Data Subject to Challenge
19.85	Exemptions to the Open Meetings Law
48.396	Confidentiality of Children’s Records
51.30	Medical Treatment Records
146.82	Confidentiality of Patient Health Care Records
938.396	Confidentiality of Juvenile Records
950.01	Legislative Intent/Rights of Victims and Witnesses of Crime

Federal Case Law:

Senne v. Village of Palatine, Illinois, 695 F.3d 597 (7th Cir. 2012).
 Maracich, et al. v. Spears, et al., U.S. Supreme Ct. Dkt. No. 12-25. (Opinion pending; Oral Argument 01/09/2013)

Other Authorities:

18 U.S.C. § 2721, et. seq.	Federal Driver’s Privacy Protection Act
18 U.S.C. § 2725, et. seq.	Federal Driver’s Privacy Protection Act – Definitions
42 U.S.C. § 1320d, et. seq.	Health Insurance Portability and Accountability Act

V. DEFINITIONS UNDER THE DRIVER’S PRIVACY PROTECTION ACT (DPPA)

- (1) “**motor vehicle record**” means any record that pertains to a motor vehicle operator’s permit, motor vehicle title, motor vehicle registration, or identification card issued by a department of motor vehicles;
- (2) “**person**” means an individual, organization or entity, but does not include a state or agency thereof;
- (3) “**personal information**” means information that identifies an individual, including an individual’s photograph, social security number, driver identification number, name, address (but not the 5-digit zip code), telephone number, and medical or disability information, but does not include information on vehicular accidents, driving violations, and driver’s status;
- (4) “**highly restricted personal information**” means an individual’s photograph or image, social security number, medical or disability information; and “**express consent**” means consent in writing, including consent conveyed

VI. LIMITATIONS ON DISCLOSURE OF INFORMATION DERIVED FROM THE DEPARTMENT OF MOTOR VEHICLES

A. Information obtained through the Department of Motor Vehicles should not be disclosed or otherwise made available to non-excepted third parties. The following personal information should be redacted from any official records prior to release to non-excepted third parties.

1. Name;
2. Addresses, including home addresses;
3. Telephone numbers (cell or hard line);
4. Dates of birth;
5. Driver's license numbers and driver's ID numbers;
6. Any record identifying any individual when that identification would invade the person's privacy and discourage full cooperation in reporting accidents;
7. An individual's photograph;
8. An individual's social security number;
9. 9-digit zip code (but not the 5-digit zip code);
10. Medical or disability information;
11. Any information that would compromise the safety of victims or witnesses of a crime. See Wis. Stats. Chapter 950, Rights of Victims and Witnesses of Crime;
12. Any record that would endanger an individual's life or safety, Wis. Stat. § 19.35;
13. Any record that would identify a confidential informant, Wis. Stat. § 19.35; and
14. Any record, the release of which would not be in the public interest under the Wisconsin Open Records law. See Bayside Police Department's Release of Information Policy.

VII. PERMISSIBLE DISCLOSURE OF INFORMATION DERIVED FROM THE DEPARTMENT OF MOTOR VEHICLES

The DPPA does allow release of records with the exclusion of any of the personal information derived from Department of Motor Vehicle records. All other non-personal information contained within the records can be released to a requesting third party. For example, personal information does not include factual information as to where, when or how an incident occurred.

VIII. PERMISSIBLE DISCLOSURE OF PERSONAL INFORMATION DERIVED FROM THE DEPARTMENT OF MOTOR VEHICLES

The DPPA allows personal information derived from the Wisconsin Department of Motor Vehicles records to be used in 14 specific exceptions. Six (6) of these exceptions are most relevant to this policy. They are as follows:

1. For use in connection with matters of motor vehicle or driver safety and theft, motor vehicle
2. For use by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private persons or entity action on behalf of a federal, state, or local agency in carrying out its functions;
3. For the purpose of bulk distributions for surveys, marketing or solicitations if the State has obtained the express consent of the person to whom such personal information pertains;
4. For use in connection with any civil, criminal, administrative, or arbitral proceeding in any federal, state, or local court or agency or before any self-regulatory body, including the service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a federal, state, or local court; and

5. For any other use specifically authorized under the laws of the state that holds the records, if such use is related to the operation of a motor vehicle or public safety.

6. For use by any insurer or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, anti-fraud activities, rating or underwriting.

IX. RELEASE OF RECORDS DERIVED FROM THE DEPARTMENT OF MOTOR VEHICLES

If there is a question as to the release of a record derived from the Department of Motor Vehicles, the request shall be referred through chain of command and to the Village Attorney's Office for an opinion. No release of records derived from the Department of Motor Vehicles is permitted without the consent of the Chief of Police or the Chief's designee.

All releases of records shall be consistent with Village of Bayside Ordinances and applicable state and federal laws.

All releases of records derived from the Department of Motor Vehicles shall be in writing.

X. Reproduction Expenses

Reproduction costs for records requested are listed on the Department's official request for records form.

Please see additional in Bayside Police Department Order 6101 titled "Release of Information".

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 6100

ORDER: 6103

ISSUE DATE: September 13, 2024

REVIEW DATE: June 30, 2027

LAST REVIEW: June 30, 2024

SUBJECT: FOREIGN NATIONALS & DIPLOMATIC IMMUNITY

PAGE 1 OF 3

I. POLICY

This policy was drafted and issued to comply with Wisconsin State Statute 345.11(7)(b) and USC 254a to 258a. It is the policy of the Bayside Police Department to comply with Wisconsin State Statute and the United States Code concerning the rights of Foreign Nationals and members of foreign diplomatic missions who have been stopped for traffic violations, involved in motor vehicle accidents, or detained for other reasons.

II. DEFINITIONS

- A. **Diplomatic Agent** – Ambassadors and the other diplomatic officers who generally have the function of dealing with host country officials. Diplomatic agents are issued a special identification card issued by the U.S. Department of State.
- B. **Diplomatic Immunity** – The principal on international law by which certain foreign government officials are not subject to the jurisdiction of local courts and other authorities for both their official and, to a large extent, their personal activities. The underlying concept is that foreign representatives can carry out their duties effectively only if they are accorded a certain degree of insulation from the application of standard law enforcement practices of the host country.
- C. **Foreign National** – Any person who is not a U.S. citizen including aliens. A person with dual citizenship, an individual with an INS green card and an illegal alien are considered a foreign national.

III. INDIVIDUALS AFFECTED

- A. Any person who displays a driver's license issued by the U.S. Department of State or otherwise claims immunity or privileges under 22 USC 254a to 258a.
- B. Any person who is a diplomatic agent.

IV. PROCEDURE – TRAFFIC CITATIONS AND MOTOR VEHICLE ACCIDENTS

- A. Whenever a law enforcement officer issues a uniform traffic citation, investigates a motor vehicle accident involving an individual who displays a drivers license issued by the U.S. Department of State or otherwise claims immunities or privileges under 22USC 254a to 258a with respect to the operator's violation of any traffic law enacted by any local authority in accordance with WSS 349.06, the officer shall:
1. As soon as practical, contact the U.S. Department of State Diplomatic Security Command Center of the Office of Foreign Missions (202-647-7277) to verify the status and immunity, if any, of the operator.
 2. Within 10 days after the citation is issued or date of the accident, forward a copy of the uniform traffic citation and/or accident report, at no charge, to the U.S. Department of State Diplomatic Security Command Center of the Office of Foreign Missions, Diplomatic Motor Vehicle Office at:

U.S. Department of State
Room #7516
2201 S. Street
Washington, D.C. 20520

V. PROCEDURE – ARREST/DETENTION OF FOREIGN NATIONAL

- A. In all cases when a foreign national is arrested or detained, an incident report shall be completed detailing the circumstances of the arrest or detainment and shall also include a record of the provision of notifications and actions taken.
- B. When foreign nationals are arrested or detained, they must be advised, without delay, of the right to have their consular officials notified. In some cases, the nearest consular officials must be notified of the arrest or detention of a foreign national, regardless of the foreign nationals wishes. **A guide that lists countries that have mandatory notification procedures is located in the report writing room form file drawer. This guide includes examples of identification cards issued by the U.S. Department of State and phone numbers of the various consulate offices worldwide. It also contains a copy of a form that can be faxed to Consular Officers in the event of an arrest or detention situation.**
- C. If the foreign national is not on the mandatory notification list and asks that consular notification be made, the officer shall, without delay, fax the notification form to the national's closest consulate.
- D. If the foreign national's country is on the list of mandatory notifications, the officer shall, without delay, tell the national you are making notification and fax the notification form to the closest consulate.
- E. Consular officials are entitled access to their nationals in detention, and are entitled to provide consular assistance.

- F. In the event of a death of a foreign national, consular officials must be notified.
- G. When guardianship or trusteeship is being considered with respect to a foreign national who is a minor or incompetent, consular officials must be notified.
- H. When a foreign ship or aircraft crashes, consular officials must be notified.

VII. DIPLOMATIC IMMUNITY

- A. Certain members of diplomatic missions enjoy immunity from search of their residences and immunity from prosecution for a crime and subpoenaed as a witness. Different diplomatic members enjoy different types of immunity. All members of diplomatic missions who enjoy immunity are issued identification cards issued by the U.S. Department of State. The identification cards are the only identity document that indicates if an individual enjoys immunity. Please refer to the guide for additional assistance when confronted with this type of situation.
- B. If an individual claims immunity and does not possess an identification card, officers should contact the U.S. State Department at the following numbers during normal business hours.

Diplomatic agents and family members- Embassy administrative, technical, and Service staff and families-	202-647-1664 202-647-1405
Consular personnel and families- International organizations-	202-647-1404 202-647-1402
After normal business hours-	202-647-7277

- C. It is important that foreign diplomatic and consular personnel are treated with respect and with due regard for the privileges and immunities to which they are entitled under international law.
- D. Foreign diplomats who violate traffic laws can receive traffic citations. In serious cases, such as DWI and personal injury accidents, the officer shall notify the U.S. Department of State. Allegations of serious crime should be fully investigated and promptly reported to the U.S. Department of State at 202-895-3521.
- E. In all cases where an individual claims diplomatic immunity an incident report shall be generated detailing all facts concerning the contact, with a copy of the report faxed to the U.S. State Department Diplomatic Security Service, Protective Liaison Division at 202-895-3613.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 6100

ORDER: 6104

ISSUE DATE: September 13, 2024

REVIEW DATE: June 30, 2027

LAST REVIEW: June 30, 2024

SUBJECT: MEDIA RELATIONS AND PUBLIC INFORMATION

PAGE 1 OF 7

I. PURPOSE

Police Department operations are generally matters of public record and often public interest. The Bayside Police Department has the responsibility to provide citizens with information regarding these matters. Much of this information the public receives is frequently through the news media.

II. POLICY

It is the policy of the Bayside Police Department to cooperate fully and impartially with the news media in fulfilling its responsibility of informing the public of events within the public domain that are handled by or involve the Department, to the extent permitted by law.

III. PROCEDURE

A. Authority and Responsibility

The Chief of Police or his designee is responsible for the public information function. The responsibility will include but not be limited to:

1. Assisting media personnel in covering routine news stories;
2. To arrange and assist at news conferences:
3. Coordinating and authorizing the release of information concerning confidential Department investigations and operations:
4. Approve the daily release and dissemination of Department news releases:
5. Coordinate and authorize the release of information about victims, witnesses and suspects:
6. Assist in crisis situations within the Police Department:
7. Maintain a master file of all Department press releases:

B. Public Information Officer

1. A Public Information Officer (P.I.O.) may be designated by the Chief of Police to establish and maintain a working relationship with local news media outlets.
2. The P.I.O. will assist the Chief of Police or his designee(s) in complying with media requests for information. The P.I.O. will be responsible for preparing and distributing press releases, promotion of department information, and public service announcements. The P.I.O. will be available to aid department staff during press conferences and any other matters related to the news media and will be available for on-call responses to the news media. In the event the P.I.O. is unavailable to respond to on-scene media requests, the shift commander may release information subject to the provisions of section IV of this order.

C. On-Site Media Access/Guidelines

1. Except as provided in this section, news releases will be made at the Police Department.
2. In the event of major fires, natural disasters, major crime scenes, etc., the Department will make every effort to allow media access for photographs and television within limitations of public safety, civil rights restrictions and crime scene integrity. Media requests for information at such scenes should be directed to command or supervisory personnel available at the Police Department unless circumstances exist that would dictate other actions, such as the on-scene availability of the Chief of Police or his designee(s).
3. In granting media personnel access to otherwise closed areas, department personnel should be mindful of private property and victim privacy interests.
 - a. Media personnel may be asked to show their press credentials.
 - b. Members of the media may not resist, obstruct, or oppose an officer in the lawful execution of a legal duty. The presence of a photographer or a reporter at an accident, crime or disaster scene, and the taking of pictures or the asking of questions relative the incident, do not constitute unlawful interference and should not be restricted.
 - c. Denial of access to crime scenes is sometimes necessary to an investigation because of crime scene processing or the collection of evidence. The reasons for such a denial should be explained to members of the media and access granted as soon as is practical under the conditions.
 - d. A police officer should not restrict the media from taking pictures or asking questions, even though the officer may disagree with the nature of the pictures or questions. It is the obligation of a reporter to take pictures and ask questions, and it is the responsibility of the editor to determine which photos and information will be used.

- e. In circumstances where the general public has been denied access to an area on the basis of public safety, media members may be granted access when, in the opinion of the on-scene supervisor, their presence does not interfere with the safety or duties of officers, the safety of victims, or the apprehension of suspects.
- f. The media may be granted access to restricted areas such as scene inner and outer perimeters after first being cautioned of the risks, and after the officer has received acknowledgment that the media person understands the risk. The decision to assume the risk of danger remains with the individual media personnel.
- g. Media members apprehended for violating the law will be dealt with in the same manner as any other violator.
- h. Police officers should neither encourage nor discourage the photographing of suspects or defendants when they are in public places. Officers should not deliberately pose a person in custody for the press.

D. Procedures for Press Releases

1. The P.I.O. will assist the Chief of Police and/or his designee(s) with the preparation, review and release of Department press releases and daily news releases.
2. If it is determined that the incident is sensitive in nature and it is in the best interest of the Police Department that only a formal press release be issued regarding an incident/event, no other statement will be released without the approval of the Chief of Police.
3. Press releases shall be made available at the Police Department following their release.

E. Press Release Criteria

Official Department press releases will be prepared and provided to the media for the following classification of incidents/events:

1. Incidents involving the commission of a serious crime, great bodily harm, extensive property damage, or otherwise newsworthy events.
2. Multiple arrest incidents involving controlled substances or other felonies;
3. Fatal traffic accidents;
4. Newsworthy information concerning promotions, projects, programs, or other activities of the Department;

5. Any incident in which a duty supervisor, member of the administrative staff, or Chief of Police determines that the most appropriate method of announcement is the press release.

F. Press Conferences

1. The Chief of Police or his designee shall be the official Police Department spokesman at all press conferences.
2. Formal live press conferences will be conducted in the Village Hall Board Room unless another room is deemed more appropriate considering the size and nature of the conference.
3. Upon prior direction of the Chief of Police, the Public Information Officer should respond to improper questions or adversarial situations.

G. Multiple Agency Incidents Requiring Mutual Response

1. Information involving the Bayside Police Department may be released according to guidelines set forth in this policy unless such release would affect other agencies in the performance of their duties.
2. Information requests that affect other agencies shall be referred directly to the affected agency. This requirement shall not be used to avoid or defeat media access to information that is within the purview of the Bayside Police Department.

H. Media Review of Offense/Incident Reports

1. To allow easy and timely media access to Departmental incident reports, the following procedure is established:
 - a. The Chief of Police, or his designee, shall be responsible to review all completed incident and accident reports and determine which reports shall be releasable under the guidelines specified in Section III of this Order.

IV. INFORMATION RELEASE GUIDELINES

- A. All information released through media review of interviews or press releases shall be made in accordance with this policy and applicable state and federal statutes pertaining to freedom of information or open records.
- B. The following information may be released with a supervisor's approval unless otherwise restricted herein or restricted by the Freedom of Information Act.
 1. To announce the type of nature of an incident such as fire, accident, homicide, suicide, rape, robbery, assault, or burglary.
 2. To disclose the approximate location, date and time, injuries, sustained damages, and a description of how the incident occurred;
 3. To disclose amount and type of property taken, including value when known;

4. Casualty figures, to include known dead or injured, may be released; except for restrictions stated in IV. C;
 5. To announce the fact and circumstance of arrest, time and place of arrest, resistance, pursuit, and use of weapons.
 6. The fact that a juvenile has been taken into custody, including sex, age and substance of the charge;
 7. To make an announcement, at the time of seizure, of any physical evidence other than a confession, admission, or statement, which is limited to a description of the evidence seized;
 8. Numbers of officers, or people, involved in an event or investigation and the length of the investigation;
 9. To announce an arrestee's name, age, description, residence, employment, and marital status;
 10. The substance or text of the charge as contained in a complaint, warrant or indictment;
 11. Amount of bond, scheduled court dates, and place of detention;
 12. To announce the scheduling or result of any stage in the judicial process.
- C. The following information may not be released without the approval of the Chief of Police, or his designee, prior to the release. All other crime and accident information that does not hinder an on-going investigation may be released to the news media by a supervisor.
1. Any information concerning orders and directives of the Bayside Police Department;
 2. Any information concerning litigation, complaints, or other action pending against any member, members or persons attached to the Department;
 3. The prior criminal record or statements as to the character and reputation of a defendant;
 4. The existence or contents of any purported confession, admission, or statements given by the defendant or his refusal or failure to make such a statement;
 5. The performance or results of any tests or examination, or refusal, or failure to take such a test or examination, particularly related to the polygraph.
 6. The name, address, identity, testimony or credibility of any prospective victim or witness to the crime;

7. Confidential information furnished by a confidential source who has requested anonymity as a condition of providing the information.
8. Information which would identify a confidential source and thereby jeopardize a criminal investigation.
9. Information that would identify a confidential source, and this would endanger the life or physical safety of the source;
10. Any opinion of the defendant's guilt or innocence in any matters relating to the merits of the case;
11. Any information surrounding any juvenile's investigation, incident, or arrest other than specified in section IV.B.6 of this Order;
12. The identity of any critically injured or deceased person prior to the notification of next of kin;
13. Investigative information and information of an evidentiary cause;
14. The specific cause of death until determined by the Medical Examiner;
15. Valuables or cash overlooked by crime perpetrators;
16. Contents of suicide notes;
17. Personal opinion not founded in fact.

V. POLICY DEVELOPMENT

- A. It is the responsibility of the Administrative Lieutenant to make available a copy of this Order to all media representatives or agencies that have a news coverage interest in the Village of Bayside.
- B. Media representatives are encouraged to participate in the process of developing policies and procedures relating to the news media and make recommendations to improve existing policy. The Administrative Lieutenant will solicit this input from the news media.
- C. It is the Department's intent to maintain a good rapport with the news media and to develop a professional and viable working relationship.
 1. The Department is obliged to honor all legitimate press credentials brought to its attention.
 2. As pertaining to coverage of a particular event, limitations as to the number of press representatives from any one agency may be restricted to give all agencies fair representation.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 7100

ORDER: 7101

ISSUE DATE: September 13, 2024

REVIEW DATE: July 1, 2027

LAST REVIEW: July 1, 2024

SUBJECT: ON DUTY INJURIES

PAGE 1 OF 2

I. INTRODUCTION

Police service is, by its nature, the type of work that exposes officers and staff to a greater incidence of hazards than those faced by citizens who comprise the general public. Officers often take some unavoidable risks because of the reactive intervening aspect of police service that often involves responding to situations where crisis, injury, or violence may be already present. On-duty safety is a priority of the Bayside Police Department, and officers and staff are encouraged to maximize individual safety when exposed to injurious situations.

II. GENERAL POLICY

The Bayside Police Department recognizes that duty-related injuries are an ever-present possibility for those involved in police service. Through the recognition of hazardous situations, training, and a strong organizational commitment to personal safety, the Bayside Police Department strives to reduce the incidence of duty injuries. Officers of the Bayside Police Department should make an individual commitment to making personal safety a priority while performing their duties. The department is committed to providing for quality medical treatment and the accurate documentation of any and all duty injuries for the protection, health and safety of all persons involved.

III. DUTY INJURY DEFINED

A duty injury is defined as any occurrence that results in harm to the physical or mental health of an individual officer/employee that occurs during an employee's tour of duty. An on-duty injury must be the consequence of an accidental event or the result of an intentional act by another person. If an officer/employee is in training that is related to employment and the employer previously authorizes such training, that injury or accidental event is also a duty-injury.

A sudden illness is defined as any medical condition that prevents the officer/employee from completing his/her scheduled work shift yet is not sustained by the officer/employee in the line of duty nor otherwise encompassed by the above definition. A sudden illness is not considered to be a duty injury.

IV. GUIDELINES – DUTY INJURY

- A. If an officer/employee sustains a duty injury while working at BAPD, they should inform their immediate supervisor or Shift Commander as soon as possible. If the injured person is unable to directly make such a notification, the first co-employee to have contact with the injured employee should notify the Shift Commander as soon as possible.
- B. Any employee injured while on duty shall, as soon as possible, submit a written report through the chain of command and directed to the Chief of Police. This report should explain how the injury was caused and include the events which occurred before and after the injury/accident.
- C. The Shift Commander will commence an investigation of the facts surrounding the officer/employee's injury. The investigation supervisor must document the facts accordingly and submit a report directly to the Chief of Police. The investigating supervisor will also forward the claim in addition to any findings to the Village's workers compensation claim administrator as soon as practically possible. Injury claim packets are available in the report writing room.
- D. If an officer or employee is seriously injured or is involved in an altercation in which someone else is seriously injured, the Shift Commander shall cause the Chief of Police and Village Manager to be notified pursuant to General Order 5107 pertaining to emergency notifications. Other notifications should include the employee's immediate family.
- E. If an officer/employee should not be able to return to work for an extended period of time (more than 2 days) due to injury and is out on workers compensation, that officer/employee must make themselves available for light duty upon call up if requested by the Chief of Police. All officers/employees on workers compensation must have prior permission from the Chief of Police to excuse themselves from call up due to scheduled off time or other circumstances.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 7100

ORDER: 7102

ISSUE DATE: September 13, 2024

REVIEW DATE: July 1, 2027

LAST REVIEW: July 1, 2024

**SUBJECT: SIGNIFICANT EXPOSURE OF POLICE DEPARTMENT
PERSONNEL TO BLOOD-BORNE PATHOGENS**

PAGE 1 OF 1

I. PURPOSE

The purpose of this general order is to implement guidelines and procedures to be followed whenever any member of this department is significantly exposed to either blood or any other infectious material while on duty. Our department, in the event of a “significant exposure” will follow the following procedures as set forth by the Bayside Police Department Exposure Control Plan and the North Shore Fire Department (NSFD S.O.P. #805).

II. PROCEDURE

Department members who believe they have had a significant exposure shall fill out the *Blood/Body fluid significant exposure form* as presented in the significant exposure packet located in the report writing room file cabinet. The Chief of Police shall be notified per general order #5107.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 7200

ORDER: 7201

ISSUE DATE: September 13, 2024

REVIEW DATE: July 1, 2027

LAST REVIEW: July 1, 2024

SUBJECT: RECORD SYSTEM

PAGE 1 OF 4

I. INTRODUCTION

The records function is important to the effective delivery of law enforcement services, and is basic to meeting the management, operational, and information needs of the department. In order for the records function to be effective, information must be accurately reported, recorded in a timely manner, and accessible to those who may utilize it.

II. POLICY

Department records shall be maintained and distributed within the constraints of Wisconsin Statutes, Village Ordinances and policies of this department. The Chief of Police is accountable for the collection, dissemination and retention of all police department records defined in this general order.

III. GUIDELINES

A. Record and Report Generation

1. The computerized information system utilized by the police department shall provide statistical and data summaries of department activities, including a record of:
 - a. Calls for service
 - b. Field activity
 - c. Incident reports
 - d. Service reports
 - e. Arrest reports
2. These records shall provide the basis for predicting workloads, determining personnel and other resource needs, identifying component objectives, and assisting in preparing budgets. The compilation of these records in report form shall be generated as department needs dictate.
3. Daily Reports Include:
 - a. A CAD (Computer Aided Dispatch) summary and 24 hr. log of all activity entered through the Communication Center which is utilized administratively;

- b. A daily record of various activity, including offenses, arrests, dispositions, and other relevant information which is authorized by the Chief of Police. This information will be made available to all department personnel at all times.
- 4. Monthly Reports include:
 - a. Summaries of all activity, including all field activity and complaint/service records.
 - b. Activity reports generated for the supervisor in charge of each shift for the purpose of determining workloads, manpower and other resource needs.
- 5. Annual Reports:
 - a. Serve as a summary of the monthly reports.
 - b. Provide comparative data and statistics as well as account for the activities of the department.
 - c. Are available for public distribution.

B. Documentation

Information shall be documented on forms necessary for the day-to-day operations of the department. These forms include uniform reports developed by all levels of government – federal, state, county, and municipal. Additional forms are created and utilized by the department to meet any reporting requirements and to fulfill operational needs.

- 1. The Lieutenants, in consultation with the Command Staff, shall periodically review, modify, create, or delete department forms to meet the functional needs of the department and its reporting obligations.
- 2. The Lieutenants shall affect an annual audit to evaluate the complaint control recording and field reporting process, including an evaluation of the reporting guides, general orders, and directives to detect discrepancies and/or a need for change.
- 3. The Chief of Police shall give final approval for the implementation of all forms.

C. Record Management

The Chief of Police is responsible for the management of the various records maintained by the department. Police Department personnel shall have access to records 24 hours per day, 7 days per week.

- 1. Telecommunicators are responsible for initial computer entry of records for all calls for service, information derived from incident/service reports, field activity, accident report information and citations.

- a. Hard copies of field activity, arrest, citation information, and reports are maintained within the police department pursuant to the department's record retention policy.
 - b. Accessing the indexes established by computer entry can retrieve records. A master name search will reveal the name of any contact that has been entered into the records system in alphabetical order.
2. All members of the department shall take precautions in the use of and dissemination of records to comply with the federal and state privacy and security laws, specifically relating to juvenile, medical, D.O.T. (Department of Transportation), and criminal history records.
- a. Criminal history record checks may be disseminated by department personnel to criminal justice agencies. If such a record check is requested by telephone, the officer or dispatcher releasing information must verify the identity of the requesting agency.
 - b. Upon request, specific criminal history records may be available to the public. The records shall include only convictions of subjects arrested for offenses occurring within the Village of Bayside. These records will be available to the requesting party only after review and approval of a command officer or a designee.
 - c. Criminal history information will not be disseminated via the radio but may be relayed to squads via the mobile data computer for the purpose of officer safety.
3. Juvenile Records
- a. Access, inspection and disclosure of law enforcement juvenile records shall only be made upon the order of the court. However, there are exceptions to this rule as follows:
 1. Exchange of information with other law enforcement agencies.
 2. Exchange of information with social welfare agencies.
 3. Exchange of information between law enforcement and public or private school officials where the child attends. The appropriate representative of the public, most commonly the District Attorney or Corporation Counsel, shall have access to all law enforcement records of children.
 4. News and media representatives who wish to obtain information for the purpose of reporting news. The representative shall not reveal the identity of the child involved.
 5. Records of a child relating to an offense that has resulted in a waiver to adult court.

All requests for juvenile records shall be cleared through an Administrative Staff Member of this department. Juvenile arrest/identification records will be stored separately from adult records in manual files and by computer query. Juvenile records regardless of the subjects' age shall be maintained by the department and shall comply with the provisions of ss48.78 Confidentiality of Records.

- b. Records not destroyed as part of the department's normal retention period will be maintained for police purposes only and disclosed only by court order if used for other than investigative purposes.

D. Record Retention

1. Police department records shall be retained in accordance with the current Village of Bayside records retention schedule.

By Order Of:

Thomas Liebenthal

Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 7200

ORDER: 7202

ISSUE DATE: September 13, 2024

REVIEW DATE: July 2, 2027

LAST REVIEW: July 2, 2024

SUBJECT: POLICE RECORDS AND REPORTING SYSTEM

PAGE 1 OF 3

I. PURPOSE

The accurate recording and retention of police records is a vital component of law enforcement. Members of this department are to complete accurate reports of police related activities, maintain the security of the information and access records information following the procedures outlined in this order as well as other policies and directives.

II. INCIDENT REPORTING

- A. Each police record is assigned a unique case number generated by CAD. All reports are completed, entered and referenced by the case number. Each person arrested and booked will also generate a unique booking number in the system that further identifies that individual.
- B. A police record will be made documenting events and activities in the following categories in a manner consistent with established guidelines and procedures.
1. Crimes and other offenses, including any use of force whether weaponless or lethal or less than lethal weapons involved. Any incident causing injury or death of a person.
 2. Motor vehicle accidents and other non-criminal events in which an officer took a significant action, including those incidents where follow-up action is required.
 3. Incidents resulting in an officer being dispatched or assigned.
 4. Officer initiated activity that includes both criminal and noncriminal activity.
 5. Incidents involving arrests, citations, warrants, summonses, warnings, citizen complaints or field interviews.
 6. Any other event or investigation as may be ordered by competent authority.
- C. Police records can be documented in several different formats. Officers are to document events using the appropriate form(s) depending on the type of event, consistent with established procedures.
1. CAD entry / Log Entry

2. Citations, citizen contact reports, parking citations
3. Written reports

III. WRITTEN REPORTS

- A. Written reports will be documented using the Department's computerized records system. Exceptions are forms identified for specific purposes, such as accident reports, property inventory reports, vehicle records and other established forms.
- B. Officers are to diligently and accurately collect and document all pertinent information relevant to the police interest in the matter being reported, at a minimum to include:
 1. Date, time, location and nature of incident.
 2. Name, address, date of birth and telephone number of the complainant, reporting person, witnesses, victims, suspects and arrested persons.
 3. Detailed account of what occurred, and the actions taken by officers.
 4. Any other identifying information relevant to the case.
- C. Reports are to be legible, grammatically correct and written following the chronological order of events.
- D. Unless approved by a supervisor, reports are to be completed and submitted prior to the end of the officer's shift.
- E. When completing reports using the Phoenix Records Management System (RMS), officers are to complete a brief summary and to include all pertinent information in the narrative section of the report.

IV. REPORT PROCESSING AND APPROVAL

- A. Completed reports are to be submitted to the Phoenix RMS system for approval. Officers shall review their reports for accuracy prior to submittal. Citations are to be placed in the citation bin for entry. TRACS generated citations shall also be printed by officers and placed similarly into the citation bin.
- B. The officer(s) designated to review reports shall complete this function on a timely basis. The lieutenants will give their final okay for the completed reports to be filed. These reports will then be filed by the Administrative Assistant. Reports and citations not satisfactorily completed will be returned to the officer for correction. Corrected reports will follow the same process as originals.
- C. Any report which has a juvenile listed as a victim, suspect or as being arrested will be coded as a juvenile report in the records system in order to separate them from adult

records. Juvenile criminal records will be separated and stored separately from adult records. This will include all fingerprint and photo records of juveniles.

- D. Police reports are filed by case number and secured within the Police Department. Access to the filing system is limited to department personnel.
- E. Records information is available to department personnel at all times through the computerized records system and the records filing system.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 7200

ORDER: 7203

ISSUE DATE: September 13, 2024

REVIEW DATE: July 2, 2027

LAST REVIEW: July 2, 2024

SUBJECT: CITATION DISTRIBUTION AND CONTROL

PAGE 1 OF 2

I. INTRODUCTION

This order is intended to establish responsibility and control for the distribution of Uniform Traffic Citations, Municipal Ordinance Citations, Parking Citations and Accident Reports. It is also created to establish a method of accountability as required by the State of Wisconsin and make it possible to track the disposition of citations issued.

II. CITATION MANAGEMENT

Traffic citations, municipal citations and accident reports are issued using TraCs. The accountability and maintenance of electronic TraCs citations is managed by the TraCs Administrator using the TraCs system.

- A. TraCS citations are ordered electronically and inventoried in the Contact Manager of the TraCS Administrator.
- B. TraCS citations are electronically distributed as needed to specific computer workstations and field units (MDCs). They are not assigned to specific officers.
- C. TraCS citations that need to be voided prior to transmission to TiPPS and WI DOT will be presented to the TraCS Administrator for approval.

Parking citations are issued using paper citations. To provide accountability and maintenance of parking citations, all citations issued to an officer will be recorded on a Citation Log.

Officers needing parking citations will contact their supervisor. The supervisor will issue the citations and record the beginning number of the citation book in the Citation Log. Supervisors should attempt to issue citation books in sequential order.

III. CONTROL GUIDELINES

- A. Citations issued through the TraCS program shall be electronically sent to the department server. Once completed, the officers shall print out the "Officer Copy" and mark the citation complete within the TraCS program.

- B. The Administrative Assistant will conduct an annual audit of all citations issued by each officer. Any citations found to be missing or any other discrepancy discovered, the Administrative Assistant would notify a Lieutenant immediately. That Lieutenant will investigate the discrepancy and report their findings to the Chief.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 7200

ORDER: 7204

ISSUE DATE: September 13, 2024

REVIEW DATE: July 2, 2027

LAST REVIEW: July 2, 2024

SUBJECT: BUILDING SECURITY

PAGE 1 OF 1

I. INTRODUCTION

The municipal building is a multiuse facility utilized by a variety of Village agencies and organizations. A function of the Police Department is to assure the safety of the employees and general public conducting business therein, and safeguard Department and Village property and records.

II. POLICY

The Police Department shall provide a safe environment for all employees and the general public. Building security shall be provided on a continuous basis.

III. RESPONSIBILITY

- A. All personnel have a degree of responsibility for maintaining safety. Employees are responsible for maintaining control and access to the building as well as protecting department equipment, work areas and files, exterior transmission lines, antennas and power sources.
- B. Officers may control access to the building based on the conduct and authorization of persons in and around the building. Officers have the authority to question such people and take appropriate police action as the situation dictates therefore are responsible for maintaining a higher level of security.
- C. The Shift Supervisor has the primary responsibility for the security of the Municipal Building during periods of time when it is closed to the public and shall take preventative measures to keep unauthorized persons from entering or remaining in the building.
- D. When all or part of the Municipal Building is open to the public, the Shift Supervisor shall take precautions to keep unauthorized persons from entering restricted areas.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 7300

ORDER: 7301

ISSUE DATE: September 13, 2024

REVIEW DATE: July 2, 2027

LAST REVIEW: July 2, 2024

SUBJECT: POLICE DEPARTMENT COMPUTER SYSTEM

PAGE 1 OF 2

I. PURPOSE

The computer system for a law enforcement agency is the medium for recording and storing all official documents for the agency. The documents are utilized by a broad range of individuals including the court system, citizens, other law enforcement agencies, private businesses, and State and Federal agencies. Therefore, the accurate recording of information and the integrity of the computer system are extremely important.

II. SYSTEM SECURITY GUIDELINES

- A. Each employee shall choose a strong password consisting of a combination of a minimum of eight (8) characters, numbers or special characters that will allow access to the records system. Passwords will expire every 90 days and the previous 10 passwords will not be able to be reused.
- B. Each employee shall be held responsible for any data or modifications that are entered into the system under their name and password. Therefore, all employees will log off the system when completed with the computer session and no employee shall add, delete, or modify data under another employee's "login".
- C. There will be different levels of access permission assigned to groups of individuals using the computer system.
- D. Access to the department computer system from external sources, through modems or other electronic means is not permitted unless authorized by the Chief of Police.

III. OPERATIONAL GUIDELINES

- A. No employee shall:
 - 1. Modify or delete data, computer programs or supporting documentation unless authorized to do so in the course of employment.
 - 2. Remove or take possession of data, computer programs or supporting documentation without the direct authorization of the Chief of Police.
 - 3. Copy data, computer programs or supporting documentation without the authorization of the Chief of Police.

4. Disclose restricted access codes or allow restricted access to unauthorized persons.
5. Modify computer equipment or supplies that are used or intended to be used in a computer, computer system, or computer network unless authorized to do so by the Chief of Police.
6. Destroy or damage a computer system, computer network or equipment or supplies used or intended to be used in a computer, computer system, or computer network.
7. Load, run or otherwise activate any program or file not owned and operated or previously loaded by the department without authorization by the Chief of Police.
8. Use the computer system for personal business.

IV. SYSTEM ADMINISTRATION

- A. The Chief of Police shall be the System Administrator for the computer system. The Chief may designate a Systems Coordinator. The Systems Coordinator shall be responsible for maintaining code tables, report forms, field defaults, general system maintenance, and any other duties assigned by the Chief of Police.
- B. The Chief of Police and clerical staff have the authority to delete certain records. If a record is deleted by clerical staff they will print a copy of the record and forward it to the Chief of Police indicating the reason for deletion.
- C. All records and data, including but not limited to word processing documents and electronic mail, are the property of the Bayside Police Department and may be reviewed at any time by the Chief of Police or his designee. If a document or data is password protected, the individual who entered the data shall provide the password to the Chief of Police or his designee upon request.
- D. The System Administrator and System Coordinator shall be the only individuals who will have authorization to modify any codes, field defaults, report formats, group permissions, index any files, or make modifications to system components, equipment or system configuration.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 7300

ORDER: 7302

ISSUE DATE: September 13, 2024

REVIEW DATE: July 2, 2027

LAST REVIEW: July 2, 2024

SUBJECT: MOBILE DATA COMPUTERS

PAGE 1 OF 3

I. INTRODUCTION

Mobile Data Computers, or MDCs are installed in department owned patrol vehicles. MDCs are intended to enhance officer safety and efficiency through immediate access to motor vehicle criminal and drivers license computerized files. MDC equipped patrol vehicles will also have access to inter-agency messaging, or electronic mail. All personnel using an MDC or desktop messaging must comply with FCC, T.I.M.E. system, and Bayside Police Department computer records system policy and procedures.

II. PURPOSE

The purpose of this directive is to provide the procedural guidelines for the use of the MDCs. Specific instructions in how to use the MDCs are available in the glove compartment of each vehicle as well as in the Chiefs office.

III. DEFINITIONS

MDC Mobile Data Computer

FCC Federal Communications Commission

T.I.M.E. Transaction Information for Management of Enforcement. A central Communications function that serves all state and local law enforcement agencies in Wisconsin. The system interfaces law enforcement agencies to factual data files that are centralized, complete, current and rapidly accessible.

IV. PROCEDURE

A. RESPONSIBILITY

1. Use of MDC terminals is restricted to sworn officers. Dispatchers and clerical personnel are authorized to access the system, as well as personnel specifically authorized by the Chief of Police, or his designee.
2. MDC communications are monitored and reviewed to ensure compliance with FCC rules and department policies. The Chief of Police or his designee will conduct the monitoring.

3. MDC equipment malfunctions should be reported immediately so repairs can be made as soon as possible.
4. An MDC user must log-on into the system at the start of their shift or after temporarily logging off the system. The use of false identification or use of another person's login and password on the MDC is prohibited unless approved by the Chief of Police for testing purposes. An MDC user must log off the MDC when leaving the vehicle for an extended period of time. An MDC user must log-off at the end of a work shift. The user will be held responsible for all messages and queries under his or her log-on.

B. USAGE

1. The primary purpose of an MDC in the patrol vehicle is to afford the police officer the ability to obtain vehicle registration, driver's license and criminal record information. This information is to be used in accordance with department policy.
2. An MDC is not to be used in place of required radio transmissions. For example, the officer is still required to use the radio to inform the dispatcher upon making a traffic stop.
3. Care should be taken to operate an MDC in a safe manner. MDCs should not be used while the patrol vehicle is in motion, except for running vehicle registration checks.
4. Desktop messaging will be conducted in accordance with the policy and procedures of this department.

C. DISPATCH CENTER

1. MDCs are used to supplement the dispatching function. All calls for service should continue to be dispatched via the radio system if practical and possible.
2. On occasion there may be a need for silent dispatch, in which case the MDC should be used. In this case, the dispatcher will send a message to all appropriate squad vehicles with specific information as to whom they assign the call to. If the call is related to another jurisdiction, the information will also be sent to their squads and agency.

D. GENERAL RULES

1. An MDC user shall guard against unintentional or improper dissemination of information and messages received via MDCs. While some information received on an MDC is confidential, other communications may fall under open records law.
2. The use of obscene, profane, discriminatory, demeaning or degrading language in any message is strictly prohibited.
3. The use of the MDC for personal use is strictly prohibited.
4. All records and data, including, but not limited to electronic mail, are the property of the Bayside Police Department and may be reviewed at any time by

the Chief of Police or his designee. If a document or data is password protected the individual who entered the data shall provide the password to the Chief of Police or his designee upon request.

V. ELECTRONIC MAIL/CHAT FUNCTION

The electronic mail/chat function on the MDC is to be used for law enforcement purposes only. It is imperative that all users of the system follow FCC regulations, which describe appropriate message content and language. The electronic mail/chat function may be used to share sensitive information that by its nature should not be broadcast over the radio system. The electronic mail/chat function is not to be used for personal business, nor to circumvent normal operating procedures or supervisory review.

VI. INTER-AGENCY COMMUNICATION

MDCs facilitate communication with all law enforcement agencies utilizing the electronic mail/chat function within the system. MDC communication provides a resource for timely and efficient information gathering and dissemination between bayside patrol personnel and other law enforcement agencies that have access to the MDC system. MDC equipped patrol vehicles allow a logged-on officer to communicate with other patrol vehicles, all MDC terminals within a specific area, or all terminals, including dispatch. Inter-agency communication is utilized when the dissemination of specific information is directed toward situation resolution through inter-agency cooperation, or the information that is sent by MDC affects the safety of the receiving officer(s).

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 7400

ORDER: 7401

ISSUE DATE: September 13, 2024

REVIEW DATE: July 2, 2027

LAST REVIEW: July 2, 2024

SUBJECT: T.I.M.E. SYSTEM

PAGE 1 OF 10

I. PURPOSE

The T.I.M.E. (Transaction Information for Management of Enforcement) System provides a central point for the collection and dissemination of information of mutual concern between law enforcement agencies. Portions of the information from the Time System are maintained for officer safety functions.

It is essential that all TIME System data entries are complete and up to the date; with strict controls on data file entries, system access, information dissemination and operator training. Bayside Police Department personnel are responsible for maintaining 24-hour access/monitoring of the TIME System and warrant files.

This document will detail the procedures the Bayside Police Department will follow when accessing the TIME System.

II. SECURITY

The Bayside Police Department personnel are responsible for the operation and security of the TIME System terminal(s) and accessed information. To comply with this security requirement, the following controls will be followed:

- A. The TIME terminal(s) will be used to send authorized and official messages only. (See Time System Manual)
- B. The TIME System information will be restricted to authorized law enforcement agencies.
- C. No TIME System data will be released for personal or monetary gain purposes.
- D. NLETS (National Law Enforcement Telecommunications System) restrictions:
 - 1. Only authorized criminal justice agencies/personnel can access the CHRI (Criminal History Record Information).

2. The policies and procedures are set forth in the TIME System manual and the U.S. Department of Justice Rules and Regulations. The TIME System operator will comply with the policies and procedures for access, response, interstate exchange and legitimacy of CHRI information.

E. D.O.T. (Department of Transportation) records restrictions:

1. The Bayside Police Department and Communications Center are not custodians for D.O.T. records and the D.O.T. records will be released for law enforcement purposes only, to authorized agencies and personnel.
2. Public/Private purpose requests for D.O.T. registration or license information will be forwarded to:

Wisconsin Department of Transportation
Vehicle Registration Files
P.O. Box 7909
Madison, WI 53707

or

Wisconsin Department of Transportation
Driver Record Files
P.O. Box 7918
Madison, WI 53707

3. Juvenile D.O.T. records will be disseminated according to Chapter 331 of the Wisconsin Statutes. This legislation restricts release of juvenile violations of D.O.T. regulations to:

A Court
District, City, Village or Town Attorney
Law Enforcement Agency
Minor involved
Minor's parent or guardian

The use of the juvenile D.O.T. record will be for Police Department use only. **This same information will not be broadcast on police radio frequencies unless there is an officer safety concern involved.**

F. C.H.R.I. (Criminal History Record Information) records restrictions.

1. C.H.R.I. information will be released to authorized law enforcement authorities only. Purpose codes are used to access CHRI files to provide further security.
 - a. Purpose codes (C) and (J) are used by criminal justice agencies for CIB (Wisconsin Crime Information Bureau) and III (Interstate Information Index) inquiries.

1. Purpose Code (C) will be used for on-duty law enforcement personnel to assist them with criminal activities, such as suspicious circumstances, potential arrests, or actual arrests. The purpose code (c) will also be used for validation purposes.
 2. Purpose Code (J) will be used for obtaining information regarding background of prospective employees. The prospective employees would be candidates for law enforcement positions.
- b. Purpose Code (E) will be used for CIB inquiries. This code is used for specific administrative and statutory licensing, regulation, or permit responsibilities of the Bayside Police Department. Use of this (E) Code will result in Bayside being billed by CIB for the inquiry. This is the only purpose code (E) that can be used for the purpose of licensing. III will not accept purpose code (E), and III cannot be accessed for licensing information.
2. Private person requests for their own CIB records will be forwarded to CIB in writing by the private person. Persons requesting access to their own FBI record (III) may get this information by contacting the FBI in writing, transmitting a set of their fingerprints and pre-payment of the required fee.
 3. As the CHRI records become a local agency record (upon release from CIB), these records are subject to release under the Open Records Law. CHRI records will not be maintained in case files, as the records are not necessarily up to date. Identifiers obtained from the CIB may be maintained in case files, but the actual criminal record will be disposed of properly (not open to public contact) once the case had been forwarded to the Prosecuting Attorney, or, if not forwarded; when the case is closed.
 4. CHRI records obtained through III are exempt from disclosure under the Open Records Law based on The Privacy Act of 1974. A criminal penalty is provided for "ANY PERSON WHO KNOWINGLY AND WILLFULLY REQUESTS OR OBTAINS ANY RECORD CONCERNING AN INDIVIDUAL FROM AN AGENCY UNDER FALSE PRETENSES."
 5. The TIME system terminal will be located at the Resource Room of the Bayside Police Department in a location away from public view. All unauthorized personnel and the general public will not be allowed in the terminal area.

III. TIME System Training

The Bayside Chief of Police will appoint an officer as the Terminal Agency Coordinator (TAC). The TAC will be responsible for ensuring that the Bayside Police Department records section will comply with the TIME system and NCIC policies/regulations regarding

TIME terminal operation and validation requirements. To ensure compliance, the Bayside Police Department will take every possible measure to comply as follows:

- A. Certify all terminal operators within six (6) months as required by NCIC guidelines.
- B. Train a terminal operator and the TAC as Validations Officers.
- C. Allow only certified TIME system operators to serve as primary duty terminal operators.
- D. Certify all officers who operate the TIME terminal or Mobile Data Terminal.
- E. Re-certify all currently certified operators whenever required.
- F. All new TIME operators will read and complete the New Operator Training handout. This handout contains the information and application for TIME certification, which will be forwarded, to CIB within the certification guidelines.
- G. All TIME system operators will stay current of any TIME system changes by reading the TIME System Newsletters published by the State of Wisconsin Crime Information Bureau.
 1. TIME Newsletters will be kept in a binder in the records area.

IV. TIME System Data File Entries

Entry of data into the TIME System will require the proper documentation to be in the possession of the terminal operator.

A. Wanted Person File:

To enter a person in the wanted person file, the operator must possess a court issued warrant or have an investigation report presenting sufficient evidence to obtain a warrant; with documentation of extenuating circumstances which prevented obtaining a warrant. (This would be entered as a temporary felony warrant and can only be retained for 48 hours, sufficient time to obtain a warrant from the Court.

1. Any warrant received from the Court will contain a warrant fact sheet from the Prosecuting Attorney's Office indicating whether or not the Prosecuting Attorney's Office will extradite and what geographical restrictions will be placed on the extradition.
2. Any Intrastate, geographical, ordinance or court ordered pick-up restrictions must be noted prior to warrant entry and reflected in the entry.

B. Missing Person File:

The terminal operator will possess signed documentation from a source outside of the Bayside Police Department which supports the conditions under which the person is declared missing.

1. A written statement from a parent/legal guardian confirming the missing person, along with a date of birth verification will be on file.
2. A written statement from a physician/authoritative source confirming the missing person's physical/mental disability will be on file.
3. A written statement from parent, legal guardian, family member or authoritative source documenting that the missing person's disappearance was not voluntary or that the missing person may be in physical danger with an accompanying person will be on file. A dental record documentation for the missing person will be obtained within 30 days of the missing person entry (and kept in the file).

C. Stolen Property File

(See when to enter a data file) Property files will be reviewed through validation. The information from the files will be re-entered into the time system depending on 1) The monetary value of the property. 2) The case value for the property, or 3) The crime value of the property. A follow-up with documentation to support the re-entry will be attached to the case file. Property files include:

- Stolen Vehicles
- Articles
- Boats
- Guns
- Recovered Guns
- Securities

Additional information/stolen license plates: The investigating officer will take the initial report of the stolen plates - with the complainant completing the stolen property forms. The investigating officer will also make sure that any plate matching the stolen plate will be removed from the victim's vehicle; and that D.M.V. forms for plate replacement are given to the complainant. Stolen plates **will not** be entered into the time system unless the above criteria has been met.

D. When to enter a Data File

The operator should immediately enter data files upon receipt of required documentation and minimum required data.

E. Data requirements:

The operator will enter as much information as is available into the data file, even though not required as minimum data input. If additional information becomes available after initial entry, the record will be modified or supplemented to include the new information.

1. Any new information/updates obtained via the TIME System or another source will be retained in the case file. All TIME System data entry worksheets and accompanying verification/updates will be kept in the Resource Room of the Police Department

F. Data entry quality control:

To ensure data file accuracy, file entries will be completed by a TIME Certified operator after supervisory approval of the corresponding report. A supervisor shall review the data entry to ensure accuracy during the report review process.

G. Documentation for validation:

Records entered into CIB or NCIC by The Bayside Police Department will be entered/validated only with documentation from the person or official/office responsible for the initial report. A copy of this documentation will be kept with the data file entry at record.

Validation Type

Responsible Person/Office

PERSONS

- Warrant/Wanted Person

Clerk of Muni Court
 Clerk of Circuit Court
 District Attorney
 Register in Probate
 (CAPIAS)

- Missing Person

Parent or Reporting Person

- Unidentified Person

Agency Holding Person/Body

PROPERTY

- Guns - Recovered

Recovering Agency

- Guns - Stolen

Victim (or Insurance Co.)

- Boats

Victim (or Insurance Co.)

- Securities

Victim (or Insurance Co.)

- Vehicles
 (includes Plates & Parts)

Victim (or Insurance Co.)

- Articles

Not Subject to Validation

Verification of warrants/wanted person, missing persons or unidentified persons will be done in person, or by telephone. This validation will be completed by the TAC or Validation Officer.

- a. **Validation Procedure:** Validations will be completed by the certified Validation Officer, who will also be a certified TIME System Operator. Other personnel may verify that person for property are still wanted/missing/unidentified or stolen, but only the Validation Officer may validate the records.

The Validation Officer will perform a monthly validation for the Bayside Police Department files. He will pull the case file for each entry in the time system (that is scheduled for validation), review the documentation, and contact the complainant/follow-up as necessary. This contact may be made telephonically (local) or by mail correspondence (out of county). This process of validation will ensure the Bayside Police Department will have all entries currently updated-documented. The Validation Officer will complete and sign, within the required time, a time system monthly evaluation form. This validation form will be forwarded to the TAC, who will review and initial this validation report form. Then the completed form will be sent to the time system control center, with the TAC maintaining a copy for Bayside Police Department.

Verification of property will be completed by mail, with the mailing of the validation cards done on the anniversary month of entry (i.e. January entries have validation cards mailed in January); thus allowing (3) months for return of the card by the victim/insurance company.

Any CIB or NCIC entry, which cannot or has not been verified by the victim, insurance company, office or official, will immediately be canceled from the system. The entry may be re-entered at a later date if verification is received after the cancellation.

A validation form (see attachment A) will be completed by the Validation Officer for the first validation of property. This same form will be updated for each following validation. The validation cards (see attachment B), returned for entered property will also be retained in the case file.

- b. **Validation Officers:** The TAC will designate the Bayside Police Department Validation Officer. The Validation Officer will ensure the accuracy of entries into the CIB and NCIC files. (Initial, modified, and supplemental information). The Validation Certifying Letter will be completed and forwarded to the CIB within the time required, by the Validation Officer.
 1. The Bayside Police Department Records Personnel will ensure that all case files supporting CIB/NCIC entries by the Bayside Police Department will be located in the Department File System. The case files will not be removed for any purpose from their assigned location at the Bayside Police Department.

c. **Cancellations:** TIME System entries will be canceled by Bayside Police Department operators when the following occurs:

1. A locate (\$L) message is received for the entry if (\$L) message is received in lieu of a hit confirmation, a hit confirmation must be completed.
2. An emancipated Juvenile warrant (\$J) message is received for the entry. (Check with District Attorney to determine of the Juvenile subject should be re-entered as an adult, if a new warrant is issued).
3. The Bayside Police Department is notified that the entered property has been recovered. The property does not have to be in the Police Department's possession; and this record will be canceled immediately.
4. The Bayside Police Department is notified that the wanted/missing person has been apprehended/located, or that a warrant has otherwise been satisfied. This file will be canceled upon this notification, even if the wanted/missing person has not been physically recovered as of yet. If the notifying agency is holding the wanted/missing person - a detainer will be placed on the wanted/missing person.

H. Purged Records:

Purged records will not be re-entered unless there is some investigative value to re-entering the item and extending the retention period.

Retention periods are as follows:

ENTRY TYPE	RETENTION PERIOD
1. WARRANT -Temporary Felony Want -Juvenile	Indefinite 48 hours Indefinite
2. MISSING -Juvenile -All Other Missing	Date of Emancipation Indefinite
3. UNIDENTIFIED PERSON/PROPERTY	9 years plus year of entry
4. VEHICLE -by plate number -by VIN	90 days 4 years plus year of entry
-Temporary Felony	90 days

	-License Plate	1 Year after Expiration Date
	-Parts	4 Years plus year of entry
5.	ARTICLES	1 Year plus of entry year
6.	GUNS	
	-Stolen	Indefinite
	-Recovered	2 Years plus year of entry
7.	BOATS	
	-by Registration	90 Days
	-by Hull Number	4 Years plus year of entry
8.	SECURITIES	4 Years plus year of entry
	-Travelers Checks/Money Orders	2 years plus year of entry

I. Canceled Records:

Once a record has been canceled, the printout of the TIME System cancellation will be placed in the case file at records. The record should then be queried to ensure that it has indeed been canceled from the system.

The cancellation should be noted in the case file under the record entry data; and should note that the record was canceled, the date of the cancellation, and the operator canceling the record.

If there is not TIME System documentation in the case file explaining the reason for the cancellation (i.e. Hit confirmation to arresting agency, Notice from Court, etc.), the reason for cancellation of entry will be attached to the entry file by the operator.

J. Hit Confirmation:

1. Hit Confirmation Requests: If a "HIT" is received on the TIME System query, the five steps of Hit Confirmation should be followed. They include:
 - a. Check the computer hit against the original query.
 - b. Check with the officer at the scene for additional information to clarify the hit.
 - c. Check with the "ORI" (entering agency) to verify the entry. (10 minute rule)
 - d. Obtain hard copy from the ORI on the validity/ disposition of the case (hit).

- e. Query all identifiable data not queried originally. (i.e. social security number, owner applied number, etc.)

NOTE: The 10 minute rule in number 3 does not mean the ORI needs to confirm the "hit within 10 minutes, but that they only need acknowledge your message and let you know approximately how much time it will take to verify the "hit".

- 2. Hit Confirmation Responses: When a request for hit confirmation is received, it is **REQUIRED** that a response be completed within 10 minutes. This response does not have to contain the actual hit confirmation but must at minimum contain acknowledgement of the hit confirmation request, and the approximate amount of time it will take to confirm the hit.

- a. The operator receiving the hit will retrieve the entry file involve from the CIB/NCIC records and check the information to ensure the entry is valid. If the entry is a felony, the operator will make sure that the requesting agency is within the extradition area specified by the District Attorney's Office, or within any other area of pickup specified by the entry. The operator will then advise the requesting agency of the validity of the hit, and request information of that agency as to what they will be doing with the person/property.

NOTE: If bond is posted for a person on a warrant (not a body attachment), the Bayside Police Department must provide the defendant with a court date.

- b. Once the hit has been confirmed and the contacting agency advises they have the person/property in custody, the original entry will be canceled. If the hit involves a person and the contacting agency will also be holding the person on their charges, the entry will still be canceled and an administrative message sent to the holding facility advising that the Bayside Police Department requests the person be held for pickup upon resolution of local charges.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT		
GENERAL ORDER	SECTION: 7400	ORDER: 7403
	ISSUE DATE: September 13, 2024	
	REVIEW DATE: July 6, 2027	
	LAST REVIEW: July 6, 2024	
SUBJECT: COMMUNICATIONS		PAGE 1 OF 5

I INTRODUCTION

The Bayside Communications Center (BCC) serves the communities of Brown Deer, Fox Point, Glendale, River Hills, Shorewood, Whitefish Bay, and Bayside. The Center provides 24-hour service for receiving emergency and non-emergency calls, dispatching, and continuous radio communication with on duty personnel from member police agencies as well as the North Shore Fire Department. The Center is under the control of the Village of Bayside.

II BAYSIDE COMMUNICATIONS CENTER

- A. BCC is physically located in the Village of Bayside at 9075 N. Regent Road. The Center has its own wing located directly north of the existing Police Department and attached to the existing building.
- B. A Communications Director is currently in charge of the day-to-day operations of the Communications Center. A Deputy Director and Telecommunicator Supervisors provide support to the Director. All complaints or concerns regarding the Center should be forwarded to the Communications Director. In the absence of the Communications Director, the Deputy Director and Telecommunicator Supervisors will currently address any complaints or concerns regarding the operation of the Center.
- C. The Communications Director is responsible for making sure security measures are in place for the Center, including equipment protection, back-up resources and alternate power sources. During a power outage, the Center will run off of power provided by an external generator unit that is located onsite and turns on automatically in the event of a power outage. This unit self tests itself monthly.
- D. In the event the Bayside Police Communications Center becomes inoperable, the backup dispatch site is the Oak Creek Communications Center.

III SQUAD ASSIGNMENTS

- A. At the beginning of each shift, all Police Department Shift Commanders will fill out a roster, detailing the squad assignments, which will include the Officer in charge, assignments of all on-duty personnel, along with portable radio number,

squad, and any other additional information for each Officer. Officers not on the roster will be considered off duty unless specified by specialization. This information should be faxed to Communications at 414-351-8810 or sent via email to NSFDroster@baysidewi.gov.

- B. Each portable radio and squad has its own unique unit identifier assigned to it. During radio transmissions a unit identifier number is displayed in the BCC, therefore, the Shift Commander must indicate on the assignment sheet the portable radio number and vehicle number each person is using. It will be the responsibility of the individual Officer to notify dispatch if there is a change of vehicle or portable radio during the shift.
- C. Calls for service and other assignments for both the fire and police departments shall be dispatched based upon CAD recommendations. Any changes to this protocol shall be the responsibility of the requesting agencies supervisor to contact Communications.
 - 1. If all patrol vehicles are out of service the calls will be given to the shift commander. The shift commander will then:
 - a. Handle the call; or,
 - b. Advise the Center to hold the call for the next available squad; or,
 - c. Call for mutual aid.
 - 2. The North Shore Fire Department Command Staff will contact the Communications Center with staffing and equipment changes in the event all of their personnel and equipment are in use or there needs to be changes to the CAD.

RADIO PROCEDURES

- A. The seven North Shore Police Departments (Bayside, Brown Deer, Fox Point, Glendale, River Hills, Shorewood, and Whitefish Bay), as well as the North Shore Fire Department run their communications through the BCC. All the departments are on the Waukesha County Oasis radio system. The primary dispatch talk group for the north Police agencies (Bayside, Brown Deer, Fox Point and River Hills) will be NSPDDISN. The primary dispatch talk group for the south Police agencies (Glendale, Shorewood, and Whitefish Bay) primary talk group will be NSPDDISS. Traffic-related inquiries for all Police agencies shall be run on NSPDTAC2. If for any reason any of these talk groups are unavailable, the BCC will designate another available talk group. There are several talk groups available to all the North Shore Police Departments to share in the event multiple jurisdictions need to communicate in an emergency. NSFD has four available channels they utilize for their operations.
 - 1. The Milwaukee County Sheriff OALAWCAL talk group, otherwise known as Sheriff F2, is a talk group monitored by the Sheriff's Department as well as other Police agencies on the system and will be generally restricted to emergencies or direct communications with Milwaukee Sheriff Dispatch.

OALAWCAL is also authorized for use during vehicle pursuits or other dynamic emergency incidents in which there is likelihood that the incident will cross jurisdictional boundaries. There are county wide mutual aid talk groups (OAGTAC1 – OAGTAC12) available for use when mutual aid squads from other jurisdictions are involved in an incident. The incident commander of an incident and/or the BCC shall notify the Milwaukee County Sheriff's Department Dispatch to request a county wide talk group.

2. Squad numbers shall be used to identify Officers during radio transmissions; the BCC will be identified by using the word, "dispatch". When communication will another dispatch center or with squads from other jurisdictions, Officers are to use agency name, squad number and talk group identifier for clarity (i.e. Bayside 201 to Sheriff Dispatch on Sheriff F2)
3. When referring to various talk groups, over the radio personnel will use the actual name of the talk group for clarity (i.e. "NSPDDISN" NSPDDISS, "NSPDTAC2" etc.)
4. Calls for service, enforcement activities, self-initiated activity, and other vital information are to be communicated by radio. Officers will keep the Communications Center advised of their current status at all times and notify the Telecommunicator when they arrive at calls and when they are back in service. Officers must also advise the BCC of any relevant information and the disposition for all assignments.
5. Assignments and radio transmissions are to be done using plain text; commonly used 10 codes are acceptable.

IV TELECOMMUNICATOR RESPONSIBILITIES

- A. Calls for service and other assignments will be dispatched based upon CAD recommendations. Telecommunicator's will record when an Officer is on an assignment, out of service or available, and are responsible for ensuring an Officer's current status is reflected in CAD. A Supervisor will be dispatched to an incident upon request of on-scene personnel and is to be notified of pending calls when no squads are available.
 1. Telecommunicator's will obtain and generate a CAD record of relevant information for calls for service and self-initiated activity, to include:
 - a) Location of reported incident
 - b) Incident Type
 - c) Date and Time incident reported.
 - d) Name, address, and phone number of complainant, whenever possible.
 - e) CAD number
 - f) Officers assigned, primary and backup if available
 - g) Time of dispatch, Officer arrival, and time completed.
 - h) Disposition

2. Telecommunicator's will query local, state, and federal criminal justice information systems upon Officer request.
3. Telecommunicator's are responsible for monitoring radio traffic and advising squads of major crimes, incidents or other information that occur in other jurisdictions, which may be relevant to, or impact Police operations. Officers should also make every attempt to scan with their available squad and portable radios to ensure they get this information.
4. The BCC maintains service area maps, procedures, and telephone numbers for procuring emergency and necessary external services. Telecommunicator's are responsible for referencing these materials as necessary or upon Officers request.
5. Circumstances requiring the notification of key personnel, emergency notifications, or the need to contact off-duty personnel will be made by a Police Supervisor. This Supervisor may or may not request BCC make the notification(s).

V TELEPHONE CALLS

- A. Emergency 911 calls are received at the BCC. The enhanced 911 System will allow the Telecommunicator to view the address from where the call originates. For hang up calls and calls from where there is no response the Telecommunicator will attempt to call back the number. If no response is received and the call plots (Phase 2) to an address in the North Shore, a squad will be sent to investigate. If it is determined that an emergency does not exist, the Officer will inform the caller the 911 lines are to be used for emergencies and dispatch the appropriate Officer. Telecommunicator's will promptly route misdirected emergency calls to appropriate agencies following BCC procedures.
- B. All the North Shore Police Departments as well as NSFD have their own non-emergency phone numbers. These numbers are physically answered by staff located at the respective agency. In the event the call comes in after established business hours, the BCC will receive the call and route to the appropriate personnel. Calls for service received by staff should be rerouted back to the BCC for assignment.

VI RECORDED TELEPHONE CALLS AND RADIO TRANSMISSIONS

- A. The BCC has the ability to record all incoming phone calls and radio transmissions along with immediate playback capabilities.
- B. Recordings are maintained in a secure location electronically for a minimum of 90 days. In the event a recording is needed for evidence or investigation purposes, a written request must be submitted to the Captain or Lieutenant of Police for approval. The recordings will be made available in the appropriate medium.
 - 1) The following information must be contained in the request:
 - a) Date
 - b) Approximate time of call
 - c) Type of call (i.e. radio or telephone)
 - d) If radio, the frequency the call was on

VII WARRANT CONFIRMATION

- A. In the event an Officer encounters an individual with a warrant, it is the duty of the Officer to confirm a positive identity of the individual before BCC staff may confirm the validity of any active warrant(s) with the issuing agency.
- B. When a warrant is discovered, Telecommunicators are to advise Officers of such information discretely through 10 code 10-99, or ask if they are “clear for information”, before relaying such information. This procedure advises Officers of sensitive information that could potentially jeopardize their safety.
- C. Once an Officer has established a positive identity of the individual, BCC staff must also be provided with the individual’s information prior to confirming the validity of any warrant(s). Once the warrant is confirmed by the issuing agency through the BCC, Officers may then take the subject into custody for the warrant(s).

By Order Of:

Thomas Liebenthal
Chief of Police



Bird City Wisconsin

Making our communities healthy for birds ... and people

4230 N. Oakland Ave., No. 219

Shorewood, WI 53211

July 23, 2024

Dear Village of Bayside,

On behalf of myself and Bird City Wisconsin's Steering Committee, I would like to congratulate the Village of Bayside on achieving Bird City status in the Bird City Wisconsin program.

Bird City communities are at the forefront of efforts to forge a statewide coalition of citizens and public officials who recognize that birds are more than beautiful - they are significant. Bird City Wisconsin truly appreciates both all that you do to green your community as well as all of the effort that you put into demonstrating all of your community's actions to us during the renewal process.

THANK YOU!

We ask that you share news of your renewal with local media. To make your job easier, we have included some general text about the program at the bottom of this letter. Feel free to use Bird City's logo to promote your community – and let us know if you would like a digital copy. Please also consider other ways that we can help you achieve public recognition for your accomplishments, or any other way that we might be able to assist you. As always, feel free to contact us with your thoughts at director@birdcitywisconsin.org.

We celebrate your efforts to improve the quality of life of the people and birds that reside in your community. Thank you for helping to make Wisconsin healthy for birds... and people.

Sincerely,

Bryan Lenz, Ph.D.
Interim Director

About Bird City

Bird City Wisconsin was created in 2009 and began recognizing communities the following year. The program recognizes municipalities for the conservation and education activities that they undertake to make their communities healthy for birds... and people. Bird City Wisconsin is the first Bird City program and served as the model for the Western Hemisphere-wide Bird City Network, of which Bird City Wisconsin is a founding member.

To be recognized as a Bird City, a community must take actions across four categories (Habitat, Threat Reduction, Education & Engagement, and Sustainability) and officially recognize and celebrate World Migratory Bird Day. Bird City also offers High Flyer recognition for those communities that truly go above and beyond in their conservation and education programs. To become a High Flyer, a community must meet additional, and more involved, criteria.



Bird City Wisconsin

Recognizes the

Village of Bayside

for implementing sound practices and fostering public education on important bird conservation issues.

2024



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Attorneys at Law in
Chicago
Indianapolis
Madison
Milwaukee
Minneapolis
Naples
Phoenix
Tampa
Tucson
Washington, D.C.

September 5, 2024

VIA EMAIL

Ms. Rachel Safstrom
Administrative Services Director
Village of Bayside
Village Hall
9075 North Regent Road
Bayside, WI 53217

Re: Redemption of \$5,000 of the Special Assessment B Bonds, Series 2015A,
dated May 7, 2015 (the "2015A Bonds")

Dear Rachel:

Ehlers & Associates, Inc. asked us to prepare the attached **Resolution** to call \$55,000 of the outstanding 2015A Bonds for redemption. It is our understanding that this resolution will be considered by the Village Board at a meeting to be held on September 12, 2024.

If you have not already done so, please include the title of the Resolution on the agenda for the meeting. Please then post the agenda in at least three public places and provide it to the official newspaper of the Village (or if the Village has no official newspaper, to a news medium likely to give notice in the area) and to any other requesting media at least twenty-four hours prior to the meeting (see Section 19.84(1)(b), Wisconsin Statutes). **If the meeting will be a virtual meeting, please be sure to include on the agenda and the notices the dial-in number or other information necessary for the public and the media to access and monitor the meeting.** The attached **Certificate of Compliance with Open Meeting Law** must be completed in connection with the Village Board meeting at which the Resolution is adopted.

A vote of at least a majority of a quorum of the Village Board is necessary to adopt the Resolution. The Resolution should be adopted in the same manner as other resolutions of the Village are adopted. Please complete the attached **Excerpts of Minutes** form to record the attendance at the meeting and vote on the Resolution.

QB92033437.1

Ms. Rachel Safstrom
September 5, 2024
Page 2

Following the adoption of the Resolution, please return an executed copy to us together with an executed copy of the Excerpts of Minutes and the Certificate of Compliance With Open Meeting Law.

Directions as to how to provide notice of redemption of the 2015A Bonds are contained in the Resolution and the Notice of Call attached to it. We understand that Ehlers & Associates, Inc. will assist you in distribution of the Notice.

If you have any questions regarding these documents or any other matter, please do not hesitate to call me at (414) 277-5790.

Very truly yours,

QUARLES & BRADY LLP



Bridgette Keating

BJK:DLL
Enclosures

cc: Mr. Andrew Pederson (w/enc. via email)
Ms. Nicole Maurer (w/enc. via email)
Mr. Joe Murray (w/enc. via email)
Ms. Sara Beecher (w/enc. via email)
Ms. Annie Mallon (w/enc. via email)
Ms. Kathy Myers (w/enc. via email)
payingagent@ehlers-inc.com (w/enc. via email)
Ms. Dawn Leifer (w/enc. via email)

Resolution No. 24-16

RESOLUTION AUTHORIZING THE REDEMPTION OF
THE VILLAGE'S SPECIAL ASSESSMENT B BONDS, SERIES 2015A,
DATED MAY 7, 2015

WHEREAS, the Village of Bayside, Milwaukee and Ozaukee Counties, Wisconsin (the "Village") issued its Special Assessment B Bonds, Series 2015A, dated May 7, 2015 (the "2015 Bonds"); and

WHEREAS, the Village has received prepayment of certain special assessments payable in installments and in anticipation of which the Bonds were issued ("Special Assessment Prepayments"); and

WHEREAS, the 2015 Bonds are required to be partially redeemed on any principal or interest date after Special Assessment Prepayments are received in such a manner that the remaining principal maturities shall be as equal as possible; and

WHEREAS, the Village has determined that it is necessary, desirable and in the best interest of the Village to prepay a total of \$55,000 of the 2015 Bonds (the "Prepaid 2015 Bonds") on November 1, 2024 as more fully described on Exhibit A attached hereto and incorporated herein by this reference with the Special Assessment Prepayments;

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village that the Prepaid 2015 Bonds are called for prior payment on November 1, 2024, at the price of par plus accrued interest to the date of redemption.

The Village Clerk is hereby directed to work with Ehlers and Associates, Inc. ("Ehlers") to cause timely notice of the call of the Prepaid 2015 Bonds by providing notice in substantially the form attached hereto as Exhibit A. All actions heretofore taken by the officers and agents of the Village to effectuate the redemption of the Prepaid 2015 Bonds are hereby ratified and approved.

The Village Board hereby ratifies and approves the retention of Ehlers to provide financial advisory services in connection with this transaction and Quarles & Brady LLP to provide legal services in connection with this transaction.

Passed and Approved this 12th day of September, 2024.

VILLAGE OF BAYSIDE

Eido Walny, Village President

Rachel Safstrom, Director of Administrative Services

EXHIBIT A

NOTICE OF PARTIAL CALL*

VILLAGE OF BAYSIDE
MILWAUKEE AND OZAUKEE COUNTIES, WISCONSIN
SPECIAL ASSESSMENT B BONDS, SERIES 2015A
DATED MAY 7, 2015

NOTICE IS HEREBY GIVEN that the Bonds of the above-referenced issue which mature on the date and in the amount; bear interest at the rate; and have CUSIP No. as set forth below have been called for prior payment on November 1, 2024 at a redemption price equal to 100% of the principal amount thereof plus accrued interest to the date of prepayment:

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP No.</u>
5/1/2025	\$5,000	2.75%	073152BD1**
5/1/2026	5,000	2.90%	073152BE9**
5/1/2027	5,000	3.05%	073152BF6**
5/1/2028	5,000	3.20%	073152BG4**
5/1/2029	5,000	3.35%	073152BH2**
5/1/2030	5,000	3.50%	073152BJ8**
5/1/2031	5,000	3.65%	073152BK5**
5/1/2032	5,000	3.80%	073152BL3**
5/1/2033	5,000	3.90%	073152BM1**
5/1/2034	5,000	4.00%	073152BN9**
5/1/2035	5,000	4.10%	073152BP4**

The Village shall deposit federal or other immediately available funds sufficient for such redemption at the office of The Depository Trust Company on or before November 1, 2024.

Said Bonds will cease to bear interest on November 1, 2024.

By Order of the
Village Board of the Village of Bayside
Village Clerk

Dated _____

* To be provided by registered or certified mail, overnight express delivery, facsimile or electronic transmission or in any other manner required by the Depository, to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 570 Washington Blvd., Jersey City, NJ 07310, not less than thirty (30) days nor more than sixty (60) days prior to November 1, 2024. This Notice should be filed electronically with the MSRB through the Electronic Municipal Market Access (EMMA) System website at www.emma.msrb.org.

** Represents a portion of the principal amount outstanding of this maturity.

Village of Bayside, Wisconsin

\$4,390,000 Special Assessment B Bonds, Series 2015A

SINGLE PURPOSE

Dated: May 7, 2015 Negotiated: Bankers' Bank

Prior Original Debt Service

Date	Principal	Coupon	Interest	Total P+I
11/01/2024	-	-	35,232.50	35,232.50
05/01/2025	185,000.00	2.750%	35,232.50	220,232.50
11/01/2025	-	-	32,688.75	32,688.75
05/01/2026	185,000.00	2.900%	32,688.75	217,688.75
11/01/2026	-	-	30,006.25	30,006.25
05/01/2027	185,000.00	3.050%	30,006.25	215,006.25
11/01/2027	-	-	27,185.00	27,185.00
05/01/2028	185,000.00	3.200%	27,185.00	212,185.00
11/01/2028	-	-	24,225.00	24,225.00
05/01/2029	185,000.00	3.350%	24,225.00	209,225.00
11/01/2029	-	-	21,126.25	21,126.25
05/01/2030	185,000.00	3.500%	21,126.25	206,126.25
11/01/2030	-	-	17,888.75	17,888.75
05/01/2031	185,000.00	3.650%	17,888.75	202,888.75
11/01/2031	-	-	14,512.50	14,512.50
05/01/2032	185,000.00	3.800%	14,512.50	199,512.50
11/01/2032	-	-	10,997.50	10,997.50
05/01/2033	185,000.00	3.900%	10,997.50	195,997.50
11/01/2033	-	-	7,390.00	7,390.00
05/01/2034	185,000.00	4.000%	7,390.00	192,390.00
11/01/2034	-	-	3,690.00	3,690.00
05/01/2035	180,000.00	4.100%	3,690.00	183,690.00
Total	\$2,030,000.00	-	\$449,885.00	\$2,479,885.00

Yield Statistics

Base date for Avg. Life & Avg. Coupon Calculation	10/01/2024
Average Life	5.571 Years
Average Coupon	3.6683853%
Weighted Average Maturity (Par Basis)	5.571 Years
Weighted Average Maturity (Original Price Basis)	5.583 Years

Refunding Bond Information

Refunding Dated Date	10/01/2024
Refunding Delivery Date	10/01/2024

15 \$4390m B Bonds FINAL A | SINGLE PURPOSE | 9/ 5/2024 | 3:12 PM



Village of Bayside, Wisconsin

\$4,390,000 Special Assessment B Bonds, Series 2015A

SINGLE PURPOSE

Dated: May 7, 2015 Negotiated: Bankers' Bank

Current Outstanding Debt Service

Date	Principal	Coupon	Interest	Total P+I
11/01/2024	-	-	35,232.50	35,232.50
05/01/2025	180,000.00	2.750%	34,277.50	214,277.50
11/01/2025	-	-	31,802.50	31,802.50
05/01/2026	180,000.00	2.900%	31,802.50	211,802.50
11/01/2026	-	-	29,192.50	29,192.50
05/01/2027	180,000.00	3.050%	29,192.50	209,192.50
11/01/2027	-	-	26,447.50	26,447.50
05/01/2028	180,000.00	3.200%	26,447.50	206,447.50
11/01/2028	-	-	23,567.50	23,567.50
05/01/2029	180,000.00	3.350%	23,567.50	203,567.50
11/01/2029	-	-	20,552.50	20,552.50
05/01/2030	180,000.00	3.500%	20,552.50	200,552.50
11/01/2030	-	-	17,402.50	17,402.50
05/01/2031	180,000.00	3.650%	17,402.50	197,402.50
11/01/2031	-	-	14,117.50	14,117.50
05/01/2032	180,000.00	3.800%	14,117.50	194,117.50
11/01/2032	-	-	10,697.50	10,697.50
05/01/2033	180,000.00	3.900%	10,697.50	190,697.50
11/01/2033	-	-	7,187.50	7,187.50
05/01/2034	180,000.00	4.000%	7,187.50	187,187.50
11/01/2034	-	-	3,587.50	3,587.50
05/01/2035	175,000.00	4.100%	3,587.50	178,587.50
Total	\$1,975,000.00	-	\$438,620.00	\$2,413,620.00

Yield Statistics

Base date for Avg. Life & Avg. Coupon Calculation	10/01/2024
Average Life	5.571 Years
Average Coupon	3.6683853%
Weighted Average Maturity (Par Basis)	5.571 Years
Weighted Average Maturity (Original Price Basis)	5.583 Years

Refunding Bond Information

Refunding Dated Date	10/01/2024
Refunding Delivery Date	10/01/2024

Village of Bayside, Wisconsin

\$4,390,000 Special Assessment B Bonds, Series 2015A

SINGLE PURPOSE

Dated: May 7, 2015 Negotiated: Bankers' Bank

Debt Service To Maturity And To Call

Date	Refunded Bonds	D/S To Call	Principal	Coupon	Interest	Refunded D/S
10/01/2024	-	-	-	-	-	-
11/01/2024	55,000.00	55,000.00	-	-	-	-
05/01/2025	-	-	5,000.00	2.750%	955.00	5,955.00
11/01/2025	-	-	-	-	886.25	886.25
05/01/2026	-	-	5,000.00	2.900%	886.25	5,886.25
11/01/2026	-	-	-	-	813.75	813.75
05/01/2027	-	-	5,000.00	3.050%	813.75	5,813.75
11/01/2027	-	-	-	-	737.50	737.50
05/01/2028	-	-	5,000.00	3.200%	737.50	5,737.50
11/01/2028	-	-	-	-	657.50	657.50
05/01/2029	-	-	5,000.00	3.350%	657.50	5,657.50
11/01/2029	-	-	-	-	573.75	573.75
05/01/2030	-	-	5,000.00	3.500%	573.75	5,573.75
11/01/2030	-	-	-	-	486.25	486.25
05/01/2031	-	-	5,000.00	3.650%	486.25	5,486.25
11/01/2031	-	-	-	-	395.00	395.00
05/01/2032	-	-	5,000.00	3.800%	395.00	5,395.00
11/01/2032	-	-	-	-	300.00	300.00
05/01/2033	-	-	5,000.00	3.900%	300.00	5,300.00
11/01/2033	-	-	-	-	202.50	202.50
05/01/2034	-	-	5,000.00	4.000%	202.50	5,202.50
11/01/2034	-	-	-	-	102.50	102.50
05/01/2035	-	-	5,000.00	4.100%	102.50	5,102.50
Total	\$55,000.00	\$55,000.00	\$55,000.00	-	\$11,265.00	\$66,265.00

Yield Statistics

Base date for Avg. Life & Avg. Coupon Calculation	10/01/2024
Average Life	5.583 Years
Average Coupon	3.6683853%
Weighted Average Maturity (Par Basis)	5.583 Years
Weighted Average Maturity (Original Price Basis)	5.583 Years

Refunding Bond Information

Refunding Dated Date	10/01/2024
Refunding Delivery Date	10/01/2024

CONTRACT BETWEEN
VILLAGE OF BAYSIDE AND KAPUR & ASSOCIATES, INC.

FOR

**2024 SANITARY SEWER CLOSED CIRCUIT TELEVISION INSPECTION
AND RECOMMENDATION**

VILLAGE OF BAYSIDE, WI

We are pleased that the Village has selected Kapur & Associates, Inc. to perform the professional engineering services for the referenced project.

The scope of work includes time for collection of data and closed circuit televising (CCTV) work in Basins 1, 5, 3 and 6 as follows:

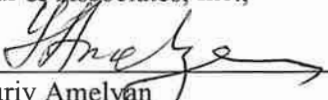
- Review Village's sanitary sewer system, determine previously performed CCTV work, determine targeted area for proposed 2024 CCTV, prepare location maps and list of sanitary sewer segments for televising
- Televising of approximately 50,000 L.F. of 8", 10", 12", 15" and 18" sanitary sewer main lines
- Field coordination between TV contractor, residents, Village and other field assistance.
- Review video's and determine sanitary sewer pipe physical condition and defects. Determine if there any manhole or lateral connection required immediate attention.
- CCTV inspection report, recommendation for sanitary sewer for rehab and cost estimate. Prepare list of defected manholes and bad lateral connection.

Total fees for this service are a time and materials not to exceed amount of \$73,630.00.

This proposal includes all reimbursable cost and expenses. Our fees are detailed in the attached Fee Schedule.

Receipt of a signed copy of this document will constitute an executed agreement.

For Kapur & Associates, Inc.,

By: 
Yuri Amelyan
Associate/Project Manager

Date: 7-24-2024

For the Village of Bayside,

By: _____
Andrew K. Pederson
Village Manager

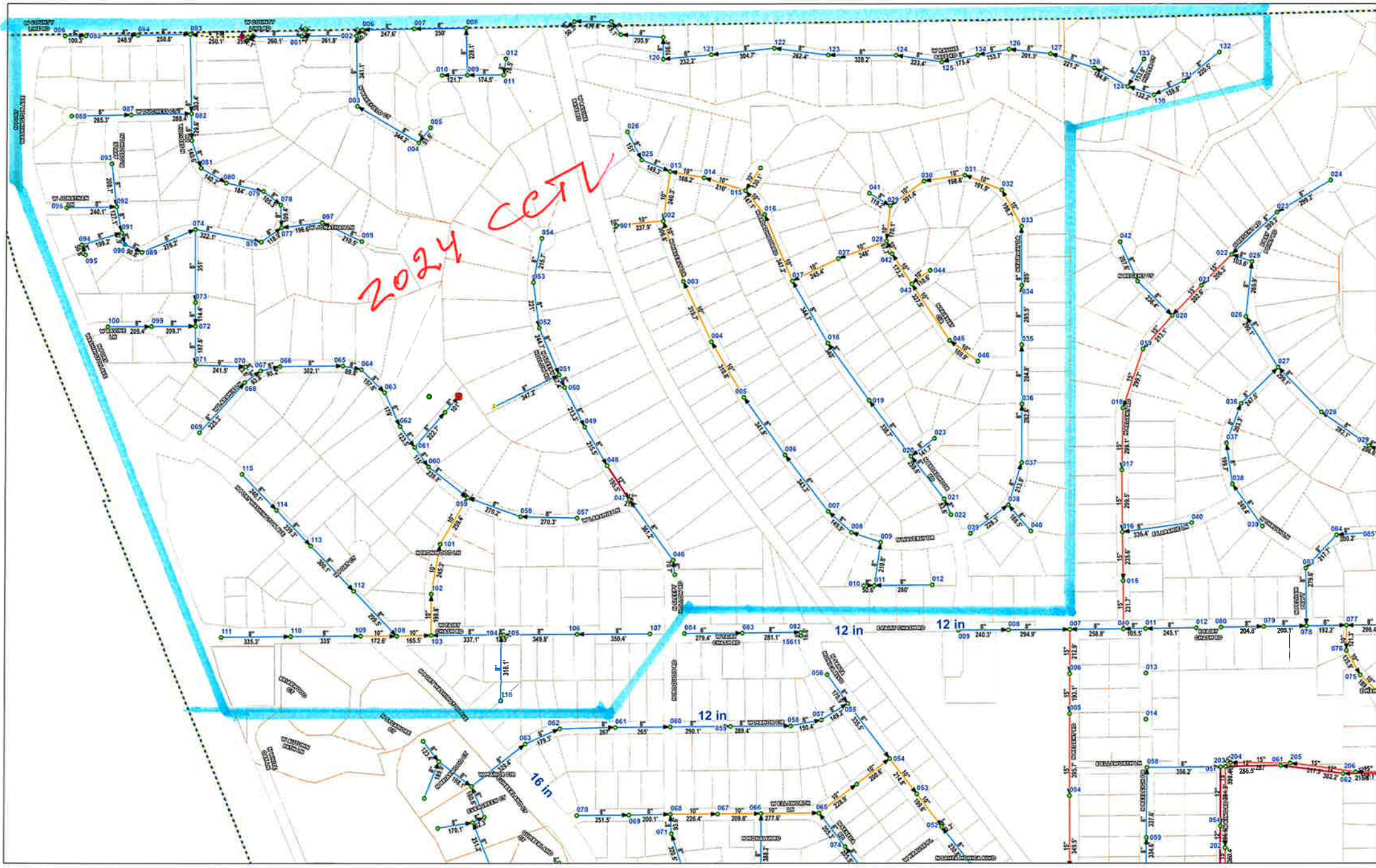
Date: _____



COST NOT TO EXCEED
BAYSIDE 2024 SANITARY SEWER CLOSED CIRCUIT TELEVISION INSPECTION AND RECOMMENDATION
VILLAGE OF BAYSIDE, WI

TASK	Project Manager		Project Engineer	Cad Technician	Total Task Hours	Total Task Cost
	\$185.00	\$125.00				
Review Village's sanitary sewer system, determine previously performed CCTV work, determine proposed/targeted area for 2024 CCTV and prepare location map	2	8	8	8	18	\$2,170.00
Televising of sanitary sewer main, coordination between TV contractor, residents and Village, field assistance	Approximately 50,000 Feet @ \$1.20					\$60,000.00
Review video's and determine sanitary sewer pipe physical condition. Determine if there any manhole or lateral connection required immediate attention.	8	40			48	\$6,480.00
CCTV inspection report, recommendation for sanitary sewer rehab and cost estimate. Prepare list of detected manholes and lateral connection.	8	24	2		34	\$4,680.00
Reimbursable expenses						\$300.00
TOTAL	18	72	10		100	\$73,630.00





2024
CCTV

 - Proposed CCTV Boundary
in Basins # 1 & #5



— PROPOSED 2019 SANITARY SEWER CCTV INSPECTION

LEGEND

- Proposed 2024 San. Sewer CCTV Inspections in Basins # 3 & # 6

<p>KAPLAN & ASSOCIATES, INC. CONSULTING ENGINEERS 10000 W. 120th St., Suite 200 Overland Park, KS 66213 www.kaplan-engineers.com</p>	<p>2019 SANITARY SEWER CCTV INSPECTION</p> <p>VILLAGE OF BAYSIDE</p>	<p>BAYSIDE</p>	<p>PROPOSAL</p>	<p>LOCATION MAP</p>	<p>KAPLAN & ASSOCIATES, INC. 10000 W. 120th St., Suite 200 Overland Park, KS 66213 www.kaplan-engineers.com</p>	<p>2019 SANITARY SEWER CCTV INSPECTION</p> <p>VILLAGE OF BAYSIDE</p>	<p>BAYSIDE</p>	<p>PROPOSAL</p>	<p>LOCATION MAP</p>	<p>DATE: 10/20/2019</p> <p>SCALE: AS SHOWN</p> <p>PROJECT: 2019 SANITARY SEWER CCTV INSPECTION</p> <p>LOCATION MAP</p>
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Hey and Associates, Inc.

Engineering, Ecology and Landscape Architecture

8755 W HIGGINS RD., SUITE 835

CHICAGO, ILLINOIS 60631

PHONE (773) 693-9200

FAX (847) 740-2888

July 19, 2024

Mr. Andy Pederson
Village Manager
Village of Bayside
9075 N. Regent Rd.
Bayside, WI 53217

Proposal No.: 24-0189

Re: Lake Drive Stormwater Project
Bayside, Wisconsin

Dear Mr. Pederson:

Hey and Associates, Inc. (Hey) and Birchline Planning, LLC (Birchline) appreciate the opportunity to provide a proposal to provide a planning assessment of stormwater and green infrastructure solutions along Lake Drive beginning at Brown Deer Road and continuing south. It is our understanding that the Village would like to look for ways to better manage stormwater runoff coming off adjacent properties. Hey is pleased to submit this proposal for planning level analyses to manage stormwater runoff along Lake Drive. This proposal aims to provide a basis for preparing design plans which would be completed under a separate proposal.

Task 1: Site Visit and Data Collection

The project team will conduct a site visit of the area to investigate drainage patterns, stormwater infrastructure, topography, adjacent properties, utilities, and other possible constraints and opportunities. We would anticipate a Village staff member could assist and provide commentary on observed conditions. This information will be reviewed against flow path mapping previously completed by Hey. We will request that an updated GIS package of Village information be provided as part of this task. We will also obtain any other available GIS information from the County or MMSD. A base map will be prepared documenting observations and a summary email will be provided to the Village.

Task 2: Stormwater Evaluation

Based on Task 1, Hey will review and re-run flow path mapping based on the most up-to-date information obtained. This is anticipated to be minor adjustments to stormwater infrastructure conveyance routes based on data collection and Village input.

The project team will develop a menu of stormwater management practices that could be implemented based on available project area, tributary area and other inputs. This menu of options may include ditch regrading, ditch storage, bioswale implementation, rain garden / detention, underground storage (aggregate and/or pipe/vault), or other stormwater management practices. The menu will include very simplistic ranges of cost opinions for the stormwater management practices but it should be noted that construction costs have been

extremely volatile over the past several years and these estimates may not fully reflect potential bid pricing in 2025.

Using the updated flow path mapping, the project team will identify initial locations for stormwater management practices. This mapping will mainly focus on Village-owned property and right-of-way (ROW). However, potential options on adjacent or nearby properties will also be investigated and mapped. An initial draft map of locations and options will be developed and provided to the Village. We anticipate having a review meeting to discuss and refine the stormwater management recommendations and prioritize the recommendations in numerical order.

Following the meeting, we will provide an updated map with the changes discussed in the review meeting.

Task 3: Stormwater Concept Plan

We will take the top three recommendations and develop concept-level plans to determine feasibility and project limits and extents. These plans will include schematic topography and stormwater infrastructure. In addition, any known constraints or issues will be identified. Concept level quantities and cost opinions will be developed.

Task 4: Stakeholder Collaboration and Funding

The team will work with the Village to identify stakeholders and meet with them to discuss the Village's stormwater management goals. We will also, at the Village's direction, discuss potential participation and/or land use with adjacent or nearby property owners. We anticipate participating in up to four (4) meetings and preparing meeting minutes for the Village. Results from these meetings will be utilized in Tasks 2 and 3.

In addition, the team will identify potential funding sources (other than Village funding) to assist with the construction of the project.

At this time, we do not plan on conducting any of the following and would have these tasks be completed as part of final design:

- Title searches or additional property records research
- Soil borings and geotechnical analysis
- Environmental assessment, soil sampling, disposal plans
- Detailed topographic survey
- Boundary surveys
- Easement document preparation
- Wetland delineation
- Design plans, specifications and estimates
- Permitting

We anticipate completing these tasks for a lump sum cost of \$21,000.00 and this includes both Hey and Birchline fees.

Reimbursable expenses shall be included the lump sum fees noted above and include, but are not necessarily limited to, travel, reproductions, shipping/delivery, aerial photographs, phone and other communication charges, consultants and subcontractor fees, equipment and supply costs related to the execution of the project.

Village of Bayside
24-0189
July 18, 2024
Page 3

Any additional meetings or supplemental work would be in addition to the above amount or by separate proposal. Our Standard Terms and Conditions are attached.

If this agreement is acceptable, please sign below and return this proposal to our office. Upon receipt, we will sign and return a fully executed copy for your records. This proposal is valid for 60 days from the date of this letter. Should you have any questions, please contact the project manager, Patrick Lach at our Chicago office.

Hey and Associates, Inc.

Village of Bayside

Attest

Attest

Date

Date

Compensation

Profession

Engineering

Senior Principal Civil Engineer	\$235
Principal Civil Engineer	\$210
Senior Civil Engineer	\$190
Civil Engineer I to V	\$135-175
Water Resources Specialist I to V	\$130-170
Engineering Technician I to V	\$120-160
Lake and Survey Services Manager	\$160

Ecological Services

Senior Principal Ecologist	\$220
Senior Project Scientist	\$185
Environmental Services Manager	\$165
Environmental Scientist I to V	\$115-155
Environmental Intern	\$60

Landscape Architecture

Senior Landscape Architect	\$190
Landscape Architect I to V	\$125-165
Landscape Designer	\$120

Erosion Control

Senior Erosion and Sediment Control Specialist	\$185
Erosion and Sediment Control Specialist	\$120

Design Support

CAD Technician	\$110
GIS Specialist	\$110

Administration

Executive Administrator	\$130
Accounting Administrator	\$105
Office Administrator	\$100

Expert Testimony

Rates to be determined on per-project basis

Reimbursable Expense

Reimbursable expenses shall be reimbursed at cost plus an 8% administrative service charge. Such expenses shall include, but are not necessarily limited to travel, reproduction, shipping/delivery, aerial photographs, phone and other communication charges, consultants and subcontractor fees, equipment and supply costs related to the execution of the project. Fixed reimbursable expense costs are as follows:

Travel	\$.75/mile
Copies	\$.20/page
Software/Digital Resource Charge	\$100.00/project
ATV Usage	\$ 40.00/hour
ATV Discing, Herbicide, Spraying, Mowing	\$ 45.00/hour
Boat Usage	\$ 75.00/hour
Chain Saw Usage	\$ 20.00/hour
Additional Plotting, B & W	\$.90/sq. ft.
Additional Plotting, Color	\$ 2.75/sq. ft.
Additional Plotting, Mylar	\$ 4.50/sq. ft.
Flow Meter	\$ 50.00/day
GPS Rover	\$350.00/day
Total Station/GPS Equipment	\$100.00/day
Unmanned Aerial Reconnaissance	Per Project

Insurance

Throughout the duration of the project, Hey will procure and maintain the following insurance:

Liability	Limits of Liability
Workers' Compensation and Employer's Liability	\$ 500,000 each incident
Commercial General Liability	\$ 2,000,000
Professional Liability	\$ 2,000,000
Automobile Liability	\$ 1,000,000

Within the limits of this insurance, Hey agrees to hold the Client harmless from and against loss, damage, injury or liability arising directly from the negligent acts or omissions of employees, agents, or subcontractors of Hey.

Client will limit any and all liability, claim for damages, losses, cost of defense, or expenses to be levied against Hey on account of any design defect, error, omission, or professional negligence to a sum not to exceed the amount of Hey's fee under this agreement. Should the Client require other types of insurance coverage, limits in excess of the above limits, and/or certificates naming any other(s) than the Client as additional insured parties, Hey's cost of obtaining such coverage, limits, or certificates shall be reimbursable by the Client.

Billing

Billings shall be on a monthly basis and are payable upon receipt. An additional charge of 1½ percent per month (18% per annum) shall be applied to any balance unpaid more than 30 days beyond date of invoice. Client shall pay any attorney's fees, court costs or other expenses incurred collecting delinquent accounts. All invoices paid by credit card will be charged an additional 3.5% processing fee.

Hey and Associates Inc. (Hey), with seven (7) days written notice, reserves the right to suspend or terminate work under this agreement on any account that is past due. The Client's obligation to pay for the work contracted is in no way dependent upon the Client's ability to obtain financing, zoning, permit approval by governmental or regulatory agencies, or upon the Client's successful completion of the project. The rates presented herein are effective for the period January 1, 2024 through December 31, 2024.

Limitation of Costs

Hey will not be obligated to continue performance or incur costs beyond the estimated costs unless the Client agrees in writing to a revised cost estimate.

Client's Responsibilities

Client shall arrange for access to and make all provisions for Hey to enter upon private and public property as required for Hey to perform services under this Agreement. Client shall provide Hey with all existing available information regarding this project as required. Hey shall be entitled to rely upon information and documentation provided by the Client or consultants retained by the Client in relation to this project, however Hey assumes no responsibility or liability for their completeness or accuracy.

Cost Opinions

Any cost opinions or project economic evaluations provided by Hey will be on the basis of experience and judgment, but, because Hey has no control over market conditions or bidding procedures, we cannot warrant that bids, construction cost, or project economics will not vary from these opinions.

Standard of Care

The standard of care for all services performed by Hey under the agreement will be the care and skill ordinarily used by members of Hey's profession practicing under similar circumstances at the same time and in the same locality. Hey makes no warranties, express or implied, under this Agreement or otherwise, in connection with Hey's services.

Means & Methods

Hey will neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the construction of the subject project(s).

Mutual Indemnification

Subject to the foregoing provisions, Hey agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors, employees and agents from and against any liabilities, damages and costs (including reasonable attorneys' fees and costs of defense) arising out of the death or bodily injury to any person or the destruction or damage to any property, to the extent caused, during the performance of Services under this Agreement, by the negligent acts, errors or omissions of Hey or anyone for whom Hey is legally responsible, subject to any limitations of liability contained in this Agreement. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Hey, its officers, directors, employees and agents from any liabilities, damages and costs (including reasonable attorney's fees and costs of defense) to the extent caused by the negligent acts, errors or omissions of the Client, the Client's contractors, consultants or anyone for whom Client is legally liable.

Copyright Indemnification

To the fullest extent permitted by law, Client shall indemnify and hold harmless Hey from and against any and all costs, losses and damages (including but not limited to all attorney fees and charges, all court or arbitration or other dispute resolution costs, and any time spent by Hey in defense of any such claims) resulting from any claims brought against Hey alleging copyright, trademark, or patent infringement or any other cause of action or regulatory decision resulting from Hey's use of, or reliance on, the design, plans and specifications provided by the Client for the Project. This provision shall survive the completion of the services provided under this Agreement.

Consequential Damages

To the fullest extent permitted by law, Client and Hey waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project.

Termination

Either party may terminate this Agreement upon not less than seven (7) days written notice should the other party fail to substantially perform in accordance with the terms of this Agreement through no fault of the terminating party. Hey may terminate this Agreement for its convenience and without cause by providing not less than seven (7) days written notice. If Client terminates this Agreement for its convenience and without cause, Client agrees to compensate Hey for services performed prior to the termination, together with Reimbursable Expenses incurred and costs attributable to termination, including the costs attributable to Hey's termination of consultant agreements and authorized Additional Services.

Dispute Resolution

Client and Hey agree that they shall first submit any and all unsettled claims, counterclaims, disputes, and other matters in question between them arising out of or relating to this Agreement or the breach thereof ("Disputes") to mediation. If such mediation is unsuccessful in resolving a Dispute, then such Dispute shall be resolved by a court of competent jurisdiction.



Committee/Board/Commission Questionnaire

Thank you for your interest in becoming involved with a Village of Bayside Committee, Board or Commission. As you may already know, the Village President recommends all citizen appointments to the Village Board for approval. Please provide them with some information to use when considering your appointment by completing the questions below. Also, you are welcome to attach additional information which may further support your appointment.

Name: (as you like to be addressed) Jeff Harrington

Address: 1420 E. Bay Point Road, Bayside

Phone #: 414.350.1060

E-Mail: 8793jsh@gmail.com

Years as Village of Bayside Resident: 3

What Village committee(s) are you currently serving on, if any? N/A

Would you like to be re-appointed? (Circle one) Yes No

Committee/Board/Commission you are interested in: Interests include Finance and Administration Committee; Public Safety Committee, Architectural Review Committee, Board of Zoning Appeals

Why are you interested in serving on this particular group: Contribute to the well-being of the community.

Qualifications for serving on this group: Please see attached summary.

Other Community Involvement: None currently (please see attached).

Occupation/Employer: Retired (please see attached).

Family Details: (optional) Widower, 2 children, 2 grandchildren

Leisure Activities/ Hobbies: (optional) Childcare, reading, woodworking

Signature: Jeffrey Harrington

Date: July 11, 2024

**1st Amendment
To Funding Agreement M10005BA01**

Private Property Infiltration and Inflow Reduction Agreement

This 1st Amendment (“Amendment”) to Funding Agreement M10005BA01 (“Agreement”) is entered into as of the date of last signature below between the Milwaukee Metropolitan Sewerage District (“District”) with its principal place of business at 260 West Seeboth Street, Milwaukee, Wisconsin 53204 and the Village of Bayside (“Municipality”) with its principal place of business at 9075 North Regent Road, Bayside, Wisconsin 53217, which amends the Agreement fully executed on July 11th, 2022.

The District and the Municipality agree to amend the Agreement through this Amendment pursuant to Section 9 of the Agreement as follows:

- (1) Section 1 “Term of Agreement” is deleted in its entirety and replaced with the following language:

This Agreement becomes effective immediately upon signature by both parties and shall remain in effect until the earliest of (1) December 31st, 2024, or (2) termination of this Agreement as otherwise set forth herein.

- (2) Section 2 “District Funding” is deleted in its entirety and replaced with the following language:

The Municipality authorizes the District to expend an amount not to exceed \$62,908 from its annual municipal funding allocation (“AMFA”) for the approved private property I/I work described in Attachments A1, A2, and A3 (“the Work”). Within this total amount, \$60,488 is for engineering and design services, and \$2,420 is the District’s Administrative Project Management Fee. The District shall procure contractors and consultants to perform the Work, as well as provide all project management and oversight associated with the Work. The Municipality shall assist with public outreach and provide input and feedback as requested by the District.

- (3) Attachment A3 “Scope of Consultant Services” is revised to have Attachment A3.1 as attached to this Amendment appended to the end of Attachment A3.

All other provisions of the Agreement shall remain in full force and effect.

**MILWAUKEE METROPOLITAN SEWERAGE
DISTRICT**

VILLAGE OF BAYSIDE

By: _____
Kevin L. Shafer, P.E.
Executive Director

By: _____
Andy Pederson
Village Manager

Date: _____

Date: _____

Approved as to form:

Vincent R. Bauer
Attorney for the District

DRAFT

Attachment A3.1
OTIE M10004E02 Task Order 12 - PCO

DRAFT

Contract M10004E02 Task Order 12 – PCO

To: Jerome Flogel, MMSD

From: Tim Reinbold, OTIE

Date: December 29, 2023

Re: PCO for Bayside Work Plan 01 (M10005BA01)

Description of Changes:

Scope change, schedule change, cost change

Changes to the task order are as follows:

Replace the budget for subtask 1 Project Management from \$3,690 to \$7,887; an increase of \$4,197.

Replace the budget for subtask 2 Investigation, Design, and Bidding from \$21,217 to \$35,062; an increase of \$13,845.

Replace the budget for subtask 3 Public Outreach from \$5,628 to \$10,991; an increase of \$5,363.

Replace the budget for subtask 4 Consultant Expenses from \$761 to \$6,548; an increase of \$5,787.

Extend the schedule of the task order to provide services for the District as described in the Task Order consistent with the terms of the master commitment through 7/31/2024.

Reason for Changes

The budget increases to Task Order #12 subtasks #1, #2, #3, and #4 are based on requested additional effort to incorporate six additional properties in the workplan. The proposed work will be bid using a combination of procurement methods: public bidding for lateral replacement and foundation drain disconnections, and direct bidder solicitation for downspout modifications, grouting, and lateral lining. One lateral CCTV inspection will be conducted at 1470 E. Bay Point Rd. using an approved Contractor(Heiden Plumbing, Heating & Cooling) . Scope of services and cost estimate is included as Attachment A to this document. The additional service were requested by the District and the Village of Bayside.

Table #1, Summary of TO Changes

Subtask #	Subtask	Current Subtask (\$)	Change (\$)	Revised Subtask (\$)
1	Project Management	\$3,690.00	\$4,197.00	\$7,887.00
2	Investigation, Design, and Bidding	\$21,217.00	\$13,845.00	\$35,062.00
3	Public Outreach	\$5,628.00	\$5,363.00	\$10,991.00
4	Expenses	\$761.00	\$5,787.00	\$6,548.00

Current TO	\$31,296.00	Revised TO	\$60,488.00
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**1st Amendment
to Memorandum of Understanding M10005BA02**

Private Property Infiltration and Inflow Reduction Agreement

This 1st Amendment (“Amendment”) to Memorandum of Understanding M10005BA02 (“Agreement”) is entered into as of the date of last signature below between the Milwaukee Metropolitan Sewerage District (“District”) with its principal place of business at 260 West Seeboth Street, Milwaukee, Wisconsin 53204 and the Village of Bayside (“Municipality”) with its municipal offices at 9075 North Regent Road, Bayside, Wisconsin 53217, and amends the Agreement fully executed on January 10th, 2024.

The District and the Municipality agree to amend the Agreement through this Amendment pursuant to Section 9 of the Agreement as follows:

- (1) Section 2 “Project Description” is deleted in its entirety and replaced with the following language:

The District shall procure construction and construction inspection at the following 13 properties:

1. 1466 E. Bay Point Rd. – Lateral grouting mainline to 5 ft
2. 1470 E. Bay Point Rd. – Partial lateral relay, lateral grouting from MH to 5 ft
3. 1469 E. Bay Point Rd. – 240 ft lateral relay, disconnect downspouts, 3 interior lateral connections
4. 1459 E. Bay Point Rd. – Lateral grouting mainline to 5 ft
5. 1428 E. Bay Point Rd. - Lateral grouting mainline to 5 ft
6. 1490 E. Fairy Chasm Rd. – Lateral rehab of the unlined section of lateral from cleanout to home, approximately 20 ft
7. 1500 E. Fairy Chasm Rd. – Disconnect 9 downspouts, abandon Palmer valve, install sump pump
8. 8645 N. Pelham Pkwy. – Full lateral replacement, abandon Palmer valve, install sump pump
9. 8665 N. Pelham Pkwy. – Full lateral replacement, abandon Palmer valve, install sump pump
10. 725 E Wahner Pl. – Full lateral replacement, abandon Palmer valve, install sump pump
11. 222 E Fairy Chasm Rd. – Full lateral replacement, abandon Palmer valve, install sump pump, lateral grouting mainline to 5 ft
12. 920 E. Fairy Chasm Rd. – Partial lateral replacement, install sump pump, lateral grouting mainline to 5 ft
13. 9055 N Tennyson Rd. – Full lateral replacement, abandon Palmer valve, install sump pump, lateral grouting mainline to 5 ft

Collectively referred to as “the Work.”

The District anticipates spending approximately \$433,636 on the Work, with the actual amount deducted from the Municipality’s Annual Municipal

Funding Allocation (AMFA) for private property inflow and infiltration reduction work, in addition to a 4% allocation to the District for project management for a total of \$450,981. The District shall procure a contractor (“Contractor”) and professional services to perform the Work, as well as provide all project management and oversight associated with the Work. The Municipality shall assist with public outreach and provide input and feedback as requested by the District.

- (2) Section 9 “Modifications” is revised to have the \$375,000 within said section deleted and replaced with \$450,981.
- (3) The “Project Budget” attached as Page 7 of 7 is deleted in its entirety and replaced by the following:

Construction Contract (Full Lateral Replacement)	\$354,410
Construction Contract (Grouting)	\$25,000
Construction Contract (CIPP)	\$10,000
ESDC & Construction Inspection	\$44,226
MMSD Management Fee	\$17,345
Total	\$450,981

All other provisions of the Agreement shall remain in full force and effect.

MILWAUKEE METROPOLITAN SEWERAGE DISTRICT

VILLAGE OF BAYSIDE

By: _____
 Kevin L. Shafer, P.E.
 Executive Director

By: _____
 Andy Pederson
 Village Manager

Date: _____

Date: _____

Approved as to form:

 Vincent R. Bauer
 Attorney for the District

Memorandum of Understanding

M10005BA03

Private Property Infiltration and Inflow Reduction Agreement

This Agreement is made between the Milwaukee Metropolitan Sewerage District (“District”), with its principal place of business at 260 West Seeboth Street, Milwaukee, Wisconsin 53204-1446, and the Village of Bayside (“Municipality”), with its municipal offices at 9075 North Regent Road, Bayside, Wisconsin, 53217.

WHEREAS, Wisconsin law, through Wis. Stats. § 66.0301 , authorizes any municipality to enter into an intergovernmental cooperation agreement with another municipality for the furnishing of services; and

WHEREAS, the District is responsible for collecting and treating wastewater from the Municipality’s locally owned wastewater collection system; and

WHEREAS, the Municipality’s sewers collect wastewater from lateral sewers located on private property and owned by private property owners; and

WHEREAS, during wet weather events stormwater enters lateral sewers through defective pipes and leaky joints and connections (“infiltration”) and stormwater also enters lateral sewers from foundation drains, improper connections, and other sources (“inflow”); and

WHEREAS, infiltration and inflow increase the amount of wastewater that the District must collect and treat; and

WHEREAS, during wet weather events, infiltration and inflow (“I/I”) into privately owned sewers contribute to the risk of sewer overflows; and

WHEREAS, the District has established the Private Property Infiltration and Inflow Reduction Program (“Program”) to provide guidelines, requirements, and a funding structure for municipalities to complete I/I reduction work on private property as more fully set forth in the Statement of Policy, Milwaukee Metropolitan Sewerage District Private Property Infiltration and Inflow Reduction Program (“Policy”); and

WHEREAS, the Policy provides the Municipality the discretion to have the District procure contractors and consultants to perform private property I/I reduction work on the Municipality’s behalf and for the District to deduct the cost of District management and oversight of the project (“District Administrative Project Management Fee”) from funds available to the Municipality through the Program; and

WHEREAS, the Municipality wishes to participate in the Program with the District procuring contractors and consultants to perform private property I/I reduction work on the Municipality’s behalf; and

WHEREAS, the District has procured Municipal Engineering and Project Services from Oneida Total Integrated Services to support the Program, Contract M10004E02;

NOW, THEREFORE, in consideration of the mutual promises made by the parties to this Agreement, the parties agree as follows:

1. Term of Agreement

This Agreement becomes effective upon the date of last signature below and shall remain in effect until the earliest of (1) December 31, 2024, or (2) termination of this Agreement as otherwise set forth herein.

2. District Funding

The Municipality authorizes the District to expend an amount not to exceed \$85,523 from the Annual Municipal Allocation(AMA) of the Municipality, as defined by the Policy, for the approved private property I/I work described in Attachments A1, A2, and A3 of this Agreement (“the Work”). Within this total amount, \$46,234 is for engineering and design services, \$36,000 is for CCTV services, and \$3,289 is the District’s Administrative Project Management Fee. The District shall procure contractors and consultants to perform the Work as well as provide all project management and oversight associated with the Work. The Municipality shall assist with public outreach and provide input and feedback as requested by the District.

3. Program Publicity and Outreach

- a. The District shall develop all informational literature and signage related to the Work naming the District as the funder and the Municipality as the project partner. The District shall provide samples of all public involvement/public education documents to the Municipality for review prior to being distributed to the public. The Municipality shall assist with the distribution of these materials.
- b. The District shall coordinate all public meetings for the Work and provide the Municipality a minimum of two weeks’ notice of the same. The Municipality shall participate in all public meetings.

4. Selection of Professional Service Providers by District

The District shall utilize the District’s Master Contract for Municipal Engineering and Project Services, M10004E02, as procured through a publicly advertised Request for Proposals (RFP) process for the performance of the Work funded by this Agreement. Contract M10004E02 was awarded to Oneida Total Integrated Services (“Consultant”) in accordance with Wis. Stats. Chapter 200 and District policies.

5. Selection of Non-Professional Service Provided by District

Pursuant to a public Request for Qualifications process, the District has developed an Approved Contractors List organized by work type to ensure all Work funded by the District maintains specific quality standards. Those approved contractors and their suppliers can submit products they intend to utilize for inclusion in the District’s Approved Products List. The appropriate subset of the Approved Contractor List and the Approved Products List shall be utilized as a part of the District’s bidding process for contracts to perform Work funded by this Agreement.

In addition to the above, all non-professional service providers (for example: construction, sewer inspection, post-construction restoration) to perform Work funded by this Agreement shall be procured in accordance with both State of Wisconsin statutes and regulations and the District’s ordinances and policies.

6. Reserved

7. Reserved

8. Procedure for Reimbursement

a. Invoices from Consultants and Contractors

- i. The District shall receive all consultant and contractor invoices as set forth herein and shall forward copies to the Municipality for review. The absence of a response from the Municipality within five business days shall be considered approval of the invoice. Each consultant or contractor invoice shall include an invoice number, dates covered by the invoice, a detailed description of the hours expended and the work performed, expenses (with supporting documentation), and the contract number. All invoices that have been reviewed and approved by the Municipality and the District's Project Manager (PM) shall be paid directly by the District and the equivalent amount deducted from the Municipality's AMA.

b. District Administrative Project Management Fee

- i. The District shall be reimbursed for its administrative project management and oversight of the Work performed under this Agreement as described in Attachment A2 by charging a fee in the amount of four percent of the total actual value of the completed Work as described in Attachment A3. The District shall deduct the Administrative Project Management Fee as a lump sum from the Municipality's AMA at the closeout of this Agreement.

Questions should be directed to the PM:

Rebecca Specht, P.E
Urban Watershed Program Manager
Milwaukee Metropolitan Sewerage District
260 West Seeboth Street
Milwaukee, WI 53204 – 1446
rspecht@mmsd.com

9. Changes in Work and Modifications to the Agreement

Any proposed changes to the Work proposed by the District PM must be submitted to the Municipality, in writing, in advance of the Work being completed. The District will not proceed with any Work that is not included in Attachment A1, A2, and A3, including all professional services and non-professional services contracts procured through the Work outlined in Attachment A3, unless prior written approval has been requested from the Municipality and approval has been obtained through the eBuilder change process.

This Agreement may be modified only in writing signed by both parties, or through the eBuilder change process.

10. Reserved

11. Reserved

12. Permits, Certificates, and Licenses

The District is solely responsible for ensuring compliance with all federal, state, and local laws requiring permits, certificates, and licenses required to implement the Work.

13. Insurance

The District shall not provide any insurance coverage of any kind for the Work or for the Municipality as related to this Agreement.

14. Terminating the Agreement

The District or the Municipality may terminate this Agreement at any time prior to commencement of the Work. After the Work has commenced, either party may terminate the Agreement only for good cause such as, but not limited to, breach of this Agreement by the other. Notwithstanding the foregoing, any Work completed by consultants and contractors, as well as the proportionate amount of the District's project management and oversight fees, shall be paid to close out the contracts in the event of termination, and the equivalent amounts deducted from the Municipality's AMA

15. Exclusive Agreement

This is the entire Agreement between the Municipality and the District regarding execution and payment for the Work.

16. Severability

If any part of this Agreement is held unenforceable, the rest of the Agreement will continue in full force and effect.

17. Applicable Law

This Agreement shall be governed by the laws of the State of Wisconsin.

18. Resolving Disputes

If a dispute arises under this Agreement, the parties agree to first try to resolve the dispute with the help of a mutually agreed-upon mediator in Milwaukee County. Any costs and fees, other than attorneys' fees, associated with the mediation shall be shared equally by the parties. If the dispute is not resolved within 30 days after it is referred to the mediator, either party may take the matter to court. Venue in any action brought under this Agreement shall be proper only in either Circuit Court for Milwaukee County or the United States District Court for the Eastern District of Wisconsin.

19. Notices

Unless otherwise set forth herein, all notices and other communications in connection with this Agreement shall be in writing and shall be considered given as follows:

- When delivered personally to the recipient's address as stated on this Agreement; or
- Three days after being deposited in the United States mail, with postage prepaid to the recipient's address as stated on this Agreement.

20. No Partnership

This Agreement does not create a partnership relationship nor give the Municipality the authority to make promises binding upon the District. The Municipality does not have the authority to enter into contracts on the District's behalf.

21. Assignment

The Municipality may not assign any rights or obligations under this Agreement without the District's prior written approval.

22. Public Records

The Municipality agrees to cooperate and assist the District in the production of any records as related to this Agreement in the possession of the Municipality that are subject to disclosure by the District pursuant to the State of Wisconsin's Open Records Laws, Wis. Stats. §§19.31-19.39. The Municipality agrees to indemnify the District against any and all claims, demands, and causes of action resulting from the Municipality's failure to comply with this requirement.

DRAFT

**MILWAUKEE METROPOLITAN
SEWERAGE DISTRICT**

VILLAGE OF BAYSIDE

By: _____
Kevin L. Shafer, P.E., Executive Director

By: _____
Andy Pederson, Village Manager

Date: _____

Date: _____

Approved as to form:

Vincent R. Bauer
Attorney for the District

DRAFT

ATTACHMENT A1
Municipality Work Plan

ATTACHMENT A2
Scope of District Services

The District will provide the following services on behalf of the Municipality to identify private property sources of I&I in the sewershed tributary to the Wabash neighborhood sewer system.

- 1) **Administrative Project Management** – Provide administrative project management of Work outlined in Consultant task order(s) executed between the District and the Consultant as approved by the Municipality including, but not limited to:
 - a. Corresponding and meeting with the Municipality to assure project scope, budget, and schedule objectives are being met in accordance with the terms of this Agreement.
 - b. Monthly status updates are sent to the Municipality via email.
 - c. Reviewing invoices from the Consultant for accuracy and completeness prior to sending them to the Municipality for review and approval.
 - d. Coordinate, schedule, and participate in all project meetings.
 - i. Assume one project progress meeting per month for five months.
 - ii. Assume one public meeting.
 - e. Complete all standard Program budget, invoicing, accounting, and correspondence tasks.
- 2) **Investigation Oversight** – Oversee Consultant investigation of the Work including developing objectives and goals for the project. Investigation oversight shall include, but is not limited to:
 - a. Review of CCTV plans and specifications for quality assurance and quality compliance, technical accuracy, and compliance with the Policy.
 - b. Review findings from investigative work provided by the Consultant and provide recommendations to Municipality for next steps.
- 3) **Public Outreach** – Assist the Consultant in communication with the residents in the project area. Public outreach shall include, but is not limited to:
 - a. The District and Consultant will author a homeowner letter with Municipality approval to solicit resident participation and consent for the proposed work.
 - b. The District and Consultant shall author a property right-of-entry (ROE) agreement with Municipality approval.
 - c. Secure all ROE agreements.
 - d. Notification and execution of a public meeting or equivalent homeowner notifications.
- 4) **CCTV Contract Procurement**
 - a. The District will procure CCTV services through the public procurement process for up to a maximum of 30 properties and a maximum cost of \$16,266.
 - b. The District shall provide Municipality with a copy of the CCTV footage and reports via an agreed-upon digital format.

- c. The District shall complete review and approval of invoicing, assuring it meets Program and District requirements. The value of the invoice will be deducted from the Account of the Municipality.

ATTACHMENT A3
Scope of Consultant Services

Contract M10004E02 Task Order Request 19

*To: Jerome Fogel, MMSD
Becky Specht, MMSD*

From: Tim Reinbold, OTIE

Date: August 9, 2023

Re: Bayside Aquapriori Screening and CCTV Inspection

Background

The Village of Bayside (Village) is performing a project to investigate sources of infiltration and inflow (I&I) entering into their sanitary sewer system within the BA4009 sewershed. The project area is bordered by N. Lake Dr. on the east, the Union Pacific Railroad on the west, E. Brown Deer Rd. on the north, and approximately 200 feet north of E. Dean Rd. on the south.

The scope of work proposed by OTIE (Consultant) for the Work Plan is to provide engineering services for conducting Aquapriori screening and subsequent CCTV inspection.

Scope

The details of the scope of the Consultant are as follows:

- 1) Project Management and Task Order Development – provide master contract task order (TO) management (invoicing, meeting coordination).
- 2) Training – Participate in two 4-hour training sessions and one 6-hour training sessions with Staff Training from Aquapriori.
- 3) Inspection – Perform an inspection of the study area using the Aquapriori assessment techniques.
- 4) Public Communication and Outreach – communicate project details with the residents within the focus area (identified above), which contains 150 properties
 - a. Develop up to 5 sets of letters to homeowners;
 - b. Labor and materials to mail out up to 318 letters to homeowners via USPS;

- i. 150 (100%) properties will receive initial project information letters. This initial letter will inform properties of the Aquapriori assessment process.
 - ii. 28 (19%) properties will receive two letters regarding CCTV inspections. This set of letters will inform properties identified by the Aquapriori assessment process as potential properties eligible for a CCTV inspection.
 - iii. 28 (19%) of the properties will receive one letter for construction updates.
 - iv. 28 (19%) properties will receive a letter summarizing the results of the CCTV inspection.
- c. Call 75% of homes, max of two attempts per property.
- d. Door-to-door resident engagement for 25% of homes. Max of two attempts per property.
- 5) Lateral CCTV Inspection –
 - a. Develop engineering plans and specifications for the CCTV inspection.
 - b. Publicly bid the CCTV inspection contract.
 - c. Review received bids.
 - d. Participate in one pre-construction meeting.
 - e. Provide full time CCTV inspection for up to 28 properties, assumed duration 4 days at 10 hours/day.
- 6) Provide a summary report of the Aquapriori assessment process and CCTV inspection.

Deliverables

The following deliverables are included:

- 1) 5 sets of homeowner letters
- 2) Lateral CCTV Inspection Bid Documents
- 3) Summary of Lateral CCTV Inspection Results
- 4) Project summary report

Assumptions

The scope of work is based on the following assumptions:

- 1) The task order duration is 18 months.
- 2) Training in the use of Aquapriori equipment, data processing, and documentation will be provided by others.
- 3) As a result of the Aquapriori assessment effort, it is assumed that two blocks containing 28 properties will need further CCTV effort to identify sources of I&I.
- 4) Only one progress meeting is included after Aquapriori inspection is complete and a target neighborhood for CCTV inspection is identified.

Schedule

Task order shall begin the week of 8/21/2023. Task Order Authorization by the District is considered Notice to Proceed (NTP).

Milestone	Due
Notice to Proceed	NTP
Kickoff meeting & Training	NTP + 1 week
Complete review of existing data	NTP + 4 weeks
AquaDuscope – procurement, training, & fieldwork	NTP + 10 weeks
Homeowner engagement for property inspections/ Prepare CCTV	NTP + 46 weeks
Complete property inspections	NTP + 50 weeks
CCTV (Procurement 3 weeks, complete CCTV inspections 8 weeks)	NTP + 58 weeks
Provide first draft report to MMSD & Bayside to review	NTP + 64 weeks
Address first draft comments	NTP + 66 weeks
Provide second draft report to MMSD & Bayside to review	NTP + 68 weeks
Finalize Report	NTP + 70 weeks

Budget

Level of effort and budget are detailed by scope task structure in Attachment A. The proposed effort is 392 labor hours for a total of \$44,914 and \$1,320 in expenses (mailing and mileage). The task order request total is \$ 46,234 (labor + expenses).

Task Order Assignments

Team assignments are indicated in Attachment A.

S/W/MBE Utilization

The Task Order utilization is 59% S/W/MBE with OTIE comprising the entire 59% as an MBE. There will be zero SBE and zero WBE participation in this effort. The Task Order utilization is greater than the master commitment goal of 20%.

**ATTACHMENT A
MUNICIPAL ENGINEERING AND PROJECT SERVICES - PRIVATE PROPERTY INFLOW AND INFILTRATION (PPI/I) REDUCTION PROJECT
CONTRACT NO. M1000460Z
LOE/COMPENSATION SPREADSHEET
BAYSIDE ACQUIPRIORI
OTIE DESIGN TEAM (OTIE PHASE 019)**

Line #	OTIE Tim Reinhold Asst. Project Manager \$161,638			OTIE Mike Henningsen Mid Engineer \$416,449			OTIE David Moore Junior Engineer \$91,158			OTIE Emily Zimmermann Technical Writer \$87,059			raSmith Chris Stamborski Engineer II \$178,653			raSmith Ben High Engineer II \$358,331			raSmith Kate Janowski Engineer I \$109,666			Total		
	Labor Hours	Labor Costs		Labor Hours	Labor Costs		Labor Hours	Labor Costs		Labor Hours	Labor Costs		Labor Hours	Labor Costs		Labor Hours	Labor Costs		Labor Hours	Labor Costs		Total Hours	Total Labor Costs	Total Expenses
6	12	\$1,940		12	\$1,397		0	\$0		0	\$0		0	\$0		0	\$0		0	\$0		6	\$970	
1	14	\$1,627		14	\$1,630		14	\$1,282		4	\$715		4	\$633		4	\$633		4	\$633		38	\$5,207	
4	24	\$647		24	\$7,795		24	\$2,198		0	\$0		0	\$0		7	\$158		28	\$3,070		64	\$7,252	
2	8	\$323		8	\$932		20	\$1,832		0	\$0		4	\$633		4	\$633		24	\$2,632		80	\$8,905	
1	4	\$162		4	\$466		16	\$1,465		0	\$0		0	\$0		0	\$0		20	\$2,193		54	\$5,913	
0	0	\$0		0	\$0		32	\$2,931		0	\$0		0	\$0		0	\$0		16	\$1,755		42	\$4,475	
0	0	\$0		0	\$0		16	\$1,465		0	\$0		1	\$158		1	\$158		32	\$3,509		70	\$7,226	
0	0	\$0		0	\$0		0	\$0		0	\$0		0	\$0		0	\$0		16	\$1,755		44	\$4,956	
0	0	\$0		0	\$0		0	\$0		0	\$0		0	\$0		0	\$0		0	\$0		0	\$0	
0	0	\$0		0	\$0		0	\$0		0	\$0		0	\$0		0	\$0		0	\$0		0	\$0	
1	32	\$5,174		74	\$8,618		122	\$11,173		4	\$715		18	\$2,848		136	\$14,914		392	\$44,914		392	\$44,914	\$ 1,320

- 2 Total WBE Participation
- 3 WBE participation as a percentage of total project costs (Line 2/Line 1 x 100)
- 4 Total WBE Participating
- 5 WBE participation as a percentage of total project costs (Line 4/Line 1 x 100)
- 6 Total SBE Participating
- 7 SBE participation as a percentage of total project costs (Line 6/Line 1 x 100)

\$26,765
35%
\$0.00
0%
\$0.00
0%

ATTACHMENT B
Agreement Deliverables

Investigation Deliverables:

1. A minimum of one week notice of the scheduling of any project meetings shall be provided to the Municipality's Project Engineer or appointed representative via email. In the event the Municipality's representative is unable to attend and participate, detailed meeting minutes shall be provided within five days of the meeting.
2. Draft specifications, plans, and bidding documents for CCTV work shall be submitted to the Municipality via email or other approved digital transfer method at the 75% complete milestones. The Municipality shall review and provide comments to the District within one week of the date received.
3. Final CCTV bid for documents shall be provided to the Municipality via email or other approved digital transfer method for final review and approval prior to advertisement of the contract for bid.

Post-Investigation Deliverables (To be submitted prior to close out of this Agreement):

4. Digital copies of the Lateral Inspection Reports shall be provided to the Municipality via thumb drive other approved digital transfer method.
5. A digital copy of the CCTV inspections will be uploaded into T4 and access will be provided to the Municipality by the District.
6. Copies of the ROE agreements for each homeowner, if deemed necessary through the course of the Work, shall be provided to the Municipality via email or other approved digital transfer method.
7. A draft copy of the Aquapriori assessment process and CCTV inspection report shall be submitted to the Municipality via email or other approved digital transfer method at the 75% complete milestones. The Municipality shall review and provide comments to the District within one week of the date received.
8. A digital copy final version of the Aquapriori assessment process and CCTV inspection report shall be provided to the Municipality at the completion of the project via email or other approved digital transfer method.
9. Through the District template spreadsheet, the District shall provide to the Municipality a list of participating parcels' information including without limitation: property tax id., address, and column categories of work performed on each property.
10. Any photo documentation of the Work collected by the Consultant will be provided to the Municipality by the District via format agreeable to both parties.
11. Digital copies of the construction inspection daily reports will be provided to the Municipality via email or other electronic format acceptable to the Municipality.



2023 PPII Work Plan

This checklist / template serves as the standard form for submitting a Work Plan to MMSD as a request to commit funds from your Municipal Funding Allocation Account to a project proposed for reimbursement through the MMSD PPII Reduction-M Program. If approved, the Work Plan will be the basis for a Funding Agreement between the municipality and MMSD. Please complete all fields comprehensively and submit this electronically-fillable-form and supporting document attachments via email.

I. CONTACT INFORMATION

Municipality	
Applicant Name:	Municipality:
Mailing Address:	
Phone #:	Email:
Primary Contact:	Primary Contact email:
Primary contact phone #:	
Consultant (if applicable)	
Firm:	Consultant's PM's Name:
Consultant Email:	Consultant Phone number:

II. PROPOSED SCOPE OF WORK

1. What type of work will be included in this work plan application? Check all applicable.

- Planning Investigative Construction/Rehab Post Project Evaluation Training
 Other

2. What is the total value of the request by the municipality for funding through the PPII program for work outlined in this work plan? \$

3. Provide the scope of work that will be included in this work plan.

The Village of Bayside is proposing an investigation work plan for the Pelham-Heath neighborhood. The project is to identify the sources of increased flows within metershed BA4009 during wet weather events. This area has history of basement backups reports, elevated and field observations of increased I/I in the system.

1. A review of the historical documentation will be completed including a review basement backup reports, regional sewer back up issues, flow data, existing CCTV data, etc.
2. Using AquaDuscope, or other approved technique, identify locations of elevated I/I entering the sanitary sewer system.
3. Complete home inspection of properties identified in step 2 as being a source of I/I into the sanitary sewer system.
4. Based on outcome of home inspections, identify if CCTV inspection is required. If required, plans and specification will be created to procure CCTV inspection services.
5. Project summary report with recommended repairs types and locations.
project area.

4. What entity is responsible for each work scope item e.g. municipality staff, consultant, contractor, District, etc.

5. What is the total number of properties in the project area?

6. What is the assumed number of participating properties?

7. What is your justification for the assumed participation rate?

- Prioritization of properties based on investigative work Assumed percent of total based on previous projects Existing ROE agreements
 Other (Fill in Blank):

III. PROJECT AREA CHARACTERISTICS

1. What is the predominant age of the homes in the project area? <input type="checkbox"/> Pre 1940's <input type="checkbox"/> 1940 – 1960 <input type="checkbox"/> 1961-1980 <input type="checkbox"/> 1981-Present			
2. What is the average lot size within the project area?			<input type="checkbox"/> SF <input type="checkbox"/> Acres
3. In this area, is it typical that foundation drains are connected?			<input type="checkbox"/> Yes <input type="checkbox"/> No
4. What sewershed(s) or metershed(s) is this project located in?			
5. Collection system characteristics in project areas:			
Approximate year sanitary sewer was installed:	Host Pipe Material(s): <input type="checkbox"/> VCP <input type="checkbox"/> Cast-Iron <input type="checkbox"/> Asbestos	<input type="checkbox"/> Ductile Iron <input type="checkbox"/> Concrete <input type="checkbox"/> PVC	Pipe Size(s): Pipe Shape(s): <input type="checkbox"/> Circular <input type="checkbox"/> Other
6. Within the project area, is the mainline rehabilitated?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes," provide details on the year(s) the work was completed, the type and location of rehabilitation used, and if any rehabilitation of the sanitary sewer laterals within the ROW was completed.			

7. Will public infrastructure work be contracted or completed with the private property work?

Yes No

If "Yes", provide details of the public work.

8. Include with your application, two maps; one of the limits of the sewershed(s) or metershed(s) the project is in, and one of the project limits. The maps shall meet the following requirements.

- Maps shall use a streets view as base map.
- Major street names shall be labeled and legible.
- Limits of the sewershed(s), metershed(s), and project limits shall be defined by a bold red line.
- A north arrow, legend, and scale shall be included.
- Maps shall be at a 3:4 aspect ratio
- Maps shall be submitted as PDF electronic files.

IV. PROJECT JUSTIFICATION

1. Has any planning and/or investigative work within the project area been completed to date? (i.e. Flow monitoring, interior home inspections, sewer CCTV, analysis of flooding/backup issues in the area, etc.) Yes No

If "Yes," was the work completed through a previous PPII funding agreement? Yes No

If the answer is "Yes" to both questions, describe the work completed and cite report names and funding agreement reference numbers the work was completed under.

If work was completed independent of the PPII program, included the report(s) with application in electronic format and list the name of the report in this section.

2. Describe how the project area and approach was chosen and prioritized.

3. What is the status of all project area sewershed(s)/metershed(s) as related to the District Chapter 3 rules for wet weather performance?

Non-compliant Compliant Inconclusive Not Analyzed

If "Noncompliant," has PPII work been completed to date within the Project Area metershed(s)? If yes, provide details on the scope of work completed and location.

4. Does the municipality have any permitted (or unpermitted) wet-weather bypass locations in the project area? Yes No

If "Yes," provide approximate frequency and average volume per frequency for over the last ten years.

5. Does the project area have a history of CSOs or SSOs? Yes No

If "Yes," provide the frequency of occurrences over the last ten years.

6. Does the municipality have recurring basement backup reports in the project area? Yes No

If "Yes", please provide the average annual number of reports in the last ten years and the estimated storm recurrence interval that typically causes basement backups.

7. Do you have metering, lift station run time, bypass pumping, basement backup, or any other pre-project baseline data? Yes – go to item 8
 No – go to item 9

8. Describe and detail information on the pre-project baseline data you have collected including type, location, and date ranges. If a MMSD meter is used as a source for this data, provide meter name and location.

9. Do you plan on collecting pre-project baseline data as part of this project? Yes – go to item 10
 No – go to item 11

10. Describe the pre-project data that will be collected to provide a baseline for improvement? If you intend to use the MMSD portable meters, list the quantity, expected time frame installation and monitoring period.

11. How do you intend to report project performance results? (metrics and target objectives of the project)

V. PROJECT GOALS

1. What are the municipality's goals and objectives for the completed project? Please provide qualitative and quantitative measurables for success as they relate to the goals and objectives.

VI. SCHEDULE

Include a schedule of the work with all major tasks and milestone dates for completion including District and municipal administrative approvals, local board/council approvals, work task start and finish, public outreach, deliverables, and reimbursements. The schedule needs to be realistic and achievable based on District approval timelines, local approval timelines, bidding process timelines, work production rates, and weather-related considerations. Identify and highlight any milestone dates by which the municipality is requesting the District to meet to keep your schedule (e.g. local council or board agenda deadlines). Provide the schedule in PDF format.

VII. FINANCIALS

1. Include a comprehensive cost estimate broke down to the task level which includes costs for: all internal municipal staff time which is being requested to be reimbursed, professional services including hours estimates and rates, construction costs by estimated units and estimated unit costs, inspection services, public outreach, and staff training. Attach an Excel version of the estimate to the application when submitting.

2. Are other funding sources, besides MMSD PPII funds, contributing to the total project Yes No cost? i.e. municipal funds, grant funding, property owner cost share, etc.

If "Yes," list all addition funding sources, the specific work which will be covered by an additional funding sources, and the value.

3. Describe your anticipated frequency of reimbursement requests to the District. (The funding agreement terms may dictate this frequency depending on the type of work).

4. What department/individual/entity will be submitting and processing the reimbursement requests? Please include the name and contact information.

5. MMSD requires all invoicing to be submitted via e-Builder. Will e-Builder training be necessary for the department/individual/entity that will be submitting and processing the reimbursement requests? Yes No

6. Describe the municipal process(es) for procurement of all professional and non-professional (field work and construction) components of work and the basis for each.

7. Explain the means and methods for segregating the costs (MMSD reimbursable costs and public work costs).

8. Provide the names and position titles of all municipal staff that will be required to sign the funding agreement. (i.e. mayor, city/village administrator, city/village clerk, city attorney, etc.)

Name: Position Title:

Name: Position Title:

Name: Position Title:

Name: Position Title:

Name: Position Title:

Name: Position Title:

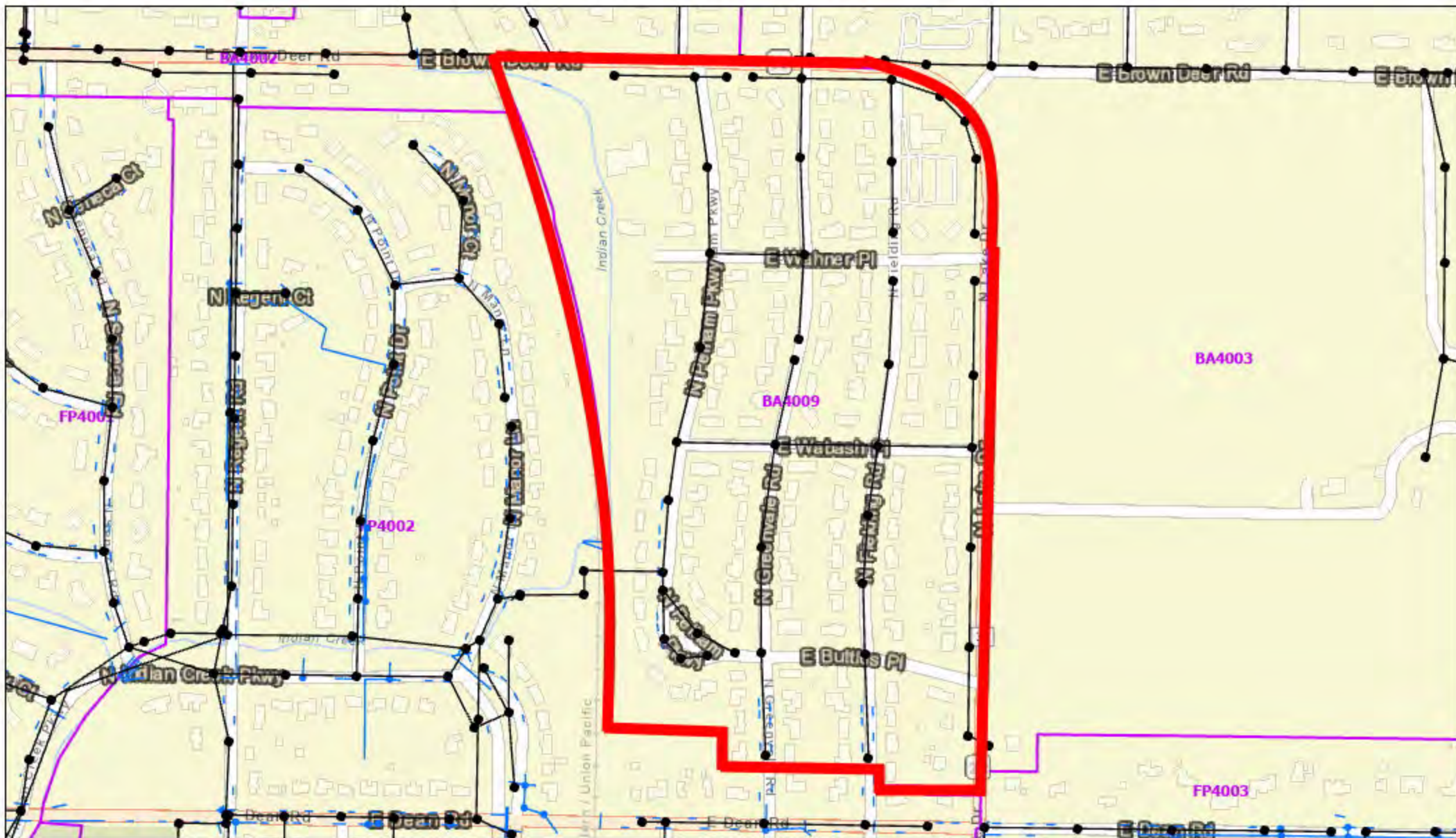
VIII. PUBLIC OUTREACH

1. Describe in detail your public outreach approach and what entity/individuals/departments will be responsible for the public outreach. Describe the venues and platforms that will be used. Describe the timing and anticipated level of effort that is anticipated to be necessary for the public outreach effort. Describe any public outreach work that has already been completed or is in progress. If a specific person or entity is responsible for public outreach, include the name and contact information. (Examples of public outreach include, but are not limited to; mailings, websites, social media, canvassing, public meetings, etc.)

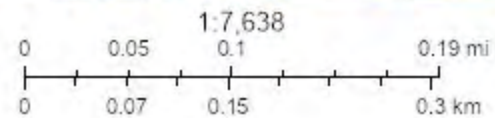
Project Budget Summary

Task	Value	
OTIE M10004E02 TO 19 (Attachment A3)	\$	46,234
CCTV Contract (\$782/lateral x 36 Homes)	\$	36,000
MMSD Project Management Fee (4%)	\$	3,289
Total	\$	<u>85,523</u>

MMSD SewerView



- Municipal Storm Pipe
- Municipal Storm Manhole
- Municipal Sanitary Pipe
- SANITARY SEWER
- MUNICIPAL SANITARY MANHOLES
- SANITARY MANHOLE
- SEWERSHED/PROJECT AREA

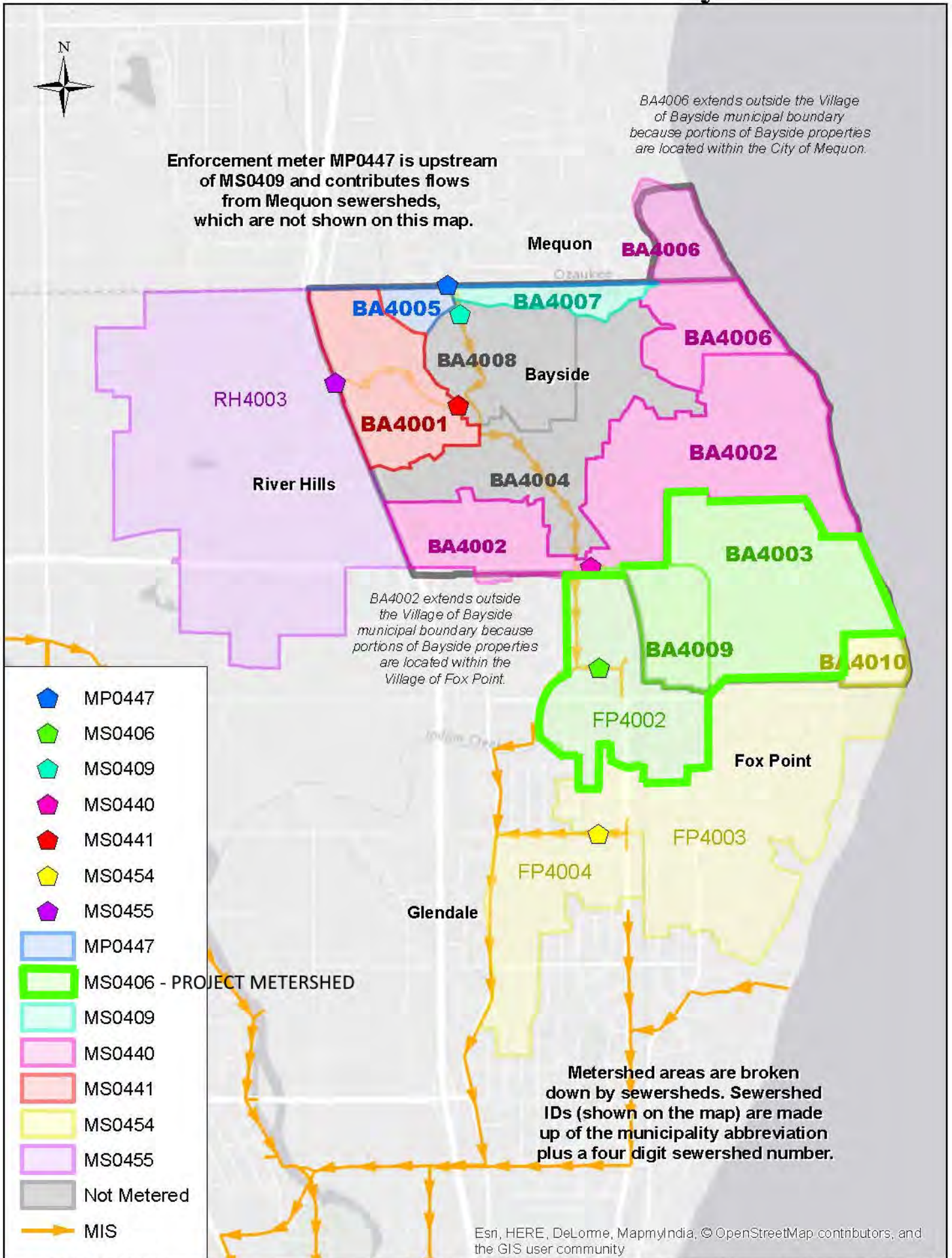


Project Metershed



Enforcement meter MP0447 is upstream of MS0409 and contributes flows from Mequon sewersheds, which are not shown on this map.

BA4006 extends outside the Village of Bayside municipal boundary because portions of Bayside properties are located within the City of Mequon.



BA4002 extends outside the Village of Bayside municipal boundary because portions of Bayside properties are located within the Village of Fox Point.

Metershed areas are broken down by sewersheds. Sewershed IDs (shown on the map) are made up of the municipality abbreviation plus a four digit sewershed number.

Esri, HERE, DeLorme, MapmyIndia, © OpenStreetMap contributors, and the GIS user community

NOT TO SCALE

Coordinate system: NAD_1927_StatePlane_Wisconsin_South_FIPS_4803



Village of Bayside Solar Phase 2

Village of Bayside - Phase
2

9075 N Regent Rd
Bayside WI 53217

414 206 3925
apederson@baysidewi.gov

TABLE OF CONTENTS

1 ABOUT ARCH	4
2 PROJECT PORTFOLIO	5
3 PROJECT SUMMARY	6
4 SYSTEM SPECS	7
4.1 PV System Design	7
4.2 Ellsworth Park Pavillion	8
4.2.1 PV SYSTEM DETAILS	8
4.2.2 REBATES & INCENTIVES	9
4.2.3 UTILITY RATES	10
4.2.4 CURRENT ELECTRIC BILL	10
4.2.5 NEW ELECTRIC BILL	11
4.3 Village Hall	12
4.3.1 PV SYSTEM DETAILS	12
4.3.2 REBATES & INCENTIVES	13
4.3.3 UTILITY RATES	14
4.3.4 CURRENT ELECTRIC BILL	14
4.3.5 NEW ELECTRIC BILL	15
4.4 Brown Deer Pumping Station	16
4.4.1 PV SYSTEM DETAILS	16
4.4.2 REBATES & INCENTIVES	17
4.4.3 UTILITY RATES	18
4.4.4 CURRENT ELECTRIC BILL	18
4.4.5 NEW ELECTRIC BILL	19
5 CASH FLOW ANALYSIS	20
5.1 Cash Purchase	20
6 DETAILED CASH FLOW ANALYSIS	21

6.1 Cash Purchase 21

7 ENVIRONMENTAL BENEFITS 23



1 ABOUT ARCH



Andrew Holmstrom
Commercial & Industrial
Solar Energy



Jillian Rooker
Head of Business Operations



Ryan Hakala
Head of Technical Operations

ARCH'S HISTORY

Founded in 2003, Arch has become an undisputed leader in Wisconsin Solar. We strive to educate and empower everyone interested in solar to achieve their renewable energy goals. When you work with Arch you get:

- **Local Employees** (We only service Wisconsin!)
- **Vertical Integration** (Everything is done in-house; everyone you speak to is employed by Arch)
- A **Certified Women's Business Enterprise**, fostering the growth of a diverse solar workforce in Wisconsin
- **20+ Years of Solar Expertise!**

*Our mission is to educate,
inspire, and empower
current and future
generations to choose a
clean sustainable form of
energy.*

2 PROJECT PORTFOLIO



ONGNA WOOD PRODUCTS INC.

System Size: 378kW DC

Location: Oostburg, WI

This unique project maximizes the entire roof space to supply over 80% of the facility's energy mix.

PROVEN TRACK RECORD & VALUED PARTNERS



BLIFFERT LUMBER

System Size: 50.7 kW DC

Location: Milwaukee, WI



MATC OAK CREEK

System Size: 388.5 kW DC

Location: Oak Creek, WI



CH COAKLEY

System Size: 388.9 kW DC

Location: Menomonee Falls, WI

3 PROJECT SUMMARY

Payment Options	Cash Purchase
IRR - Term	7.8%
LCOE PV Generation	\$0.049 /kWh
Net Present Value	\$123,454
Payback Period	12.1 Years
Total Payments	\$436,850
Total Incentives	\$140,211
Net Payments	\$296,639
Electric Bill Savings - Term	\$898,823
Upfront Payment	\$436,850

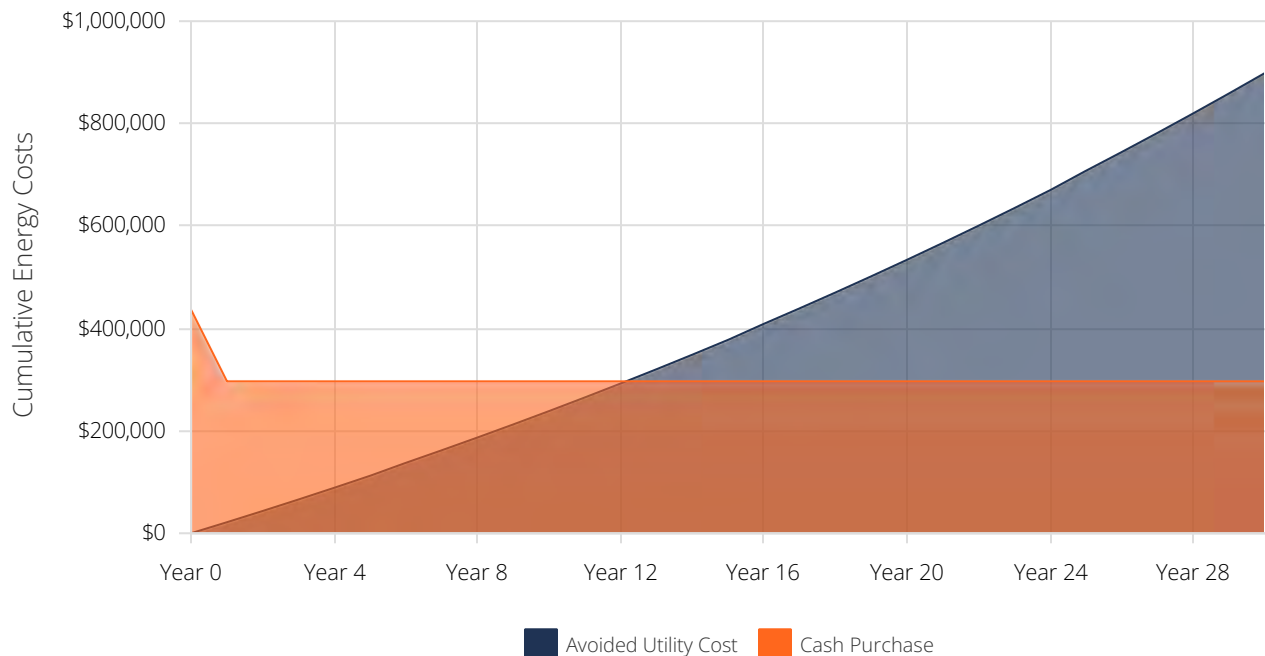
COMBINED SOLAR PV RATING

Power Rating: 183,120 W-DC
 Power Rating: 154,900.0 W-AC

COMBINED ESS RATINGS

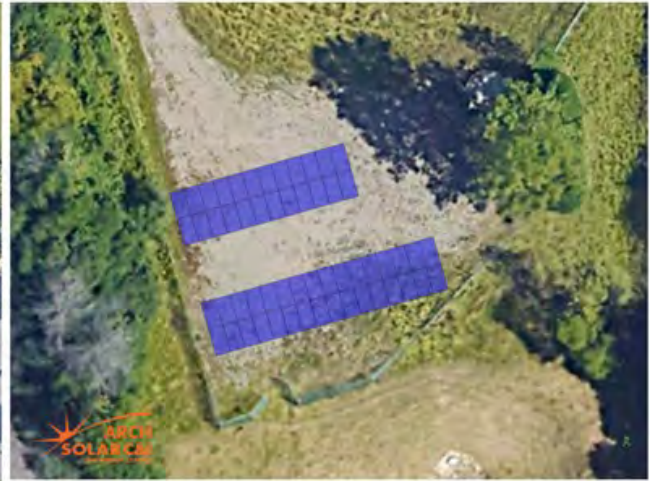
Energy Capacity: 0.0 kWh
 Power Rating: 0.0 kW

CUMULATIVE ENERGY COSTS BY PAYMENT OPTION



4 SYSTEM SPECS

4.1 PV System Design



4.2.1 PV SYSTEM DETAILS

GENERAL INFORMATION

Facility: Ellsworth Park Pavillion
 Address: 600 E Ellsworth Ln Bayside WI 53217

SOLAR PV SYSTEM RATING

Power Rating: 7,630 W-DC
 Power Rating: 7,600.0 W-AC

SOLAR PV EQUIPMENT DESCRIPTION

Solar (14) Boviet Solar BVM7612M-545-H-HC-BF-DG
 Panels: (1000V)
 Inverters: (1) SolarEdge SE7600H-US (240V)

ENERGY CONSUMPTION MIX

Annual Energy Use: 3,992 kWh

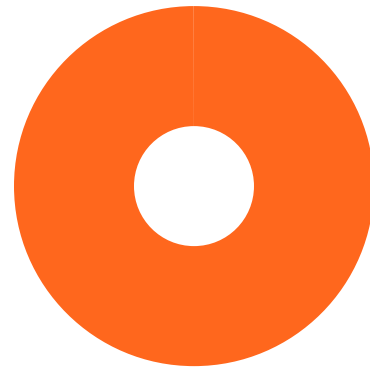
SOLAR PV EQUIPMENT TYPICAL LIFESPAN

Solar Panels: Greater than 30 Years
 Inverters: 15 Years

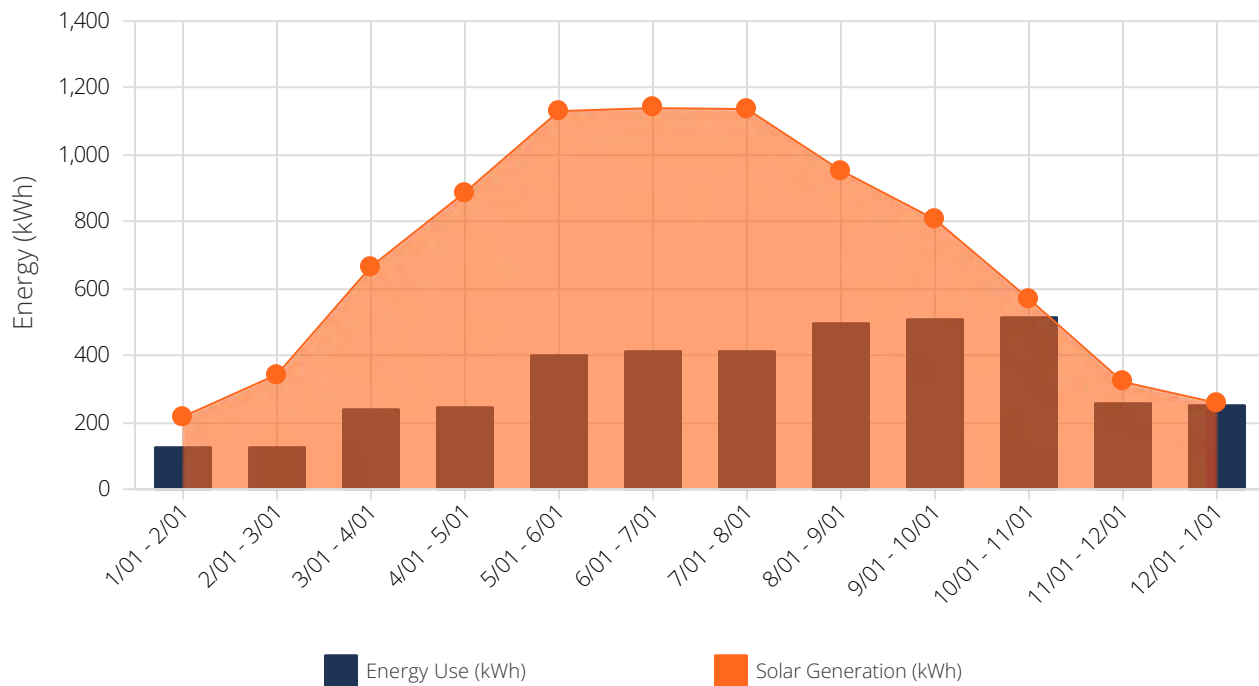
Solar PV System Cost and Incentives

Solar PV System Cost	\$20,696
Direct pay - 30% ITC	-\$6,209
(FOE) Business Incentive	-\$382

Net Solar PV System Cost \$14,106



MONTHLY ENERGY USE VS SOLAR GENERATION



4.2.2 REBATES & INCENTIVES

This section summarizes all incentives available for this project. The actual rebate and incentive amounts for this project are shown in each example.

Direct Pay, Investment Tax Credit (ITC) - 30%

The Inflation Reduction Act (IRA) of 2022 contains a "direct pay" provision that enables certain tax-exempt customers, including state and local government, to receive a direct cash payment in lieu of an investment tax credit (ITC). Entities that qualify for direct pay are eligible to receive a 30% direct payment, assuming they meet the IRA established prevailing wage and apprenticeship requirements in order to qualify for the full 30% "increased rate", rather than a 6% "base rate". The IRA states that direct pay is only available for entities, including: an entity exempt from the tax, any State government (or political subdivision thereof), the Tennessee Valley Authority, an Indian tribal government, an Alaska Native Corporation, any corporation operating on a cooperative basis which is engaged in furnishing electric energy to persons in rural areas. These entities may take direct pay for solar and storage in the ITC and PTC as well as the ITC/PTC when tech neutral starts after 2025.

Total Incentive Value: \$6,209

Focus on Energy Business Customer PV Incentive (2024)

Focus On Energy Business Customer PV Incentive is valued at \$50 per kW (DC) capped at the maximum incentive of \$25,000 for the installation of Solar Electric (PV). Agricultural producers (business customers) will qualify for an incentive match up to \$10,000.

Total Incentive Value: \$382

4.2.3 UTILITY RATES

The table below shows the rates associated with your current utility rate schedule (CG-1). Your estimated electric bills after solar are shown on the following page.

Customer Charges				Energy Charges			
Season	Charge Type	Rate Type	CG-1	Season	Charge Type	Rate Type	CG-1
S1	Flat Rate	per day	\$0.49	S1	Flat Rate	Import	\$0.15804

4.2.4 CURRENT ELECTRIC BILL

The table below shows your annual electricity costs based on the most current utility rates and your previous 12 months of electrical usage.

RATE SCHEDULE: WE - CG-1

Time Periods	Energy Use (kWh)	Charges		
		Other	Energy	Total
1/1/2024 - 2/1/2024 S1	125	\$15	\$20	\$35
2/1/2024 - 3/1/2024 S1	128	\$14	\$20	\$35
3/1/2024 - 4/1/2024 S1	241	\$15	\$38	\$53
4/1/2024 - 5/1/2024 S1	245	\$15	\$39	\$54
5/1/2023 - 6/1/2023 S1	398	\$15	\$63	\$78
6/1/2023 - 7/1/2023 S1	410	\$15	\$65	\$80
7/1/2023 - 8/1/2023 S1	410	\$15	\$65	\$80
8/1/2023 - 9/1/2023 S1	498	\$15	\$79	\$94
9/1/2023 - 10/1/2023 S1	511	\$15	\$81	\$96
10/1/2023 - 11/1/2023 S1	513	\$15	\$81	\$96
11/1/2023 - 12/1/2023 S1	259	\$15	\$41	\$56
12/1/2023 - 1/1/2024 S1	254	\$15	\$40	\$55
Total	3,992	\$180	\$631	\$811

4.2.5 NEW ELECTRIC BILL

RATE SCHEDULE: WE - CG-1

Time Periods	Energy Use (kWh)	Charges		
Bill Ranges & Seasons	Total	Other	Energy	Total
1/1/2024 - 2/1/2024 S1	-92	\$15	\$4	\$11
2/1/2024 - 3/1/2024 S1	-215	\$14	\$10	\$4
3/1/2024 - 4/1/2024 S1	-425	\$15	\$20	\$4
4/1/2024 - 5/1/2024 S1	-643	\$15	\$30	\$15
5/1/2023 - 6/1/2023 S1	-733	\$15	\$34	\$18
6/1/2023 - 7/1/2023 S1	-730	\$15	\$34	\$19
7/1/2023 - 8/1/2023 S1	-727	\$15	\$33	\$18
8/1/2023 - 9/1/2023 S1	-455	\$15	\$21	\$6
9/1/2023 - 10/1/2023 S1	-296	\$15	\$14	\$1
10/1/2023 - 11/1/2023 S1	-56	\$15	\$3	\$13
11/1/2023 - 12/1/2023 S1	-62	\$15	\$3	\$12
12/1/2023 - 1/1/2024 S1	-4	\$15	\$0	\$15
Total	-4,438	\$180	\$204	\$24

ANNUAL ELECTRICITY SAVINGS: \$835



4.3.1 PV SYSTEM DETAILS

GENERAL INFORMATION

Facility: Village Hall
 Address: 9705 N Regent Rd Bayside WI 53217

SOLAR PV SYSTEM RATING

Power Rating: 144,970 W-DC
 Power Rating: 117,300.0 W-AC

SOLAR PV EQUIPMENT DESCRIPTION

Solar (266) Bovie Solar BVM7612M-545-H-HC-BF-DG
 Panels: (1000V)
 Inverters: (2) SolarEdge SE50KUS, (1) SolarEdge SE17.3KUS (2021)

ENERGY CONSUMPTION MIX

Annual Energy Use: 368,767 kWh

SOLAR PV EQUIPMENT TYPICAL LIFESPAN

Solar Panels: Greater than 30 Years
 Inverters: 15 Years



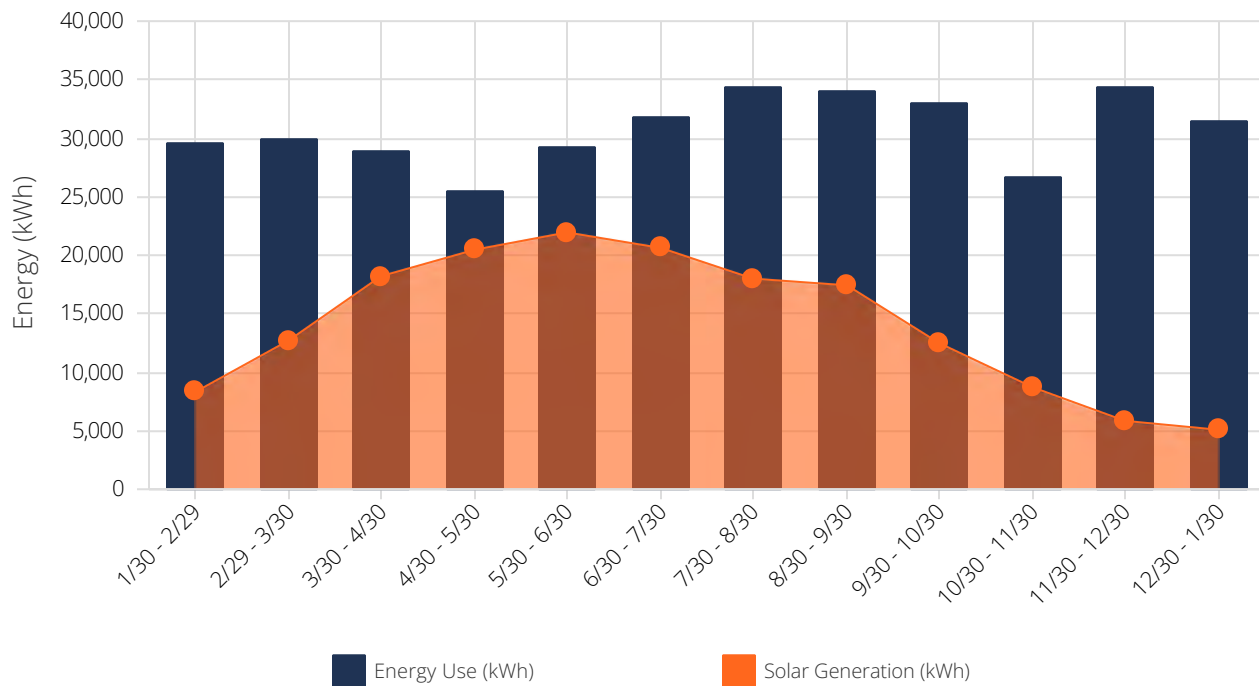
Solar PV System Cost and Incentives

Solar PV System Cost	\$336,330
(FOE) Business Incentive	-\$7,249
Direct pay - 30% ITC	-\$100,899

Net Solar PV System Cost \$228,183

Utility	198,947 kWh (53.95%)
Solar PV	169,820 kWh (46.05%)

MONTHLY ENERGY USE VS SOLAR GENERATION



4.3.2 REBATES & INCENTIVES

This section summarizes all incentives available for this project. The actual rebate and incentive amounts for this project are shown in each example.

Focus on Energy Business Customer PV Incentive (2024)

Focus On Energy Business Customer PV Incentive is valued at \$50 per kW (DC) capped at the maximum incentive of \$25,000 for the installation of Solar Electric (PV). Agricultural producers (business customers) will qualify for an incentive match up to \$10,000.

Total Incentive Value: \$7,249

Direct Pay, Investment Tax Credit (ITC) - 30%

The Inflation Reduction Act (IRA) of 2022 contains a "direct pay" provision that enables certain tax-exempt customers, including state and local government, to receive a direct cash payment in lieu of an investment tax credit (ITC). Entities that qualify for direct pay are eligible to receive a 30% direct payment, assuming they meet the IRA established prevailing wage and apprenticeship requirements in order to qualify for the full 30% "increased rate", rather than a 6% "base rate". The IRA states that direct pay is only available for entities, including: an entity exempt from the tax, any State government (or political subdivision thereof), the Tennessee Valley Authority, an Indian tribal government, an Alaska Native Corporation, any corporation operating on a cooperative basis which is engaged in furnishing electric energy to persons in rural areas. These entities may take direct pay for solar and storage in the ITC and PTC as well as the ITC/PTC when tech neutral starts after 2025.

Total Incentive Value: \$100,899

4.3.3 UTILITY RATES

The table below shows the rates associated with your current utility rate schedule (CG-3). Your estimated electric bills after solar are shown on the following page.

Customer Charges				Energy Charges				Demand Charges			
Season	Charge Type	Rate Type	CG-3	Season	Charge Type	Rate Type	CG-3	Season	Charge Type	Rate Type	CG-3
S1	Flat Rate	per day	\$2.00	S1	On Peak	Import	\$0.09102	S1	Flat Rate	Import	\$3.08
				S1	Off Peak	Import	\$0.05705	S1	On Peak	Import	\$18.31

4.3.4 CURRENT ELECTRIC BILL

The table below shows your annual electricity costs based on the most current utility rates and your previous 12 months of electrical usage.

RATE SCHEDULE: WE - CG-3

Time Periods	Energy Use (kWh)		Max Demand (kW)		Charges			
	On Peak	Off Peak	NC / Max	On Peak	Other	Energy	Demand	Total
1/30/2024 - 2/29/2024 S1	9,616	19,934	84	69	\$63	\$2,123	\$1,606	\$3,792
2/29/2024 - 3/30/2024 S1	8,966	20,996	84	58	\$63	\$2,125	\$1,393	\$3,581
3/30/2023 - 4/30/2023 S1	8,427	20,516	84	65	\$65	\$2,044	\$1,528	\$3,638
4/30/2023 - 5/30/2023 S1	7,062	18,406	84	63	\$63	\$1,786	\$1,490	\$3,339
5/30/2023 - 6/30/2023 S1	8,755	20,523	84	64	\$65	\$2,076	\$1,509	\$3,650
6/30/2023 - 7/30/2023 S1	9,862	21,975	84	74	\$63	\$2,270	\$1,702	\$4,035
7/30/2023 - 8/30/2023 S1	10,968	23,426	84	84	\$65	\$2,463	\$1,895	\$4,424
8/30/2023 - 9/30/2023 S1	10,261	23,803	84	70	\$65	\$2,418	\$1,625	\$4,108
9/30/2023 - 10/30/2023 S1	11,453	21,481	84	70	\$63	\$2,393	\$1,625	\$4,081
10/30/2023 - 11/30/2023 S1	8,978	17,689	84	57	\$65	\$1,927	\$1,374	\$3,366
11/30/2023 - 12/30/2023 S1	10,492	23,794	84	61	\$63	\$2,440	\$1,451	\$3,954
12/30/2023 - 1/30/2024 S1	11,158	20,225	84	55	\$65	\$2,289	\$1,335	\$3,689
Total	115,998	252,768	-	-	\$772	\$26,352	\$18,533	\$45,658

4.3.5 NEW ELECTRIC BILL

RATE SCHEDULE: WE - CG-3

Time Periods	Energy Use (kWh)		Max Demand (kW)		Charges			
	On Peak	Off Peak	NC / Max	On Peak	Other	Energy	Demand	Total
1/30/2024 - 2/29/2024 S1	4,276	16,972	84	58	\$63	\$1,432	\$1,393	\$2,888
2/29/2024 - 3/30/2024 S1	-329	17,560	84	55	\$63	\$1,025	\$1,335	\$2,424
3/30/2023 - 4/30/2023 S1	-3,923	14,662	82	34	\$65	\$506	\$929	\$1,501
4/30/2023 - 5/30/2023 S1	-6,330	11,326	67	55	\$63	\$74	\$1,335	\$1,472
5/30/2023 - 6/30/2023 S1	-6,201	13,534	67	60	\$65	\$219	\$1,432	\$1,716
6/30/2023 - 7/30/2023 S1	-3,066	14,287	70	66	\$63	\$565	\$1,548	\$2,176
7/30/2023 - 8/30/2023 S1	-1,226	17,623	66	64	\$65	\$943	\$1,509	\$2,517
8/30/2023 - 9/30/2023 S1	-1,857	18,494	76	68	\$65	\$935	\$1,586	\$2,586
9/30/2023 - 10/30/2023 S1	3,734	16,704	84	58	\$63	\$1,364	\$1,393	\$2,820
10/30/2023 - 11/30/2023 S1	2,752	15,212	84	45	\$65	\$1,180	\$1,142	\$2,387
11/30/2023 - 12/30/2023 S1	6,563	21,878	84	61	\$63	\$1,947	\$1,451	\$3,461
12/30/2023 - 1/30/2024 S1	7,918	18,386	84	53	\$65	\$1,867	\$1,296	\$3,229
Total	2,311	196,638	-	-	\$772	\$12,057	\$16,350	\$29,179

ANNUAL ELECTRICITY SAVINGS: \$16,478

4.4.1 PV SYSTEM DETAILS

GENERAL INFORMATION

Facility: Brown Deer Pumping Station
 Address: 621 E Brown Deer Rd Bayside WI 53217

SOLAR PV SYSTEM RATING

Power Rating: 30,520 W-DC
 Power Rating: 30,000.0 W-AC

SOLAR PV EQUIPMENT DESCRIPTION

Solar (56) Boviet Solar BVM7612M-545-H-HC-BF-DG
 Panels: (1000V)
 Inverters: (1) SolarEdge SE30KUS

ENERGY CONSUMPTION MIX

Annual Energy Use: 21,788 kWh

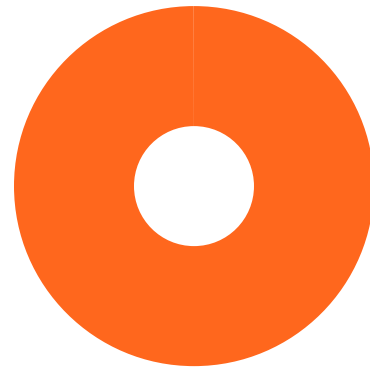
SOLAR PV EQUIPMENT TYPICAL LIFESPAN

Solar Panels: Greater than 30 Years
 Inverters: 15 Years

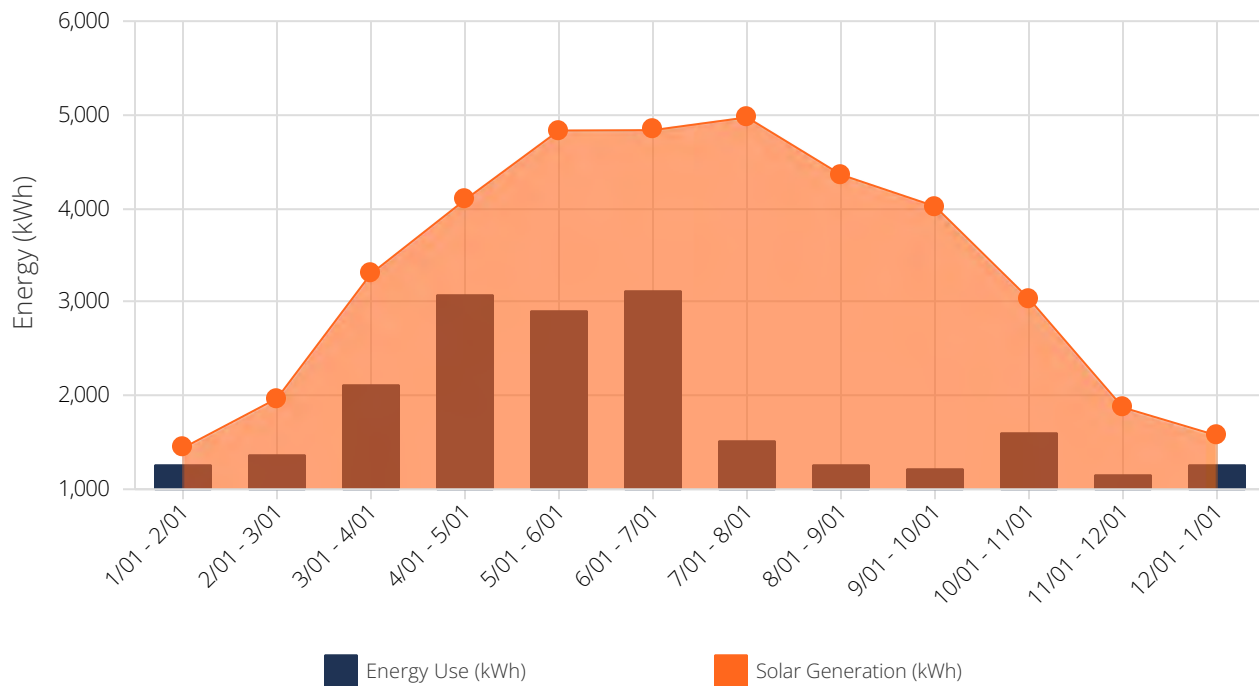
Solar PV System Cost and Incentives

Solar PV System Cost	\$79,824
(FOE) Business Incentive	-\$1,526
Direct pay - 30% ITC	-\$23,947

Net Solar PV System Cost \$54,351



MONTHLY ENERGY USE VS SOLAR GENERATION



4.4.2 REBATES & INCENTIVES

This section summarizes all incentives available for this project. The actual rebate and incentive amounts for this project are shown in each example.

Focus on Energy Business Customer PV Incentive (2024)

Focus On Energy Business Customer PV Incentive is valued at \$50 per kW (DC) capped at the maximum incentive of \$25,000 for the installation of Solar Electric (PV). Agricultural producers (business customers) will qualify for an incentive match up to \$10,000.

Total Incentive Value: \$1,526

Direct Pay, Investment Tax Credit (ITC) - 30%

The Inflation Reduction Act (IRA) of 2022 contains a "direct pay" provision that enables certain tax-exempt customers, including state and local government, to receive a direct cash payment in lieu of an investment tax credit (ITC). Entities that qualify for direct pay are eligible to receive a 30% direct payment, assuming they meet the IRA established prevailing wage and apprenticeship requirements in order to qualify for the full 30% "increased rate", rather than a 6% "base rate". The IRA states that direct pay is only available for entities, including: an entity exempt from the tax, any State government (or political subdivision thereof), the Tennessee Valley Authority, an Indian tribal government, an Alaska Native Corporation, any corporation operating on a cooperative basis which is engaged in furnishing electric energy to persons in rural areas. These entities may take direct pay for solar and storage in the ITC and PTC as well as the ITC/PTC when tech neutral starts after 2025.

Total Incentive Value: \$23,947

4.4.3 UTILITY RATES

The table below shows the rates associated with your current utility rate schedule (CG-1). Your estimated electric bills after solar are shown on the following page.

Customer Charges				Energy Charges			
Season	Charge Type	Rate Type	CG-1	Season	Charge Type	Rate Type	CG-1
S1	Flat Rate	per day	\$0.49	S1	Flat Rate	Import	\$0.15804

4.4.4 CURRENT ELECTRIC BILL

The table below shows your annual electricity costs based on the most current utility rates and your previous 12 months of electrical usage.

RATE SCHEDULE: WE - CG-1

Time Periods	Energy Use (kWh)	Charges		
		Other	Energy	Total
1/1/2024 - 2/1/2024 S1	1,251	\$15	\$198	\$213
2/1/2024 - 3/1/2024 S1	1,354	\$14	\$214	\$228
3/1/2024 - 4/1/2024 S1	2,105	\$15	\$333	\$348
4/1/2024 - 5/1/2024 S1	3,065	\$15	\$484	\$499
5/1/2023 - 6/1/2023 S1	2,909	\$15	\$460	\$475
6/1/2023 - 7/1/2023 S1	3,120	\$15	\$493	\$508
7/1/2023 - 8/1/2023 S1	1,512	\$15	\$239	\$254
8/1/2023 - 9/1/2023 S1	1,259	\$15	\$199	\$214
9/1/2023 - 10/1/2023 S1	1,211	\$15	\$191	\$206
10/1/2023 - 11/1/2023 S1	1,589	\$15	\$251	\$266
11/1/2023 - 12/1/2023 S1	1,154	\$15	\$182	\$197
12/1/2023 - 1/1/2024 S1	1,259	\$15	\$199	\$214
Total	21,788	\$180	\$3,443	\$3,624

4.4.5 NEW ELECTRIC BILL

RATE SCHEDULE: WE - CG-1

Time Periods Bill Ranges & Seasons	Energy Use (kWh)	Charges		
	Total	Other	Energy	Total
1/1/2024 - 2/1/2024 S1	-190	\$15	\$9	\$7
2/1/2024 - 3/1/2024 S1	-616	\$14	\$28	\$14
3/1/2024 - 4/1/2024 S1	-1,197	\$15	\$55	\$40
4/1/2024 - 5/1/2024 S1	-1,026	\$15	\$47	\$32
5/1/2023 - 6/1/2023 S1	-1,923	\$15	\$88	\$73
6/1/2023 - 7/1/2023 S1	-1,716	\$15	\$79	\$64
7/1/2023 - 8/1/2023 S1	-3,460	\$15	\$159	\$144
8/1/2023 - 9/1/2023 S1	-3,101	\$15	\$143	\$127
9/1/2023 - 10/1/2023 S1	-2,811	\$15	\$129	\$115
10/1/2023 - 11/1/2023 S1	-1,446	\$15	\$67	\$51
11/1/2023 - 12/1/2023 S1	-719	\$15	\$33	\$18
12/1/2023 - 1/1/2024 S1	-315	\$15	\$14	\$1
Total	-18,520	\$180	\$852	\$671

ANNUAL ELECTRICITY SAVINGS: \$4,295

5.1 Cash Purchase

Assumptions and Key Financial Metrics

IRR - Term	7.8%	Net Present Value	\$123,454	Payback Period	12.1 Years
ROI	137.9%	PV Degradation Rate	0.50%	Discount Rate	5.0%
Energy Cost Escalation Rate	2.7%	Federal Income Tax Rate	0.0%	State Income Tax Rate	0.0%
Total Project Costs	\$436,850				

Years	Project Costs	Direct pay - 30% ITC	(FOE) Business Incentive	Electric Bill Savings	Total Cash Flow	Cumulative Cash Flow
Upfront	-\$436,850	-	-	-	-\$436,850	-\$436,850
1	-	\$131,055	\$9,156	\$21,609	\$161,820	-\$275,030
2	-	-	-	\$22,081	\$22,081	-\$252,949
3	-	-	-	\$22,564	\$22,564	-\$230,385
4	-	-	-	\$23,056	\$23,056	-\$207,330
5	-	-	-	\$23,558	\$23,558	-\$183,772
6	-	-	-	\$24,071	\$24,071	-\$159,701
7	-	-	-	\$24,594	\$24,594	-\$135,107
8	-	-	-	\$25,128	\$25,128	-\$109,980
9	-	-	-	\$25,672	\$25,672	-\$84,307
10	-	-	-	\$26,228	\$26,228	-\$58,079
11	-	-	-	\$26,795	\$26,795	-\$31,284
12	-	-	-	\$27,374	\$27,374	-\$3,910
13	-	-	-	\$27,964	\$27,964	\$24,054
14	-	-	-	\$28,567	\$28,567	\$52,621
15	-	-	-	\$29,181	\$29,181	\$81,802
16	-	-	-	\$29,808	\$29,808	\$111,609
17	-	-	-	\$30,447	\$30,447	\$142,056
18	-	-	-	\$31,099	\$31,099	\$173,156
19	-	-	-	\$31,764	\$31,764	\$204,920
20	-	-	-	\$32,443	\$32,443	\$237,363
21	-	-	-	\$33,135	\$33,135	\$270,497
22	-	-	-	\$33,840	\$33,840	\$304,338
23	-	-	-	\$34,560	\$34,560	\$338,897
24	-	-	-	\$35,293	\$35,293	\$374,191
25	-	-	-	\$36,042	\$36,042	\$410,232
26	-	-	-	\$36,804	\$36,804	\$447,037
27	-	-	-	\$37,582	\$37,582	\$484,619
28	-	-	-	\$38,375	\$38,375	\$522,994
29	-	-	-	\$39,183	\$39,183	\$562,177
30	-	-	-	\$40,007	\$40,007	\$602,184
Totals:	-\$436,850	\$131,055	\$9,156	\$898,823	\$602,184	-

6.1 Cash Purchase

Assumptions and Key Financial Metrics

IRR - Term	7.8%	Net Present Value	\$123,454	Payback Period	12.1 Years
ROI	137.9%	PV Degradation Rate	0.50%	Discount Rate	5.0%
Energy Cost Escalation Rate	2.7%	Federal Income Tax Rate	0.0%	State Income Tax Rate	0.0%
Total Project Costs	\$436,850				

Years	Upfront	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Cash																
Project Costs	-\$436,850	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Direct pay - 30% ITC	-	\$131,055	-	-	-	-	-	-	-	-	-	-	-	-	-	-
(FOE) Business Incentive	-	\$9,156	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Electric Bill Savings	-	\$21,609	\$22,081	\$22,564	\$23,056	\$23,558	\$24,071	\$24,594	\$25,128	\$25,672	\$26,228	\$26,795	\$27,374	\$27,964	\$28,567	\$29,181
Cash Total	-\$436,850	\$161,820	\$22,081	\$22,564	\$23,056	\$23,558	\$24,071	\$24,594	\$25,128	\$25,672	\$26,228	\$26,795	\$27,374	\$27,964	\$28,567	\$29,181
Total Cash Flow	-\$436,850	\$161,820	\$22,081	\$22,564	\$23,056	\$23,558	\$24,071	\$24,594	\$25,128	\$25,672	\$26,228	\$26,795	\$27,374	\$27,964	\$28,567	\$29,181
Cumulative Cash Flow	-\$436,850	-\$275,030	-\$252,949	-\$230,385	-\$207,330	-\$183,772	-\$159,701	-\$135,107	-\$109,980	-\$84,307	-\$58,079	-\$31,284	-\$3,910	\$24,054	\$52,621	\$81,802



6.1 Cash Purchase

Assumptions and Key Financial Metrics

IRR - Term	7.8%	Net Present Value	\$123,454	Payback Period	12.1 Years
ROI	137.9%	PV Degradation Rate	0.50%	Discount Rate	5.0%
Energy Cost Escalation Rate	2.7%	Federal Income Tax Rate	0.0%	State Income Tax Rate	0.0%
Total Project Costs	\$436,850				

Years	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Totals	
Cash																	
Project Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-\$436,850
Direct pay - 30% ITC	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$131,055
(FOE) Business Incentive	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$9,156
Electric Bill Savings	\$29,808	\$30,447	\$31,099	\$31,764	\$32,443	\$33,135	\$33,840	\$34,560	\$35,293	\$36,042	\$36,804	\$37,582	\$38,375	\$39,183	\$40,007	\$40,007	\$898,823
Cash Total	\$29,808	\$30,447	\$31,099	\$31,764	\$32,443	\$33,135	\$33,840	\$34,560	\$35,293	\$36,042	\$36,804	\$37,582	\$38,375	\$39,183	\$40,007	\$40,007	\$602,184
Total Cash Flow	\$29,808	\$30,447	\$31,099	\$31,764	\$32,443	\$33,135	\$33,840	\$34,560	\$35,293	\$36,042	\$36,804	\$37,582	\$38,375	\$39,183	\$40,007	\$40,007	\$602,184
Cumulative Cash Flow	\$111,609	\$142,056	\$173,156	\$204,920	\$237,363	\$270,497	\$304,338	\$338,897	\$374,191	\$410,232	\$447,037	\$484,619	\$522,994	\$562,177	\$602,184	\$602,184	-

7 ENVIRONMENTAL BENEFITS



OVER THE NEXT 20 YEARS, YOUR SYSTEM WILL DO MORE THAN JUST SAVE YOU MONEY.

ACCORDING TO THE EPA'S GREENHOUSE GAS EQUIVALENCIES CALCULATOR [\(SOURCE\)](#), YOUR SOLAR PV SYSTEM WILL HAVE THE IMPACT OF REDUCING:



3,424

Tons of CO2 Offset



7,785,400

Miles Driven By Cars



51,361

Trees Planted



Application for Appearance before the Board of Appeals

Owners's Name Kenneth S. Collins
Property Address 202 W. brown Deer Rd.
Telephone 920-650-8300
Email ken.collins@charter.net

Proposed project details (type of work, size, materials, etc.):

Option 1. Build wood stairs to porch measuring 72 inches wide off of the east side of the home and attach at a 45-degree angle measuring 50 7/8 inches to the current stairs in place on the south side of the home.

Option 2. Remove the south facing stairs to the porch and build wood stairs to the porch on the east side of the home measuring 72 inches wide.

Fee: \$500.00



APPLICATION FOR SPECIAL EXCEPTION TO ZONING CODE REQUIREMENTS

The Board of Appeals, pursuant to Wis. Stats. 62.23(7)(e), and Section 125-57(e) of the Zoning Ordinance, and after appropriate notice and hearing, may, with regard to any requirement imposed by the Zoning Ordinance, or any other section of the Municipal Code which specifically allows for special exceptions, recommend a special exception to the Village Board for approval. Notice of application for special exception shall be provided to all property owners adjoining or abutting the property proposed for a special exception. Denials of special exceptions shall not be appeal able to the Village Board.

1. State the section of the Village of Bayside Municipal Code for which you are requesting a special exception:; 125-3 General Provisions. (f) (1) The front setback of all structures shall match the setback of the adjacent homes wherever possible. In no event shall a structure encroach more than five feet beyond the setback of the average front setback of the nearest two homes on the same or an adjoining block or the nearest single home within 100 feet if no appropriate average can be determined. In measuring the setback of the nearest two homes, no home more than 200 feet away from the home in question shall be considered.

2. Give a brief description of what you want to do and why. We are changing the home to face N Navajo Rd. by adding stairs to the southeast corner of the home but facing east and attached to the current South facing stairs. We will also be adding a driveway on the East side entering and exiting from N Navajo Rd. and closing off the South facing driveway entrance currently in place on W. Brown Deer Rd. We are proposing to add stairs facing the east and attach them to the current stairs in place with stairs at a 45 Degree angle. This would not change the current placement of the stairs in relation to the lot line. Another option is to remove the South facing stairs entirely and build the stairs only to the East which would pull the corner of the building back 3 ft from the lot line. This would make the structure 4.9 feet from the lot line instead of the current 1.9 feet.

3. State why compliance with Municipal Code is unreasonably burdensome or negatively impacts the use of the property. To comply with current code would require tearing down the front porch and 5 feet into the front of the house making this a teardown of the home and rebuild. Due to budgetary restrictions this is not possible. Moving the driveway to Navajo Rd. eliminates the current hazardous situation of backing out onto the very busy Brown Deer Rd when exiting the property.

4. State how the Special Exception requested, including any proposed restrictions, will be consistent with the existing character of the neighborhood; will not effectively undermine the application or enforcement of the Code to other properties; and will be in harmony with the purpose and intent of the Code.

Adding an east facing staircase to the south east corner of the home will not significantly change the current look of the home. This will be coupled with a safer and more aesthetically pleasing driveway off of N. Navajo Rd., providing a shorter more direct path to the garage. This also reduces impervious surface area with less runoff. The existing stairs, which are currently 1.9 ft. from the property line, would remain in place and be connected to the new east-facing stairs. This modification would not alter the current setback in place. Option 2, removing the south-facing stairs entirely and install new east-facing stairs, improves the setback placement by 3 feet. This does not meet but is an improvement towards the 15 ft. setback ordinance. either option prioritize safety, aesthetics, and environmental benefits.

Applicant Printed Name

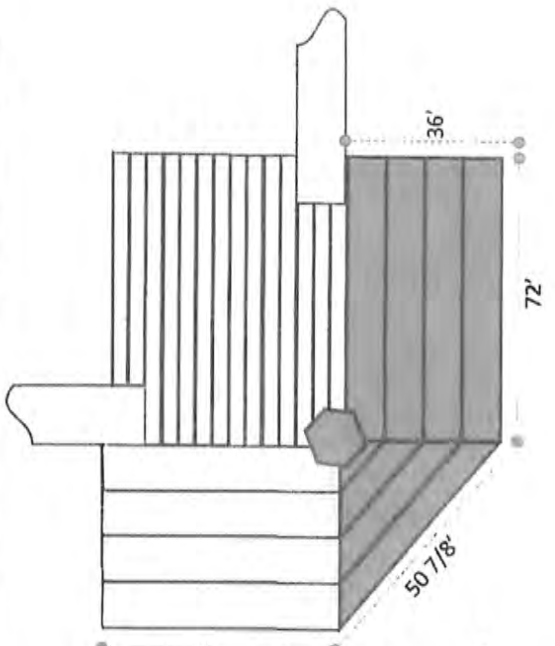
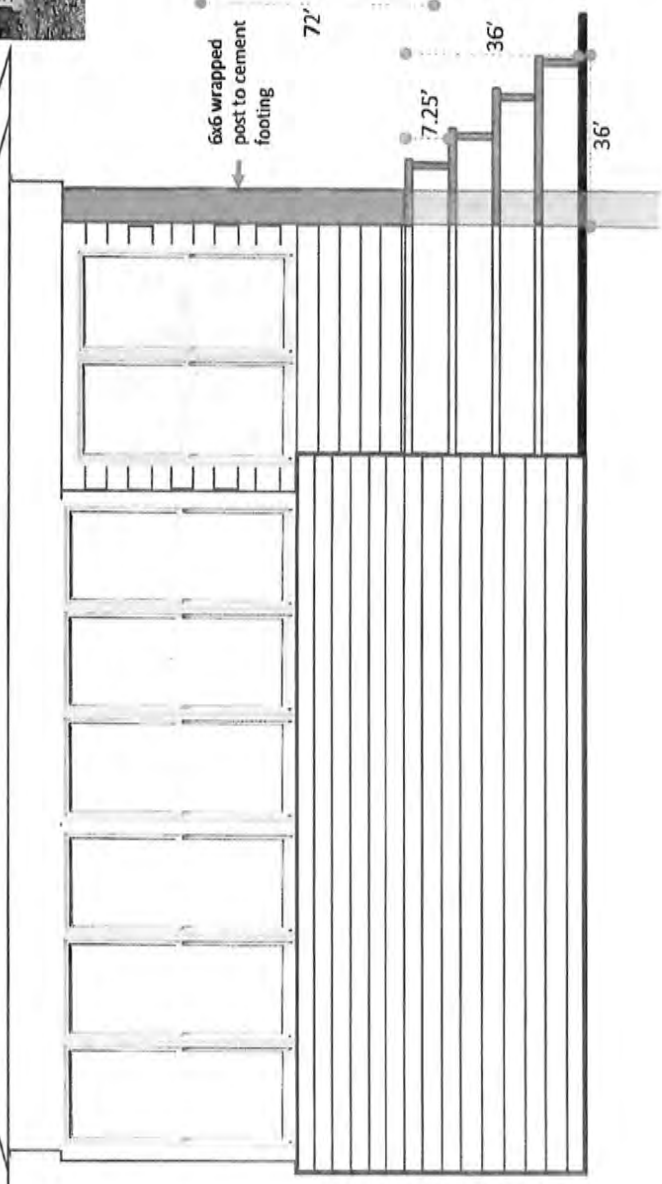
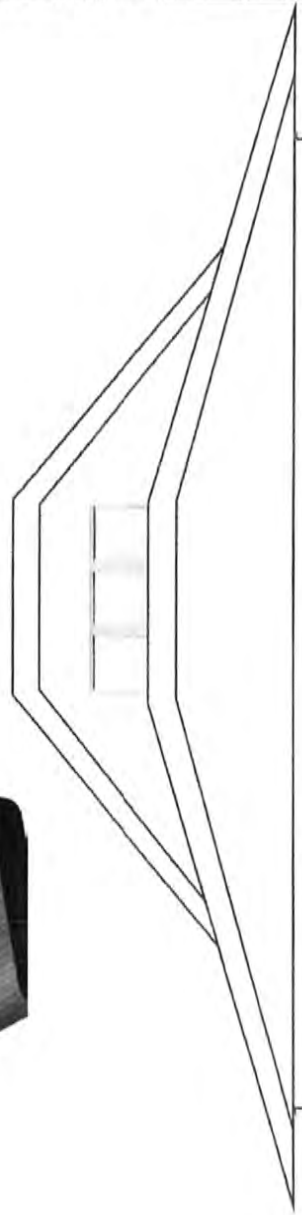
Applicant Signature

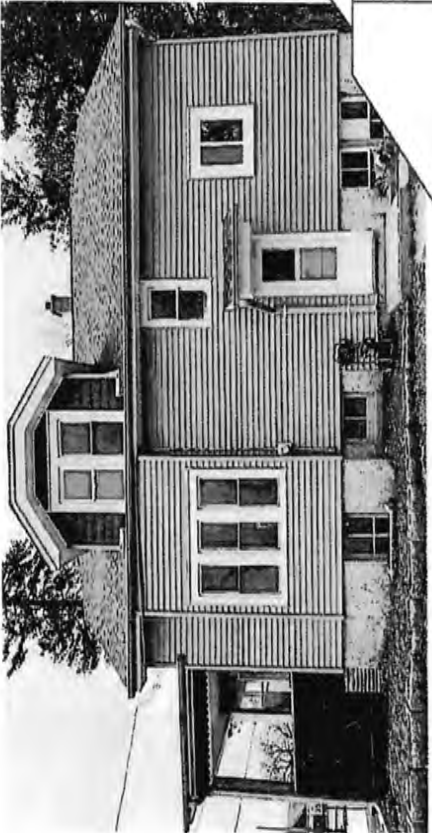
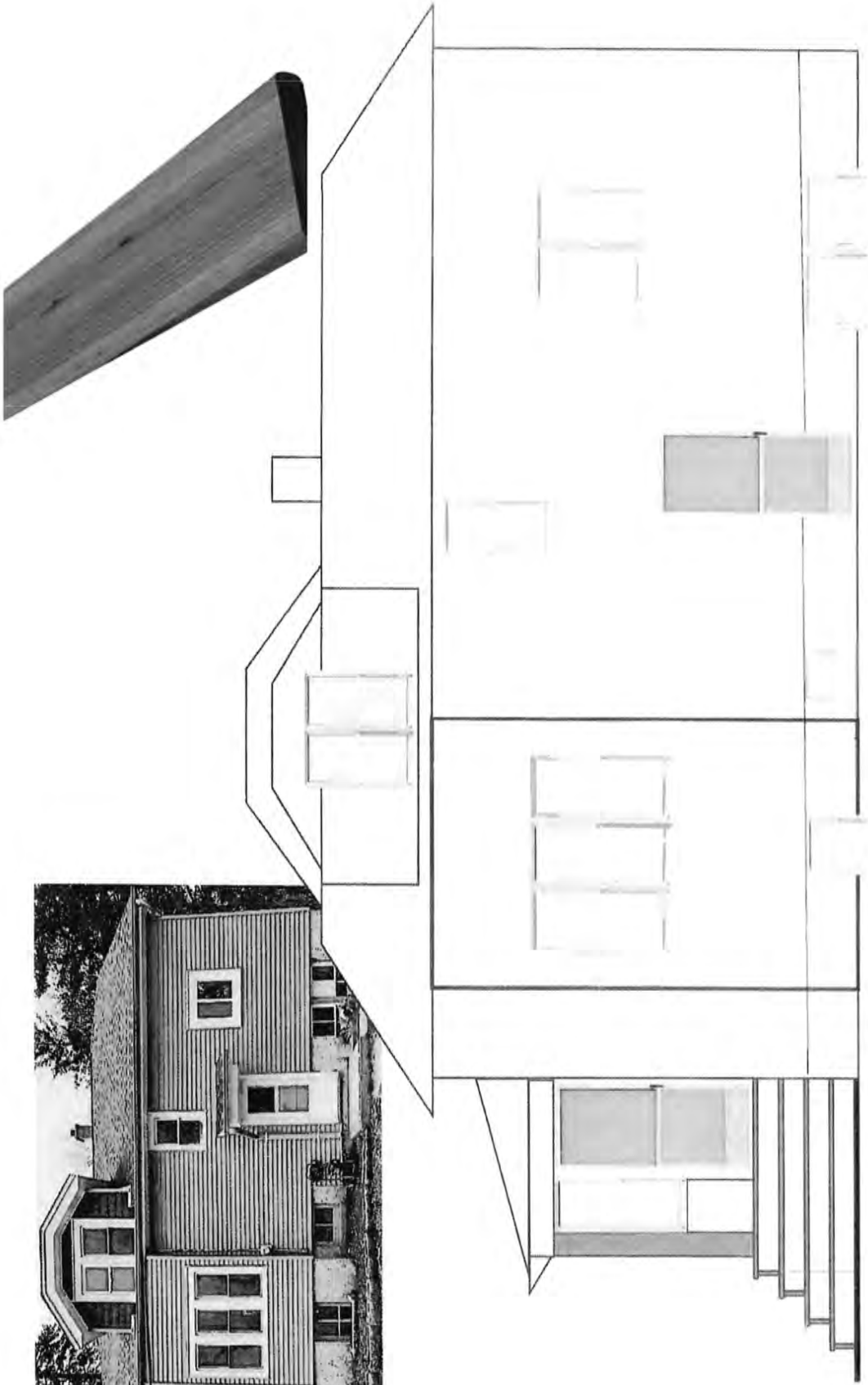
Date

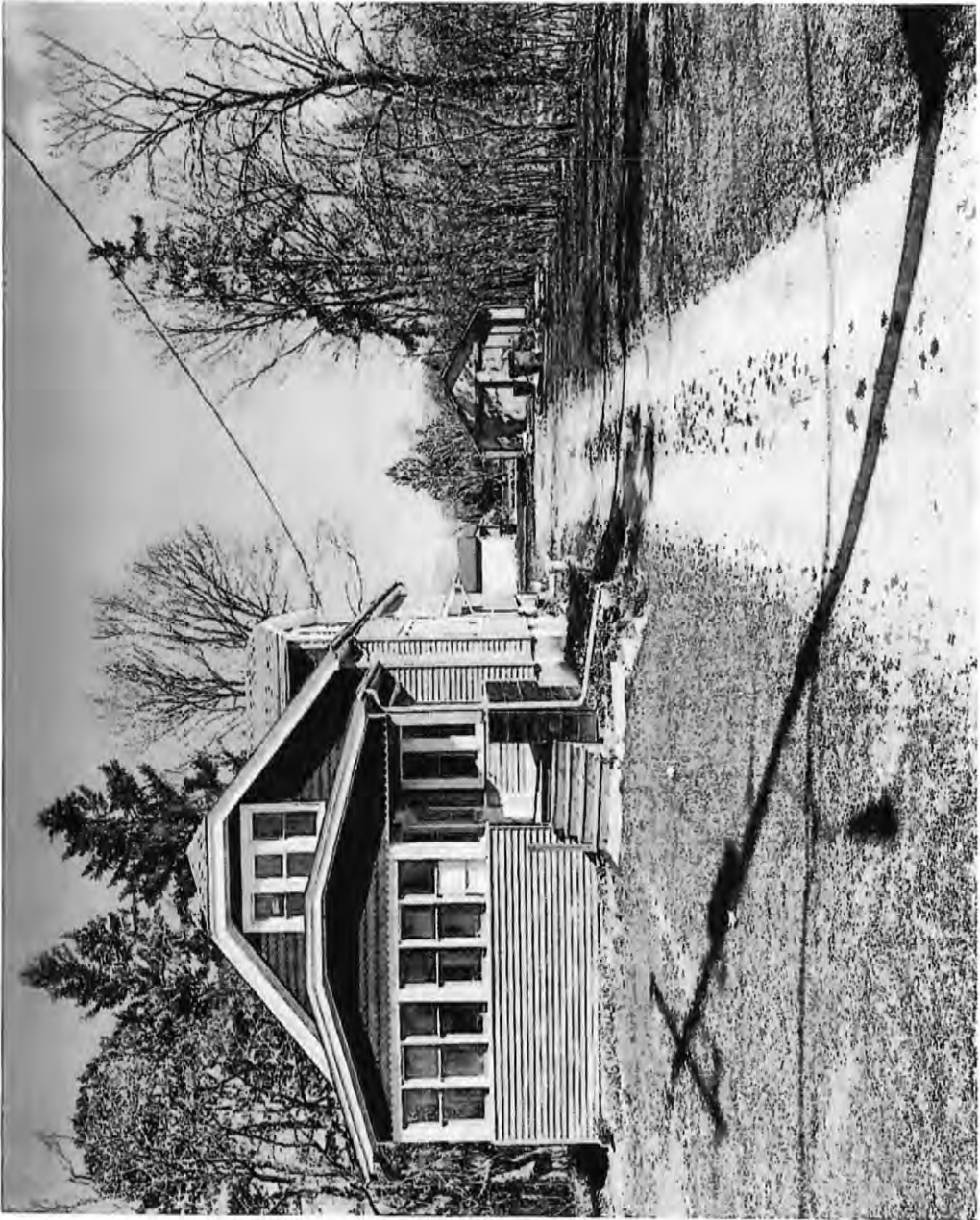
Kenneth S. Collins

[Handwritten Signature]

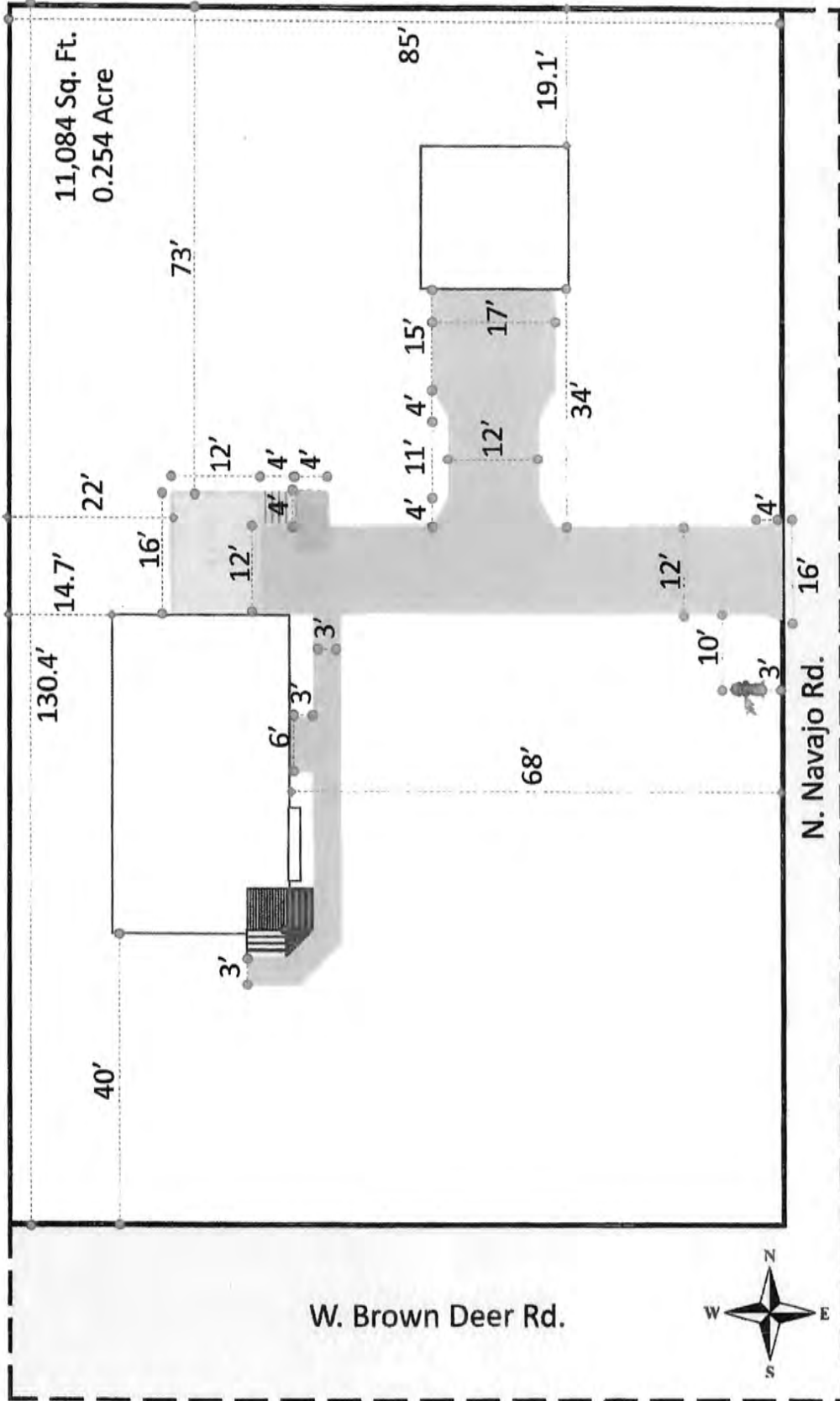
6/21/2021







11,084 Sq. Ft.
0.254 Acre



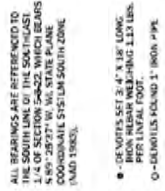
W. Brown Deer Rd.



N. Navajo Rd.

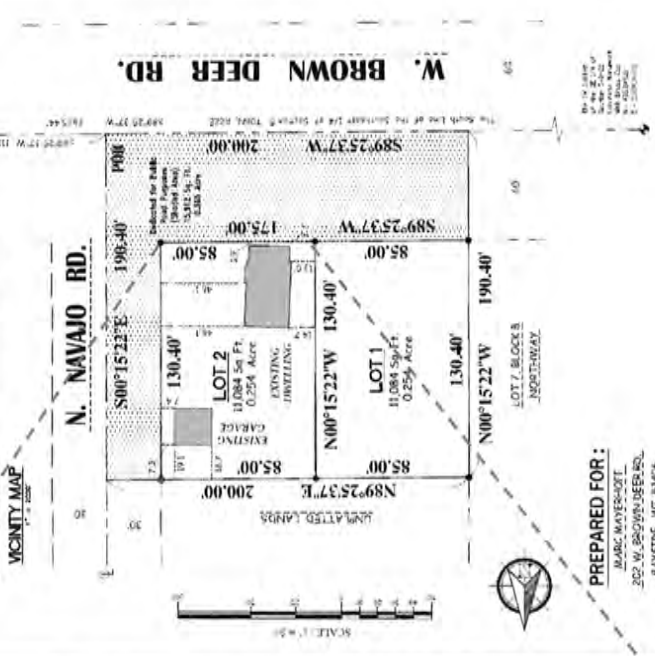
MILWAUKEE COUNTY CERTIFIED SURVEY MAP NO. _____

BEING A PART OF THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 5, TOWN 8 NORTH, RANGE 22 EAST, IN THE VILLAGE OF BAYSIDE, MILWAUKEE COUNTY, WISCONSIN.



ALL BEARINGS ARE REFERENCED TO THE SOUTH LINE OF THE S&W TRUST 1/4 OF SECTION 5-6-22, WHICH BEARS S89°25'37"W 200.00' TO THE CORNER OF COORDINATE SYSTEM SOUTH ZONE (NAD 1983).

• DENOTES SET 2.4" X 1/8" LONG PER LINEAL FOOT INCLUDING 1.10 LBS. O-DENOTES HOUND 1" IRON PIPE

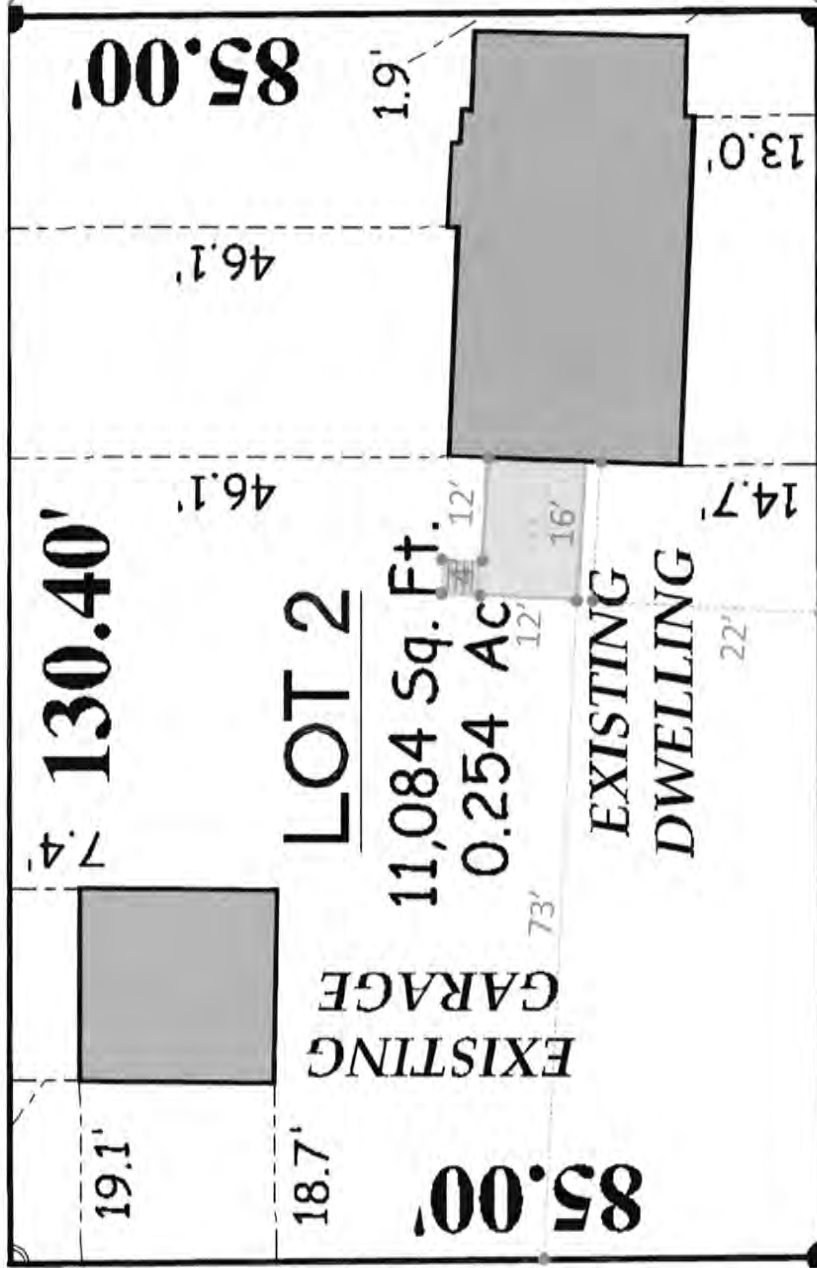


DATE: 08/16/2021
JOB NO. JMS20-031
SHEET 1 OF 3

PREPARED FOR:
JAMES WATSON
202 W. BROWN DEER RD.
BAYSIDE, WI 53405

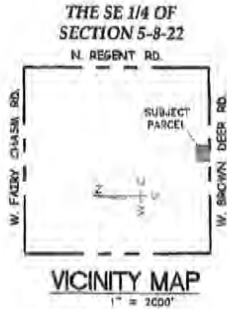
DATE: 08/16/2021
JOB NO. JMS20-031
SHEET 1 OF 3

DATE: 08/16/2021
JOB NO. JMS20-031
SHEET 1 OF 3



MILWAUKEE COUNTY CERTIFIED SURVEY MAP NO. _____

BEING A PART OF THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 5, TOWN 8 NORTH, RANGE 22 EAST, IN THE VILLAGE OF BAYSIDE, MILWAUKEE COUNTY, WISCONSIN.



ALL BEARINGS ARE REFERENCED TO THE SOUTH LINE OF THE SOUTHEAST 1/4 OF SECTION 5-8-22, WHICH BEARS S 89° 25' 37" W, WI. STATE PLANE COORDINATE SYSTEM SOUTH ZONE (NAD 1983).

- - DENOTES SET 3/4" X 18" LONG IRON REBAR WEIGHING 1.13 LBS. PER LINEAL FOOT.
- - DENOTES FOUND 1" IRON PIPE

The SE Corner of the SE 1/4 of Section 5-8-22
Epicenter Monument with Brass Cap
N 45.8765
E 2,527.182-99



PREPARED FOR:
MARC MAYERHOFF
202 W. BROWN DEER RD.
BAYSIDE, WI 53406



2554 N. 100TH STREET
P.O. BOX 26596
WAUWATOSA, WISCONSIN 53226
(414) 257-2212 FAX: (414) 257-2443
sri@wi.rr.com

MARC C. PASSARELLI P.L.S. # 2817



**APPLICATION AND
RIGHT OF PRIVILEGE**

Applicant: Kenneth S. Collins
Address: 202 W. Brown Deer Rd.
Bayside, WI 53217
Telephone: 920-605-8300 Email: ken.collins@charter.net

Application must be accompanied by a reasonably dimensioned, accurate, and legible map.

- (A) Location of right-of-way subject to Privilege: 202 W. Brown Deer Rd.
- (B) Reason for Privilege and Proposed Use: Approved changes to front porch stairs
- (C) Nature of obstruction or excavation: Adding stairs farther north on property
- (D) As consideration for the Village granting this Privilege, the Applicant will follow all applicable rules as outlined by Wisconsin State Statute 66.0425, including, but not limited to:
 - 1. Applicant assumes primary liability for damage to persons or property resulting from this Privilege.
 - 2. Applicant agrees to remove all Obstructions on ten (10) days notice from the Village or the State of Wisconsin.
 - 3. Applicant waives the right to contest in any manner the validity of 66.0425 Wis. Stats. or the rent charged by the Village.
 - 4. Applicant shall maintain comprehensive general liability insurance on the Privilege Area in an amount not less than Three Hundred Thousand Dollars (\$300,000.00).
 - 5. All obstructions under this Privilege must be the subject of Village Board approval.
- (E) As further consideration and additional rent for this Privilege, Applicant agrees to assume full responsibility for:
 - 1. All short and long-term maintenance and restoration of Privilege Area:
 - Advance notice and Village approval of maintenance or restoration that obstructs right-of-way further unless under emergency conditions.
 - 2. All property maintenance.
 - Removal of scrub growth and weeds as necessary



Application for Appearance before the Board of Appeals

Owner's Name	Bayside & S-L Company, LLP
Property Address	8909 N. Port Washington Rd., Bayside
Telephone	414-867-8517
Email	kristi@lamacchiaholdings.com

Proposed project details (type of work, size, materials, etc.):

Temporary monument sign to be fabricated out of brushed aluminum composite material (ACM) and aluminum angle framing. The sign is not internally illuminated. Dimensions are: H 6'2" x W 8'0" x D 0'8". The tenant names will be made of vinyl graphics applied to the face of the ACM panels on both sides. Footings will be 4"x4" pressure treated posts that will be buried.

Fee: \$500.00



APPLICATION FOR SPECIAL EXCEPTION TO ZONING CODE REQUIREMENTS

The Board of Appeals, pursuant to Wis. Stats. 62.23(7)(e), and, Section 125-57(e) of the Zoning Ordinance, and after appropriate notice and hearing, may, with regard to any requirement imposed by the Zoning Ordinance, or any other section of the Municipal Code which specifically allows for special exceptions, recommend a special exception to the Village Board for approval. Notice of application for special exception shall be provided to all property owners adjoining or abutting the property proposed for a special exception. Denials of special exceptions shall not be appeal able to the Village Board.

1. **State the section of the Village of Bayside Municipal Code for which you are requesting a special exception.**

We are seeking a special exception to the 15 day time limit stipulated by the Village of Bayside's Municipal Code for temporary signage.

2. **Give a brief description of what you want to do and why.**

We would like to fabricate and install a high quality cabinet-style temporary monument sign that closely resembles what the building's permanent monument sign is anticipated to look like. We are pausing with the permanent monument sign for approximately 12-18 months, until the some of the signage and branding for the OneNorth Development has been completed. We want to the opportunity to add some OneNorth branding to the permanent monument sign.

3. **State why compliance with Municipal Code is unreasonably burdensome or negatively impacts the use of the property.**

We are seeking permission for no more than 18 months mainly due to the cost of the sign, which is approximately \$8,000. The 15-day time limit typically allowed for temporary signs is appropriate for lower-cost signs such as banners; however, our intent is to utilize this sign for up to 18 months; and therefore, propose higher quality materials.

4. State how the Special Exception requested, including any proposed restrictions, will be consistent with the existing character of the neighborhood; will not effectively undermine the application or enforcement of the Code to other properties; and will be in harmony with the purpose and intent of the Code.

The sign, although temporary, will be constructed in a manner consistent with requirements for permanent signs as described by the Village of Bayside Ordinance, Section 166-6 Signs in Business Districts.

Applicant Printed Name

Kristi Laufenberg

Applicant Signature

Kristi L. Laufenberg

Date

7/24/2024

Village of Bayside
Application for Appearance before the Board of Appeals
Bayside and S-L Company, LLP

To whom it may concern:

We are writing in response to #3 on the application for special exception to zoning code requirements, 'state why compliance with Municipal Code is unreasonably burdensome or negatively impacts the use of the property' with our following statement:

As a tenant in the building located at 8909 N Port Washington Rd, owned by Bayside and S-L Company, LLP, we find the lack of signage on the road frontage to be detrimental to our business. We have now occupied this space since December of 2022, and without signage to brand and market our business to the public of Bayside, we are still an unknown brand to the community.

Our real estate agents working from this location are hearing that their customers can't find us, or don't believe we're located in Bayside and out of this location, and they are losing out on potential new business. Without signage, we're not only upsetting our customers, the real estate agents, but also harming our brand by not being visible to their consumers, the buyers and sellers of real estate within the local community of Bayside and surrounding areas.

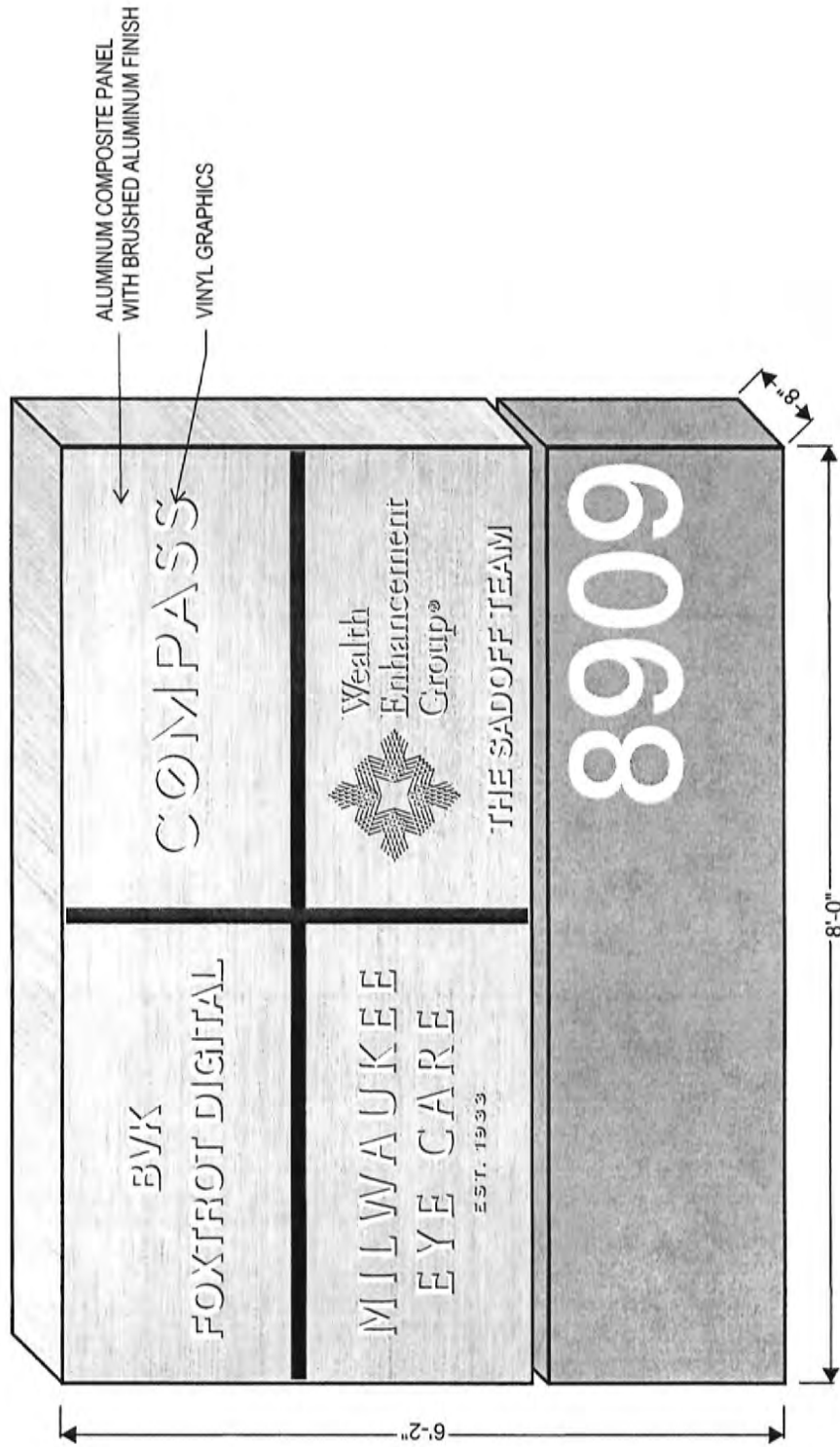
We would greatly appreciate your consideration of this special exception to place a temporary monument sign on N Port Washington Rd as soon as feasible so that we can, after 1-½ years, have some signage up that designates Compass as operating business in Bayside.

Thank you for your consideration,

Kel Svoboda
Managing Director

Katrina Lasch
Regional Operations Manager

Compass RE Wisconsin, LLC



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Village of Bayside
9075 N Regent Road
414-206-3915



BUILDING INSPECTOR
For inspections call 262-420-4732 or
email Wlinspections@safebuilt.com

JOB ADDRESS: 8909 N. Port Washington Rd.

Residential Commercial

OWNER NAME: La Machia Holdings, LLC, c.o. Kristi Laufenberg, SVP-Operations

OWNER PHONE: 414-867-8517 OWNER EMAIL: kristi@lamicchiaholdings.com

COMPANY NAME: La Machia Holdings, LLC

CONTRACTOR NAME: Brilliant dpi LICENSE #: _____

ADDRESS: 6651 N Sidney Place, Milwaukee, WI 53209

PHONE: 414-228-0833 EMAIL: chris@brilliantdpi.com

Check Here if **Homeowner** is the Contractor:

YES, the Homeowner is the Contractor YES, the Homeowner signed the Cautionary Statement (see page 2)

WORK CONSISTS OF:

- New Building*
- Addition*
- Accessory Structure*
- Roof
- Demolition*
- Remodel or Alteration
- Electrical
- Plumbing
- HVAC
- Other Sign

PROJECT & WORK DESCRIPTION/ ADDITIONAL COMMENTS:

Temporary Monument Sign

Unenclosed Receptacle Permit Erosion Control Permit

*Project Square Footage: Approx 33 sq ft Project Estimated Cost: \$8,000.00

The undersigned hereby applies for a permit to do the work herein described and hereby agrees that all work will be done in accordance with all the laws of the State of Wisconsin and all the ordinances of the Village of Bayside.

Applicant's Signature: Kristi L Laufenberg Digitally signed by Kristi L Laufenberg
Date: 7/24/2024
Date: 2024.07.24 12:46:03 -05'00'

FEES (OFFICE USE)

Building _____
Electric _____
Plumbing _____
HVAC _____
Other _____

RECEIPT INFO (OFFICE USE)

Amount	_____
Date	_____
Rec. By	_____

Project Requires ARC



All building permits are valid for six months except:
Addition and alteration permits are valid for 12 months
New construction permits for 24 months

Cautionary Statement to Owners Obtaining Building Permits

101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s. 101.654 (2) (a), the following consequences might occur:

(a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

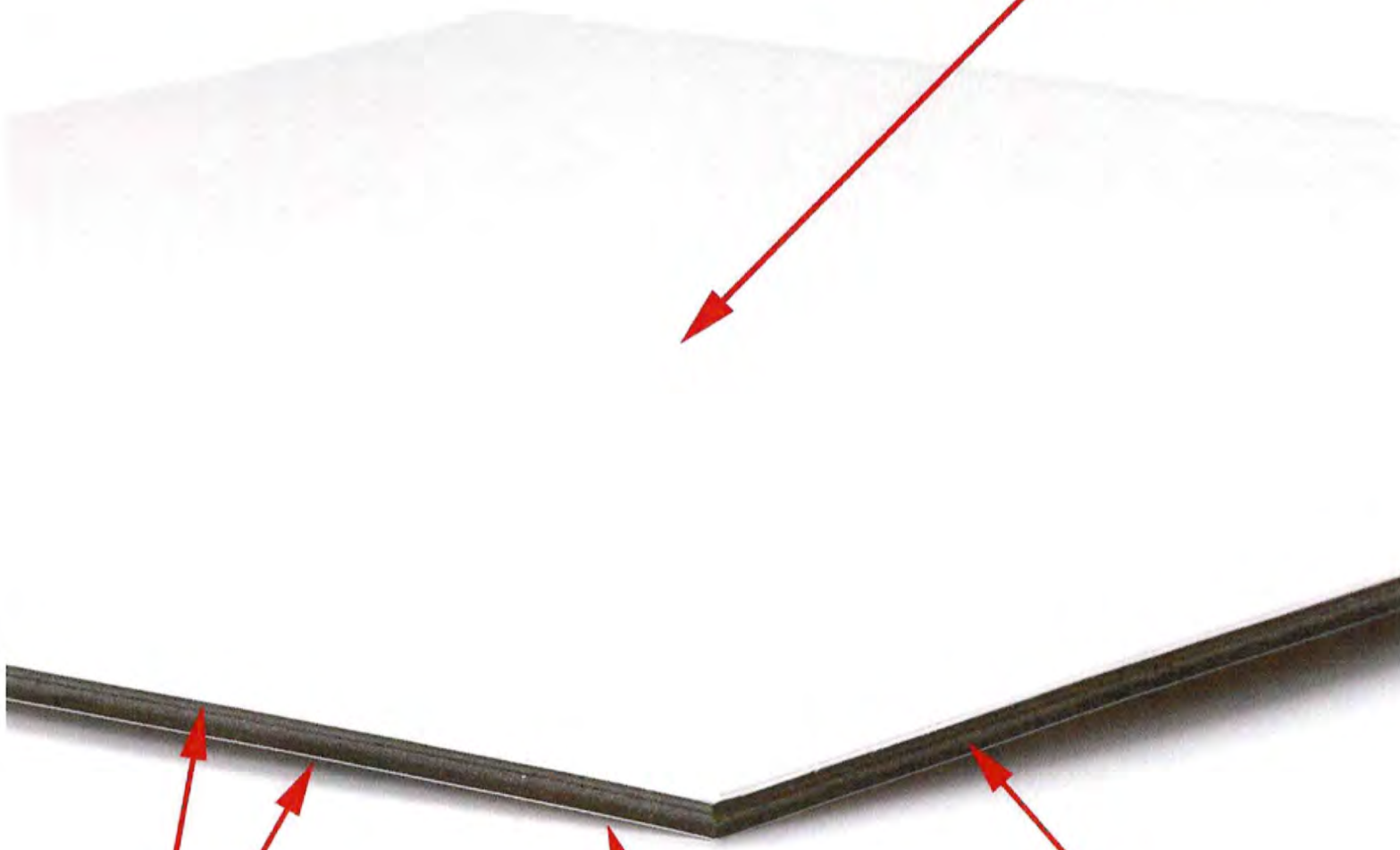
(b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one- and two- family dwelling code or an ordinance enacted under sub. (1) (a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

Owner's Signature: 

Date: 7/27/2024



**Coil Coating
(White Polyester)**



Aluminum Sheets



**Mill Finish
(Polished Aluminum)**



Solid Polyethylene Co





**Application for Appearance before the
Board of Appeals**

Owner's Name Daniel J. Katz or Katz Properties, Inc.
Property Address 9001 N. WHITE OAK LANE
Telephone 414-332-8080
Email Katz@KatzProp.com

Proposed project details (type of work, size, materials, etc.):

please see attached for all details for manifest
order

Fee: \$500.00



APPLICATION FOR SPECIAL EXCEPTION TO ZONING CODE REQUIREMENTS

The Board of Appeals, pursuant to Wis. Stats. 62.23(7)(e), and Section 125-57(e) of the Zoning Ordinance, and after appropriate notice and hearing, may, with regard to any requirement imposed by the Zoning Ordinance, or any other section of the Municipal Code which specifically allows for special exceptions, recommend a special exception to the Village Board for approval. Notice of application for special exception shall be provided to all property owners adjoining or abutting the property proposed for a special exception. Denials of special exceptions shall not be appeal able to the Village Board.

- 1. State the section of the Village of Bayside Municipal Code for which you are requesting a special exception:

11C

- 2. Give a brief description of what you want to do and why.

create permanent sign to advertise apartments or rent.

- 3. State why compliance with Municipal Code is unreasonably burdensome or negatively impacts the use of the property.

currently, we cannot advertise our product - apartments or rent.

- 4. State how the Special Exception requested, including any proposed restrictions, will be consistent with the existing character of the neighborhood; will not effectively undermine the application or enforcement of the Code to other properties; and will be in harmony with the purpose and intent of the Code.

sign will mimic house used on adjacent property

Applicant Printed Name

Karen Bralier,
rent for amer, KPI

Applicant Signature

[Handwritten signature]

Date

8/16/24

KATZ MONUMENT SIGN RESUBMITTAL

8.5.24

Font of White Oaks to
change - logo to be
incorporated.



White Oaks Fabrication / Install

Miscellaneous (V) - Large Sign Panel

Text:

DS Synthetic Stucco Panel 6ft x 12ft x 6"
Per Your Drawing. Includes a Two color Stucco spray finish.
Includes Recessed / Painted Stucco text (SW/BM colors)
With Wood Substrate per Your Specifications
Horizontal thru holes (2) to accommodate customers 2"x2"

Miscellaneous (V) - Pillars - Fabrication & Install

Text:

Veneer Brick Pillars
Pillar 120"H x 16"W x 16"D
Veneer stone TBD

EXCAVATE FOR CONCRETE FOOTING
FOR SIGN BASE
(2) Sign Pillars

Site Survey
Scope of job
Truck accessibility

Install (2) pillars 10'H
Install (2) custom HDU panel
Hardware
(3) techs (2) trucks (1) trailer
Not responsible for damage to grass or landscaping

CONCRETE FOR FOOTING
Sign Pole 4" x 4" x 10'

STEEL POLE FOR MONUMENT SIGN 4" x 4"
(2) 14' poles

Miscellaneous (V) - Changeable Panel

Text:

Changeable panel
ACM panel with digital vinyl
Hardware for handing to larger sign
8ft Wide by 12" H ; Double Sided



Lower Ryder to be interchangeable. In addition to "Now Leasing" may say things like:

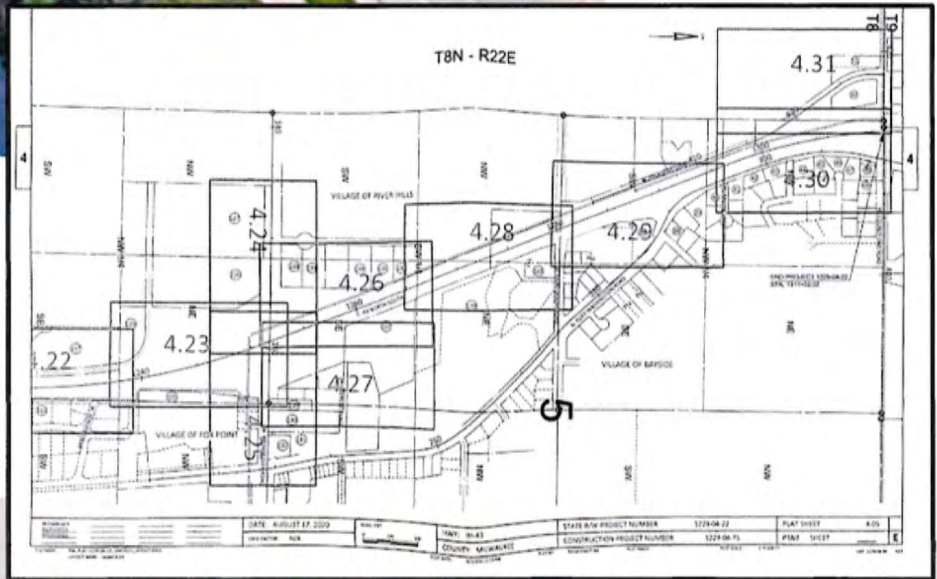
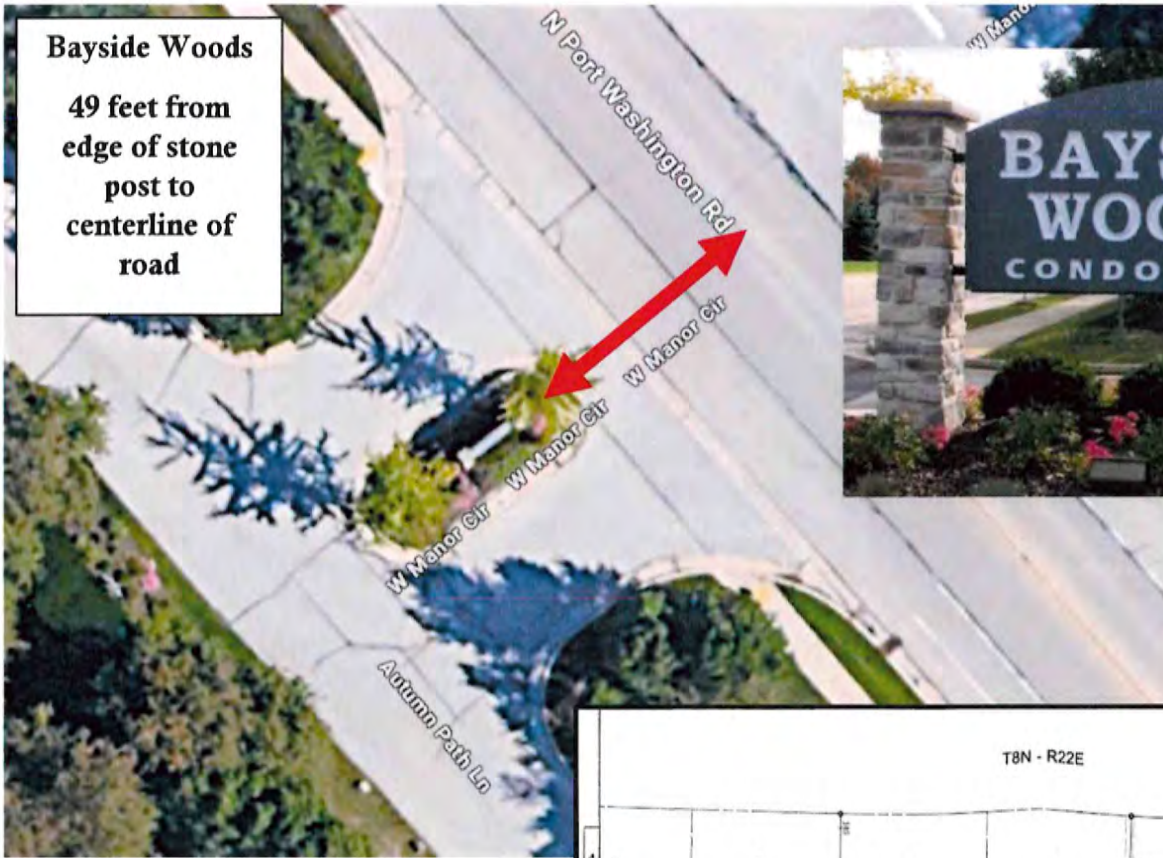
"1-3 Bedroom Apartments For Rent"

"Tour Your New Home Today"

"Call for Specials: 414.352.9262"

Bayside Woods

49 feet from edge of stone post to centerline of road



White Oaks

49 feet from edge of stone post to centerline of road-proposed location in blue



08/07/2024

Attention:
Village of Bayside, WI
Architecture Review Committee

PROJECT/SITE OWNER: White Oaks / Katz Properties PROJECT ADDRESS: 9001 N Port Washington	PROJECT SUMMARY: Monument sign 14 ½' wide X 10' high
---	--

I have reviewed the proposed new signs for compliance with the Village's ordinances and have determined the following for consideration.

1. The monument sign does not comply with sign ordinance Chapter 116 Signs.
2. The proposed sign is ten feet high and fourteen and a half feet wide
3. On their application they state that the sign is four feet by eight feet. There is a discrepancy from the application and drawing submitted.
4. Per 116-6 (7) signs in business districts
"Freestanding signs shall not exceed eight feet in height above normal grade and eight feet in maximum width."
5. The board always considers the aesthetics of the signs.

VILLAGE CODE REVIEW

Supporting documentation or testimony must be provide at the meeting to verify code compliance with the above observations in red.

Dave Hendrix
SAFEbuilt
Wisconsin Operations Manager



**Application for Appearance before the
Board of Appeals**

Owner's Name Michael + Lynda Barth
Property Address 9270 N WAVERLY DR
Telephone 414 228 7203
Email MJBARTH@YAHOO.COM

Proposed project details (type of work, size, materials, etc.):

SEE ATTACHED

Fee: \$500.00



APPLICATION FOR SPECIAL EXCEPTION TO ZONING CODE REQUIREMENTS

The Board of Appeals, pursuant to Wis. Stats. 62.23(7)(e), and, Section 125-57(e) of the Zoning Ordinance, and after appropriate notice and hearing, may, with regard to any requirement imposed by the Zoning Ordinance, or any other section of the Municipal Code which specifically allows for special exceptions, recommend a special exception to the Village Board for approval. Notice of application for special exception shall be provided to all property owners adjoining or abutting the property proposed for a special exception. Denials of special exceptions shall not be appeal able to the Village Board.

- 1. State the section of the Village of Bayside Municipal Code for which you are requesting a special exception:

SEE ATTACHED

- 2. Give a brief description of what you want to do and why.

SEE ATTACHED

- 3. State why compliance with Municipal Code is unreasonably burdensome or negatively impacts the use of the property.

SEE ATTACHED

- 4. State how the Special Exception requested, including any proposed restrictions, will be consistent with the existing character of the neighborhood; will not effectively undermine the application or enforcement of the Code to other properties; and will be in harmony with the purpose and intent of the Code.

SEE ATTACHED

Applicant Printed Name

Michael Barth

Applicant Signature

Date

8/15/25

ATTACHMENT TO APPLICATION FOR SPECIAL EXCEPTION TO ZONING CODE REQUIREMENTS FOR
MICHAEL & LYNDIA BARTH 9270 N. WAVERLY DR.

Proposed project details (type of work, size, materials, etc.):

Build an addition to our home that will add a mudroom and pantry to the home as well as add extra space in the garage for snowblower etc. Materials will be brick and siding to match existing house.

1. State the section of the Village of Bayside Municipal Code for which you are requesting a special exception:

125-3 General Provisions (f) (1) The front setback of all structures shall match the setback of the adjacent homes wherever possible. In no event shall a structure encroach more than five feet beyond the setback of the average front setback of the nearest two homes on the same or an adjoining block or the nearest single home within 100 feet if no appropriate average can be determined. In measuring the setback of the nearest two homes, no home more than 200 feet away from the home in question shall be considered.

2. Give a brief description of what you want to do and why

We propose adding a mudroom/pantry and expanding the garage storage space to enhance the functionality and appeal of our home. The current layout poses challenges:

- **Direct Entry into Living Areas:** Without a mudroom, inclement weather brings dirt and snow directly into the family room and kitchen, creating a mess and maintenance issue.
- **Limited Storage:** The absence of a mudroom means no designated space for coats, wet boots, and accessories, leading to clutter and disorganization.
- **Inadequate Garage Space:** The existing garage is cramped, making it difficult to store essential items like snowblowers, mowers, and bikes without obstructing car entry.

By adding a mudroom/pantry and expanding the garage storage space by approximately 4 feet, we aim to:

- Create a practical and organized entry point, protecting the living areas from weather-related messes
- Provide ample storage for outdoor gear and accessories
- Enhance the overall functionality and appeal of our home

This project will significantly improve our daily living experience and the value of our property.

3. State why compliance with Municipal Code is unreasonably burdensome or negatively impacts the use of the property.

Complying with the Municipal Code would pose significant challenges and undue burdens on the use of the property, specifically:

- **Insufficient Space:** Adhering to the code would not provide enough room to complete the proposed addition, hindering the functionality of the property.

ATTACHMENT TO APPLICATION FOR SPECIAL EXCEPTION TO ZONING CODE REQUIREMENTS FOR
MICHAEL & LYNDIA BARTH 9270 N. WAVERLY DR.

- **Negative Impact on Property Value:** The current lack of a mudroom and garage space negatively affects the property's value and usefulness, particularly for a 5-bedroom home.
- **Unviable Alternative Options:** The only alternative solution, reconfiguring the first floor with a rear addition, is not feasible due to:
 - Unreasonable layout and flow
 - Exorbitant costs, multiple times the proposed plan
 - Failure to address the garage space deficiency
- **Precedent:** Two similar projects have been approved in the recent past, setting a precedent for flexibility in code compliance.

In light of these points, it is clear that strict compliance with the Municipal Code would be unreasonably burdensome and negatively impact the use and value of the property.

State how the Special Exception requested, including any proposed restrictions, will be consistent with the existing character of the neighborhood; will not effectively undermine the application or enforcement of the Code to other properties; and will be in harmony with the purpose and intent of the Code.

The requested Special Exception will be consistent with the existing character of the neighborhood in the following ways:

- **Design Details and Materials:** The addition's design details and materials, including siding, brickwork, and roofing, will match the existing home, ensuring a seamless integration with the current structure.
- **Roof Pitch Alignment:** The pitch of the roof will align with that of the second story, maintaining a unified street view and harmonizing with the style of neighboring properties.
- **Unified Appearance:** The addition will be designed to appear as if it were part of the original design, avoiding the appearance of a disconnected or "slapped on" addition.

This Special Exception will not undermine the application or enforcement of the Code to other properties because:

- **Precedent:** The addition's design and materials will be consistent with the neighborhood's existing character, setting no precedent for non-compliant or inconsistent development.
- **Code Intent:** The proposal aligns with the Code's purpose and intent by maintaining the neighborhood's aesthetic and functional character, ensuring that the addition enhances the property without detracting from the surrounding area.

By incorporating these design elements and considerations, the requested Special Exception will be in harmony with the purpose and intent of the Code, ensuring that the addition complements the existing neighborhood character and maintains the integrity of the community's aesthetic and functional standards.



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THE BARTH RESIDENCE
 PROPOSED ADDITION
 9270 NORTH WAVERLY DRIVE
 BAYSIDE, WISCONSIN

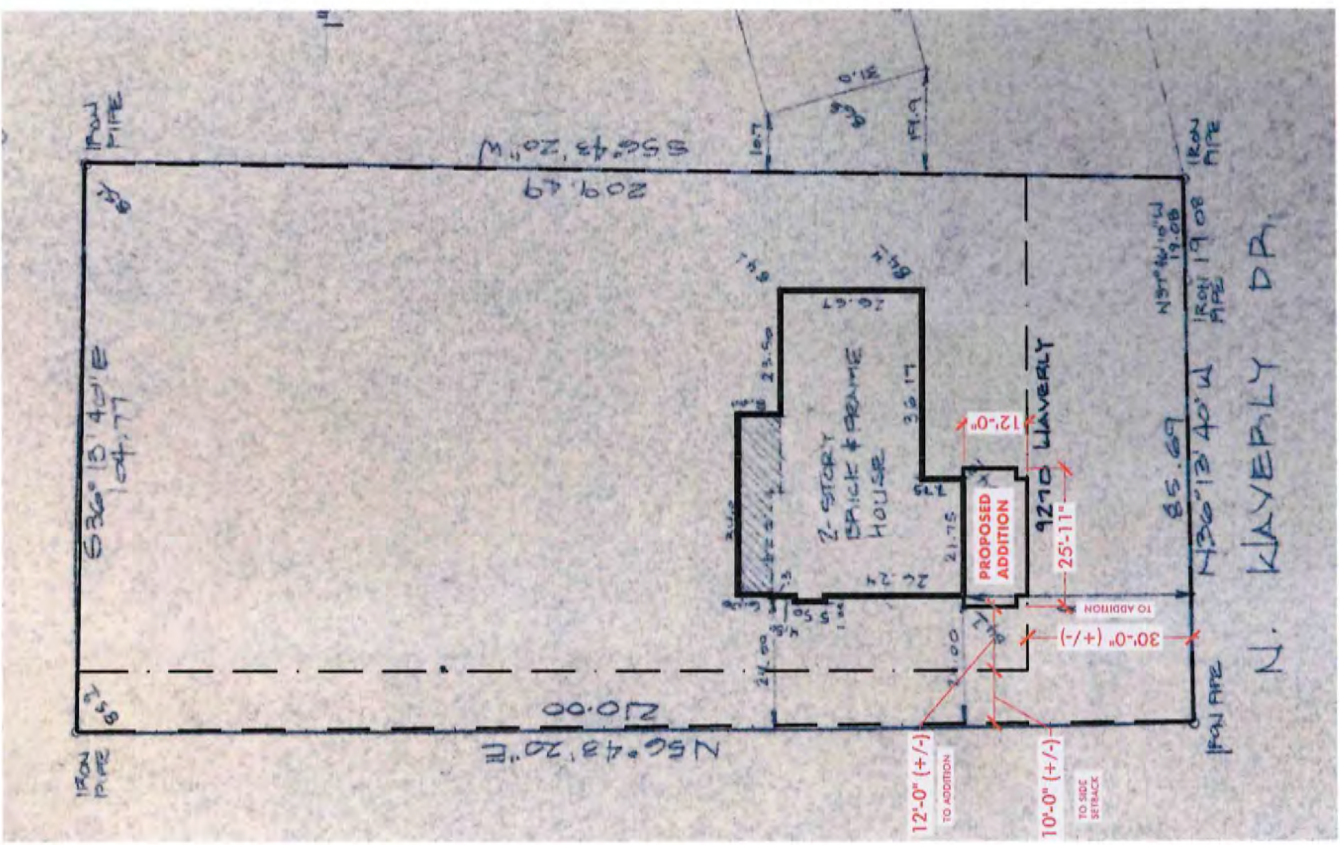
SCALE: N/A
 unless otherwise noted
SHEET CONTENTS
 SITE PLAN

DATE
 08.14.2024

project number
2422

sheet number
1 of 1

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PROPOSED SITE PLAN



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THE BARTH RESIDENCE
PROPOSED ADDITION
9270 NORTH WAVERLY DRIVE
BAYSIDE, WISCONSIN

proposed construction drawings for:

SCALE : N/A
NOT TO SCALE

SHEET CONTENTS
EXTERIOR PERSPECTIVES
INTERIOR PERSPECTIVES

DATE
08.14.2024

project number
2422

sheet number
COVER

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SHEET INDEX:

COVER	EXTERIOR & INTERIOR PERSPECTIVES	SHEET 4	EXISTING & PROPOSED EXTERIOR SIDE ELEVATIONS
SHEET 1	CONSTRUCTION NOTES, PROJECT DATA	SHEET 5	PROPOSED ROOF PLAN, PROPOSED SECTIONS
SHEET 2	PROPOSED FOUNDATION & MAIN LEVEL PLANS	SHEET 6	PROPOSED INTERIOR ELEVATIONS
SHEET 3	EXISTING & PROPOSED EXTERIOR FRONT & REAR ELEVATIONS	SHEET 7	PROPOSED ELECTRICAL PLAN



EXTERIOR PERSPECTIVES



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Proposed construction drawings for
THE BARTH RESIDENCE
2970 NORTH WAVERLY DRIVE
BAYSIDE, WISCONSIN

SCALE: 1/4" = 1'
unless otherwise noted
SHEET CONTENTS
FOUR FOUNDATION PLAN
MAIN LEVEL PLAN

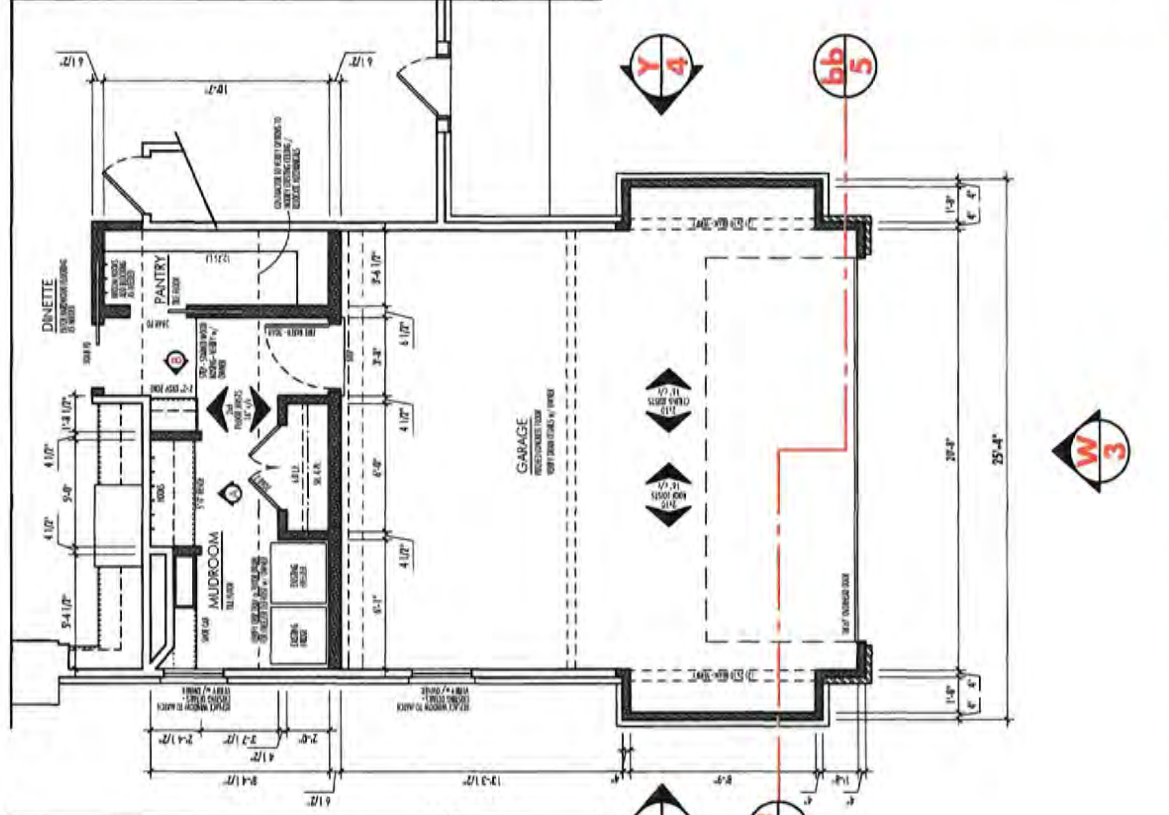
DATE
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project number
2422

sheet number
2 of 7
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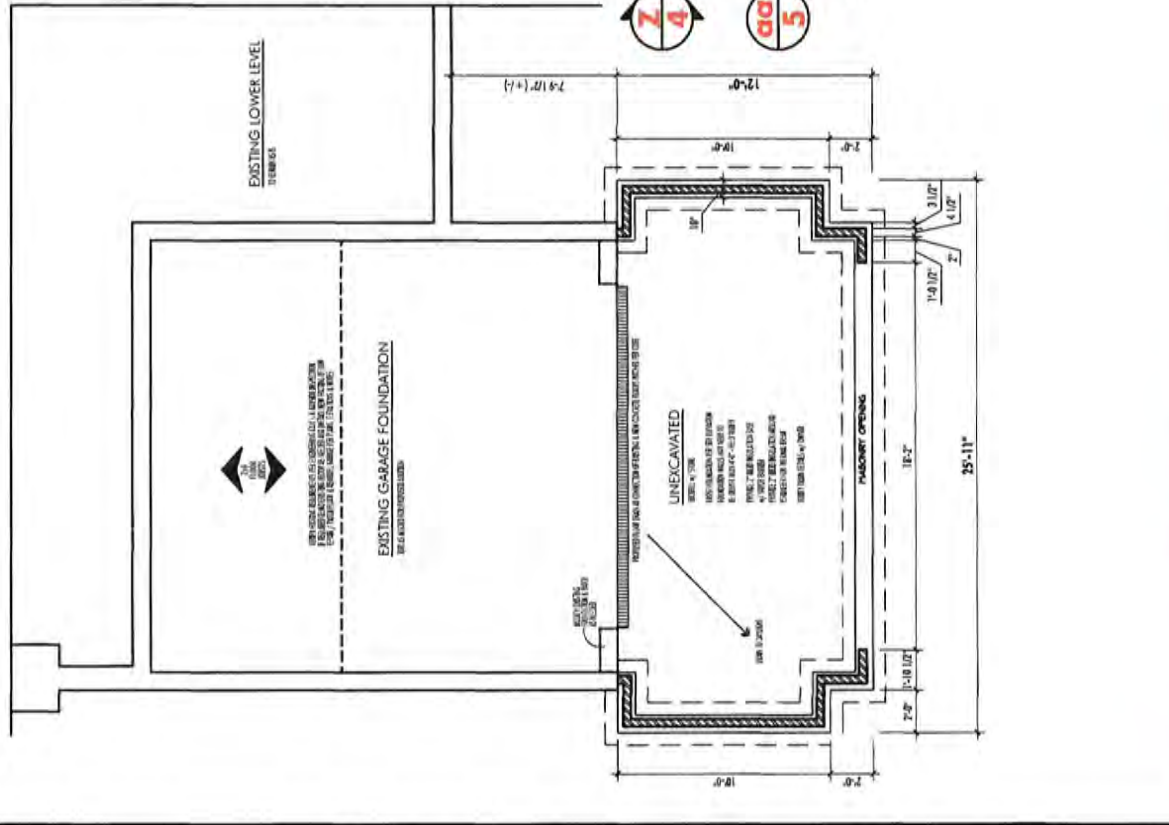


GENERAL NOTES
BUILDER TO VERIFY ANY DISCREPANCIES WITH FLOOR PLAN WITH DESIGNER / OWNER
SAVE EXISTING MILLWORK PIECES DURING DEMO TO MATCH NEW MILLWORK w/ EXISTING



PROPOSED MAIN LEVEL PLAN

300 SQ. FT. (-1/1) FOOT PRINT (ADDITION)
212 SQ. FT. (-1/1) AUDITORIUM REMOVE



PROPOSED FOUNDATION PLAN

300 SQ. FT. (-1/1) FOOT PRINT (ADDITION)



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9270 NORTH WAVERLY DRIVE
BAYSIDE, WISCONSIN

THE BARTH RESIDENCE
PROPOSED ADDITION
proposed construction drawings for:

SCALE: 1/4" = 1'
unless otherwise noted
SHEET CONTENTS
EXTERIOR ELEVATIONS

DATE
08.14.2024

project number
2422

sheet number
3 of 7

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(W) **EXISTING FRONT ELEVATION**
SOUTHWESTERN FACING



(X) **EXISTING REAR ELEVATION**
NORTHEASTERN FACING

- EXTERIOR NOTES :**
- 3 DIMENSIONAL ASPHALT SHINGLES TO MATCH EXISTING
 - VINYL CORNER BOARDS TO MATCH EXISTING
 - VENTED ALUMINUM SOFFIT SYSTEM TO MATCH EXISTING
 - ALUMINUM FASCIA DETAILS TO MATCH EXISTING
 - ALUMINUM DOOR TRIM DETAILS TO MATCH EXISTING
 - ALUMINUM FASCIA DETAILS TO MATCH EXISTING
 - BRICK VENEER / BELT TO MATCH EXISTING DETAILS
 - 6" VERTICAL ALUMINUM SIDING TO MATCH EXISTING (SEE FRONT FACED)



(W) **(X)** **PROPOSED FRONT (W) & REAR (X) ELEVATIONS**
SOUTHWESTERN / NORTH EASTERN FACING



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OWNER

Proposed construction drawings for
THE BARTH RESIDENCE
PROPOSED ADDITION
9270 NORTH WAVERLY DRIVE
BAYSIDE, WISCONSIN

SCALE: 1/4" = 1'
unless otherwise noted
SHEET CONTENTS
EXTERIOR ELEVATIONS

DATE
08.14.2024

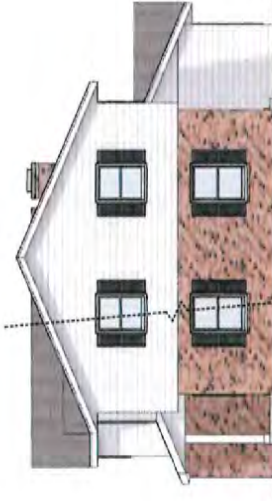
project number
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sheet number
4 of **7**

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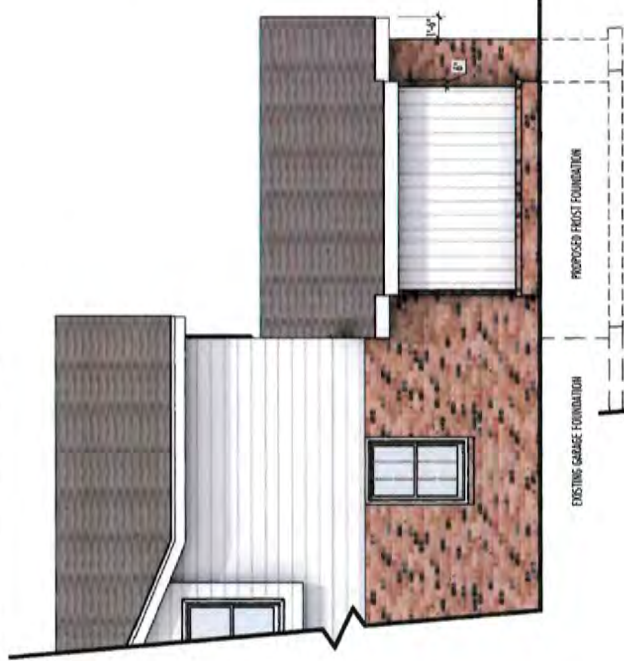
Z **EXISTING SIDE ELEVATION**
NORTHWESTERN FACING



Y **EXISTING SIDE ELEVATION**
SOUTHEASTERN FACING

EXTERIOR NOTES :

- 3 DIMENSIONAL ASPHALT SHINGLES TO MATCH EXISTING
- VINYL CORNER BOARDS TO MATCH EXISTING
- VENTED ALUMINUM SOFFIT SYSTEM TO MATCH EXISTING
- ALUMINUM FASCIA DETAILS TO MATCH EXISTING
- 6" VERTICAL ALUMINUM SIDING TO MATCH EXISTING (SEE FRONT FACADE)
- VINYL CORNER BOARDS TO MATCH EXISTING
- ALUMINUM DOOR TRIM DETAILS TO MATCH EXISTING
- BRICK VENEER / BELT TO MATCH EXISTING DETAILS



Z **PROPOSED SIDE ELEVATION**
NORTHWESTERN FACING



Y **PROPOSED SIDE ELEVATION**
SOUTHEASTERN FACING



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PERRY BROWN
PROJECT ENGINEER

THE BARTH RESIDENCE
PROPOSED ADDITION
9270 NORTH WAVERLY DRIVE
BAYSIDE, WISCONSIN

SCALE: 1/4" = 1'
unless otherwise noted
SHEET CONTENTS
ROOF PLAN
SECTIONS

DATE
08.14.2024

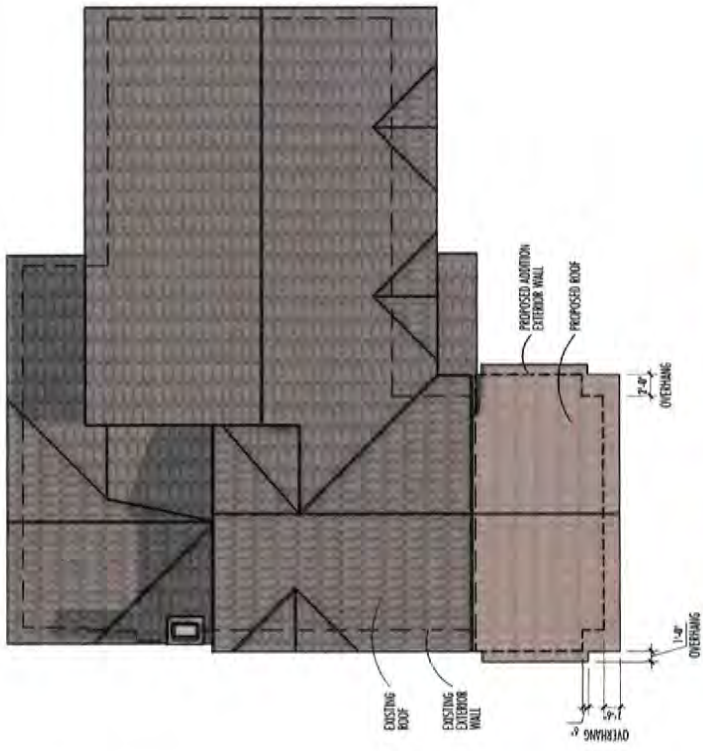
project number
2422

sheet number
5 of 7



ROOF NOTES :

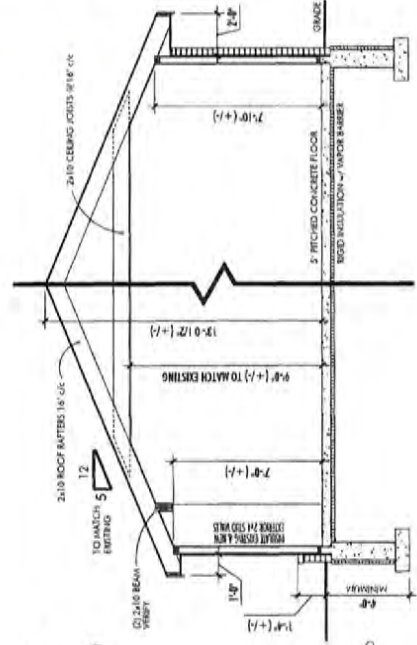
- ONLY WHERE NEEDED PROVIDE - 5" SEAMLESS ALUMINUM GUTTERS AND 4" ALUMINUM DOWNSPOUTS OWNER TO VERIFY COLOR & STYLE
- LUMBERYARD AND/OR WOOD SUPPLIER TO VERIFY ALL BEAM AND JOIST/STUD SIZES INCLUDING ALL RELEVANT HANGER SIZES AND SPECIFICATIONS
- CARPENTER TO VERIFY WITH DESIGNER THE PROPER ROOF STRUCTURAL LAYOUT LUMBERYARD TO VERIFY AS WELL
- ROOF STRUCTURE TO COMPLY WITH THE REQUIREMENTS OF COMM 21.02 (E)
- PROVIDE ICE-WATER SHIELD OVER ENTIRE HOUSE ROOF PERIMETER & IN ALL VALLEYS AND PENETRATIONS
- PROVIDE ROOF VENTILATION PER CODE REQUIREMENTS



PROPOSED ROOF PLAN

SECTION NOTES :

- PROVIDE ROOF VENTILATION PER CODE REQUIREMENTS
- PREFORMED VENT TUBES BY INSULATION CONTRACTOR BETWEEN ROOF STRUCTURE
- RIDGE VENT SYSTEM PER CODE REQUIREMENTS
- ROOF STRUCTURE TO COMPLY w/ REQUIREMENTS OF COMM 21.02 (E)
- 40 YEAR DIMENSIONAL SHINGLE ROOFING - TO MATCH EXISTING
- 1/2" APA-RATED ROOF SHEATHING WITH CLIPS ON 1 5/8" FELT UNDERLAYMENT
- CONVENTIONAL FRAMING ROOF SYSTEM
- SEE PLANS FOR PROPOSED SPECIFICATIONS & LAYOUTS
- FINAL LAYOUTS TO BE PROVIDED BY LUMBERYARD
- PROVIDE ICE-WATER SHIELD SYSTEM BY GRACE OVER ENTIRE PERIMETER OF ROOF DECKING & VALLEYS (6K FEET FROM EDGE)
- ALUMINUM FASCIA TO MATCH EXISTING HOUSE DETAILS
- ALUMINUM SOFFIT SYSTEM TO MATCH EXISTING WITH VENTILATION PER CODE
- 5" SEAMLESS ALUMINUM GUTTERS AND 4" ALUMINUM DOWNSPOUTS (FIELD VERIFY WHERE NEEDED - ONLY INSTALL WHERE NEEDED)
- EXCAVATOR TO BURY DOWNSPOUTS UNDERGROUND AND DRAIN TO DAYLIGHT
- SIDING VENEER PER ELEVATIONS - TO MATCH EXISTING HOUSE DETAILS
 - on HYDRO-GAP DRAINABLE HOUSE WRAP (per equal) and
 - 1/2" APA-RATED OSB EXTERIOR WALL SHEATHING
 - 2x4 WALL STUDS @ 16" o/c
 - WITH POLY VAPOR BARRIER & 1/2" DRYWALL
- SPRAY FOAM INSULATION PER CODE
- BID ALTERNATE - BATT INSULATION DETAILS PER CODE
- LUMBERYARD TO VERIFY ALL MATERIALS W/ OWNER (SEE EXTERIOR ELEVATIONS)
- FINISH FLOORING ON
- 3/4" T & G OSB GOLD SERIES FLOOR DECKING ON
- 2x4 TREATED MAID SILL WITH METAL FASTENING STRAPS OR ANCHORS PER CODE (4" o/c) AND SILL SEALER APPLIED (TYPICAL)
- 4-0" Poured concrete foundation wall system MINIMUM OF 4-0" BELOW GRADE FOR FROST BARRIER
- 2 - #4 REBAR AT THE TOP AND BOTTOM
- 2 - #4 REBAR VERTICALLY INSTALLED - 6'-0" o/c (OPTIONAL)
- MASON TO VERIFY ALL REINFORCING DETAILS WITH DESIGNER
- 8-5 RIGID INSULATION UNDER SLAB
- 8-5 RIGID INSULATION ON EXTERIOR WALL PERIMETER PER CODE
- T&B BACKPLASTER WEATHER-PROOF FROCK TO RIGID INSULATION BEING APPLIED
- BACKFILL WITH NO. 1 STONE AROUND DRAIN-TILE FOOTINGS
- BACKFILL WITH EXISTING GRADE SOILS FULL WALL HEIGHT
- 24" x 8" CONTINUOUS CONCRETE FOOTINGS
- FOOTING TO BE BELOW LOCAL FROST LINE



SECTION aa

SECTION bb



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THE BARTH RESIDENCE
PROPOSED ADDITION

9270 NORTH WAVERLY DRIVE
BAYSIDE, WISCONSIN

proposed construction drawings for

SCALE: 1/2" = 1'

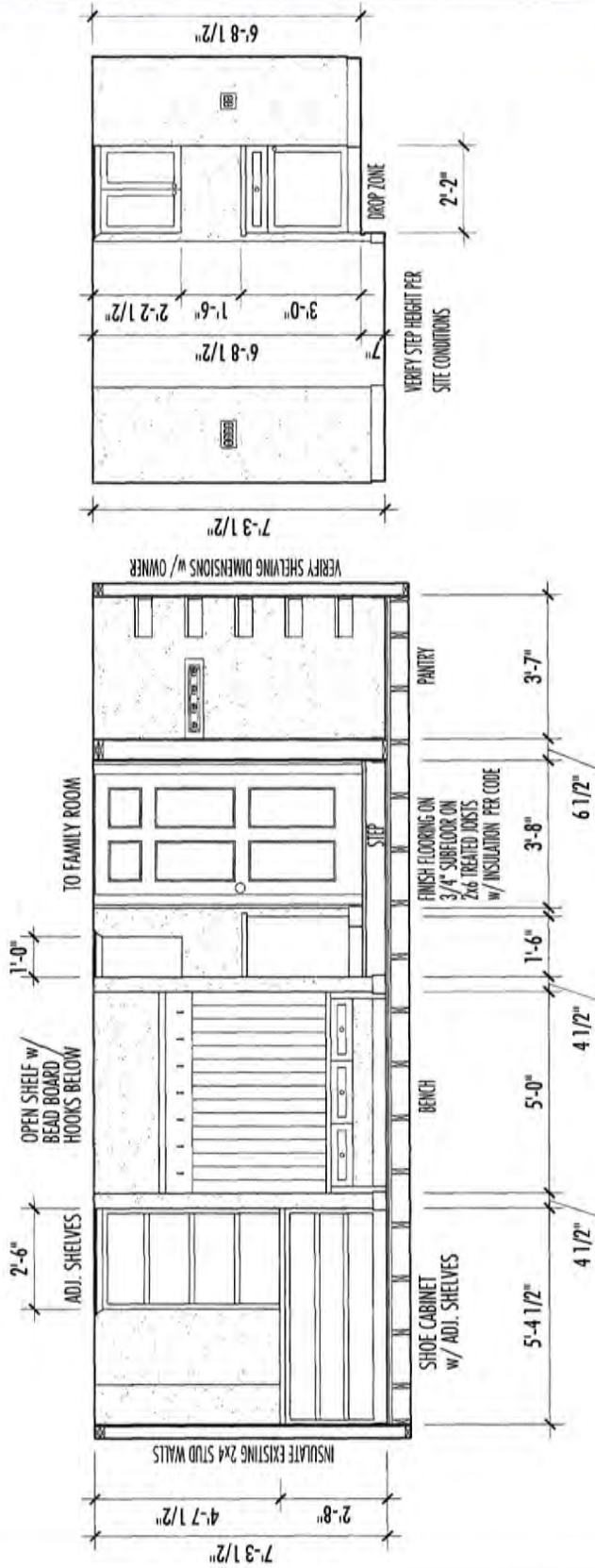
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SHEET CONTENTS
INTERIOR ELEVATIONS

DATE
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project number
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sheet number
6 of 7

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MUDROOM

B

MUDROOM

A



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BAYSIDE, WISCONSIN

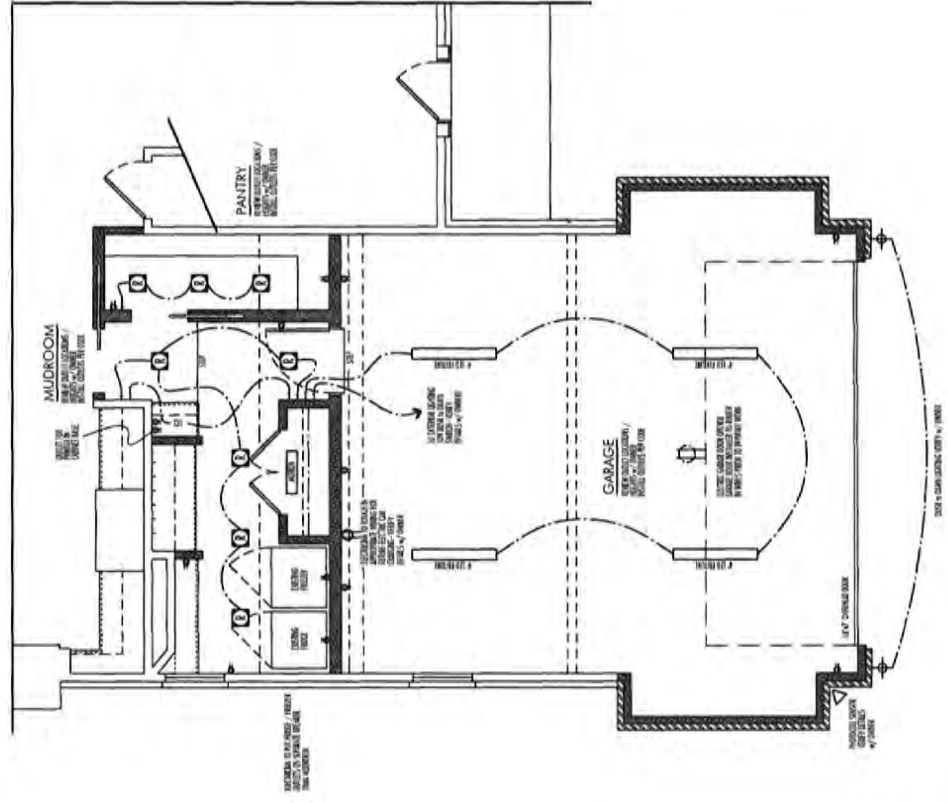
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SHEET CONTENTS
ELECTRICAL PLAN

DATE
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project number
2422

sheet number
7 of 7

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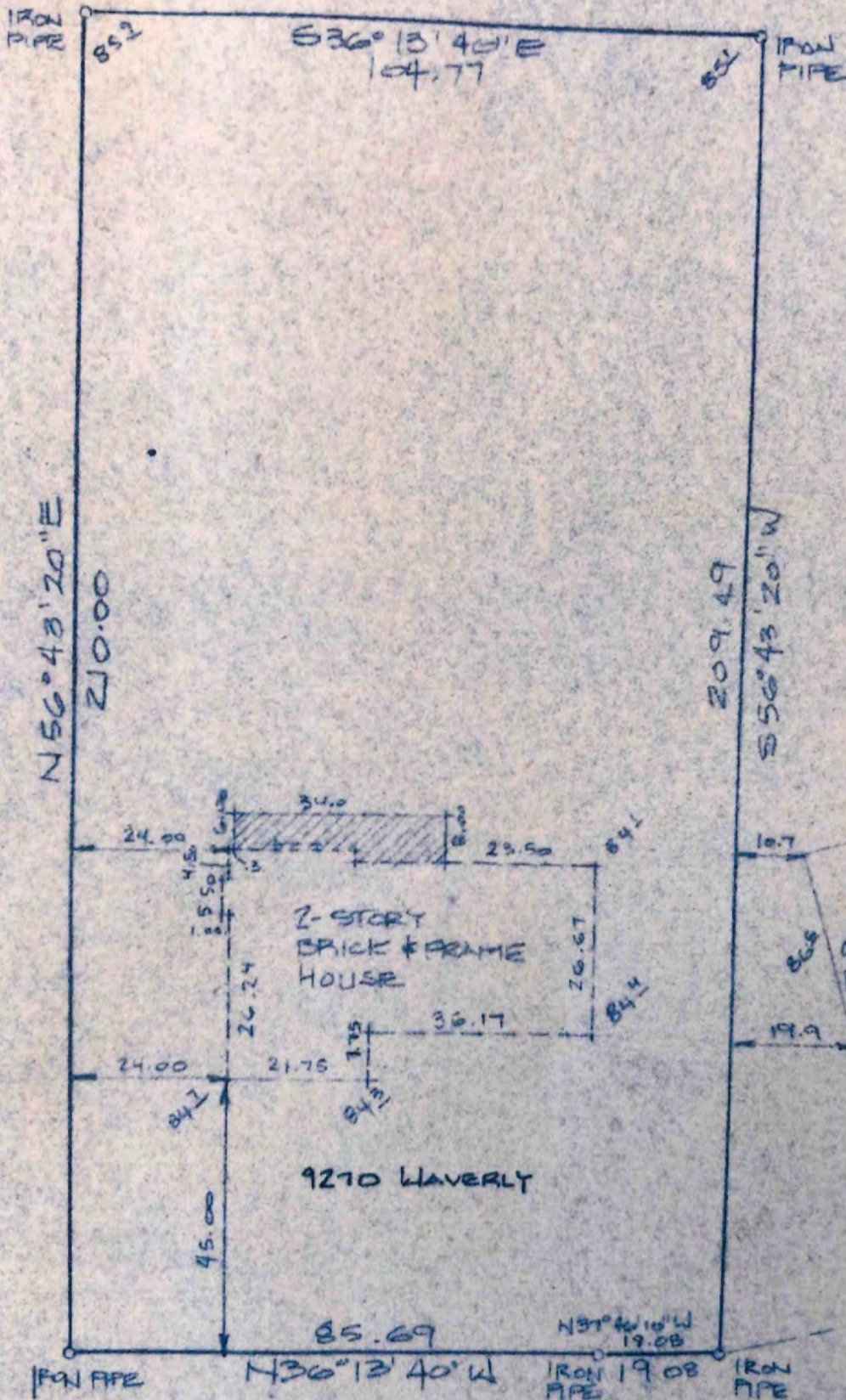
PROPOSED ELECTRICAL PLAN

ELECTRICAL NOTES :

- OUTLETS SHOWN ON PLAN ARE FOR REFERENCE ONLY. ELECTRICIAN TO PROVIDE OUTLETS PER CODE & DISCUSS ADDITIONAL OUTLET LOCATIONS WITH OWNER.
- ELECTRICAL CONTRACTOR TO VERIFY WITH BUILDER THE LOCATION OF ELECTRICAL FIXTURES AND THE HEIGHTS ABOVE THE FINISH FLOOR, etc.
- OWNER TO VERIFY WITH ELECTRICAL CONTRACTOR FOR PROPER SWITCHING & LIGHTING FOR ALL LIGHT FIXTURES - CONFIRM WITH DESIGNER.
- ALL MAIN LIGHT FIXTURE SWITCHES TO ACCOMMODATE DIMMERS (OWNER TO VERIFY EXACT SWITCH LOCATIONS).
- SMOKE & CARBON MONOXIDE ALARMS SHALL BE INSTALLED PER 'COMM' 21.09 & 21.097 & 'COMM' 28 FIELD (VERIFY LOCATION(S) AND AMOUNT NEEDED).
- ELECTRICAL CONTRACTOR TO REVIEW EXISTING ELECTRICAL LAYOUT WITH PROPOSED DESIGN REVIEW w/ OWNER / DESIGNER.
- CABINET MAKER TO REVIEW ELECTRICAL PLAN & MODIFY CABINETS AS NECESSARY FOR SWITCHES & OUTLETS.
- ELECTRICIAN TO VERIFY SWITCHES THAT MAY REQUIRE DEDICATED CIRCUITS & VERIFY ALL DETAILS w/ OWNER.

LEGEND

	RECESSED CAN - VERIFY SIZE		OUTLET (verify GFI / switched)
	LIGHT FIXTURE		SWITCH (verify dimmer)



1" = 30'-0"

N. WAVERLY DR.

DESCRIPTION OF PROPERTY: LOT 4 IN BLOCK 2 OF WAVE...

















