

# GENERAL ORDER

## PORT WASHINGTON POLICE DEPARTMENT

SUBJECT: <b>COLLECTIVE BARGAINING</b>		NUMBER:	2.1.1
		ISSUED:	5/5/09
SCOPE:	All Police Personnel	EFFECTIVE:	5/5/09
DISTRIBUTION:	General Orders Manual	<input checked="" type="checkbox"/> RESCINDS	10.1
		AMENDS	
REFERENCE:	WI State Statute 111.70	WILEAG 3 <sup>RD</sup> EDITION STANDARDS: 2.1.1, 2.1.2	

**INDEX AS:** Collective Bargaining Units  
Labor Agreements

**PURPOSE:** The purpose of this Order is to identify the collective bargaining units that represent the employees of the Port Washington Police Department, and to establish guidelines to ensure that supervisory personnel are aware of the provisions of collective bargaining units and that they comply with the provisions.

This Order consists of the following numbered sections:

- I. POLICY
  - II. RECOGNITION OF COLLECTIVE BARGAINING UNITS
  - III. BARGAINING PROCESS
  - IV. SUPERVISORY COMPLIANCE
- I. POLICY
    - A. It is the policy of the City of Port Washington and the Port Washington Police Department to bargain in good faith, and to acknowledge and comply with the terms of the current bargaining agreements. The department will not intentionally violate any portion of current collective bargaining agreements when formulating general orders.
    - B. The City of Port Washington is legally mandated under municipal employment relations law to collectively bargain with City employees as outlined in Wisconsin State Statute 111.70.

## II. RECOGNITION OF COLLECTIVE BARGAINING UNITS

- A. The City and the Police Department recognize the Labor Association of Wisconsin, Inc. (L.A.W.) for and on behalf of its affiliate local, The Port Washington Professional Police Association as the sole bargaining agent for the sworn officers of the Port Washington Police Department, excluding non-represented members of the department.
- B. The intent and purpose of the agreements between the City and the collective bargaining units is to promote and improve working conditions, and to promote better understanding, harmony, and cooperation between the involved parties.

## III. BARGAINING PROCESS

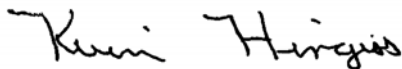
- A. The City and collective bargaining unit shall each specify a bargaining team. The bargaining team for the City shall generally consist of:
  - 1. City Administrator (Chief Negotiator)
  - 2. Chief of Police, or designee
  - 3. Staff Support Person
    - a) The City bargaining members may vary based upon the needs of the chief negotiator.
- B. Ground rules for the conduct of the collective bargaining sessions shall be agreed upon as soon as practical after the initial bargaining meeting.
- C. The City shall bargain in good faith. This will ensure that oral arguments made during negotiations are reflected in written documents.
- D. At the successful conclusion of a bargaining session a contract or agreement (whichever is appropriate) will be prepared. The contract or agreement will be signed by the City Manager, the Mayor, the chairperson for the Personnel Committee, the Chief of Police or his/her designee (for the City) and by members of the collective bargaining unit team (for the collective bargaining unit).
- E. Dissemination of written agreements between the City and the collective bargaining units to members of the respective collective bargaining units shall be done in accordance with the policies of the bargaining unit.

- F. Department General Orders and procedures shall be reviewed and amended, if necessary, to coincide with the terms of the new agreement.

IV. SUPERVISORY COMPLIANCE

- A. Written agreements between the City and the collective bargaining units shall be distributed to all supervisory personnel.
1. Supervisory personnel shall acknowledge with their signature, receipt of a copy of a written agreement between the City and the collective bargaining unit.
  2. Supervisory personnel are expected to be knowledgeable of the terms of any collective bargaining agreement affecting personnel under their supervision.

**APPROVED:**



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Chief Kevin Hingiss

**DATE:**

1/29/15

Revised 1/29/15