



VILLAGE OF STOCKBRIDGE

305 W. Elizabeth Street
Room #112
Stockbridge, MI 49285
(517) 851-7435

VILLAGE COUNCIL SPECIAL MEETING

AGENDA

Wednesday, July 20, 2022

5:30 PM

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT
5. BUSINESS BEFORE THE COUNCIL:
 - a. Approval of Village Manager's Appointment of Matthew Bartus as Interim Police Chief
6. PUBLIC COMMENT
7. ADJOURNMENT



BOARD ACTION SUMMARY SHEET

BOARD MEETING Council

MEETING DATE: 7/20/2022

AGENDA ITEM TITLE: *Approval of Village Manager's Appointment of Matthew Bartus as Interim Police Chief*

RESOLUTION NO.:

SUBMITTED BY: Darwin McClary

DEPARTMENT: Manager

BACKGROUND SUMMARY:

Village Manager McClary is requesting that council approve his temporary appointment of Matthew Bartus as Interim Police Chief. As council is aware, Police Chief Johnnie Torres has resigned his position to accept a position with another community much closer to his home. Chief Torres' last day of work is July 20, 2022, but his employment end date is Sunday, July 24, 2022. He is utilizing some leave time. Mr. Bartus would serve for an indefinite period commencing on Monday, July 25, 2022, while the village completes the recruitment and selection process for a permanent chief. The interim position is an at-will, FLSA-exempt position working at least 40 hours per week.

Under the General Law Village Act, and the Village Manager job description, since the police chief position is an administrative officer of the village, appointments to this position are subject to the approval of the village council.

Attached is a copy of the proposed letter of offer of employment, job description for the police chief position and a copy of Mr. Bartus' resume for the information of council.

ALTERNATIVES ANALYSIS:

APPROVEE THE VILLAGE MANAGER'S APPOINTMENT AS PRESENTED.

If council approves the Village Manager's appointment of Matthew Bartus as Interim Police Chief, Mr. Bartus would assume the duties of the position on Monday, July 25, 2022, and would serve for an indefinite period of time. He would report to the Village Manager.

REJECT THE VILLAGE MANAGER'S APPOINTMENT.

If council rejects the Village Manager's appointment, the manager would need to recommend another appointment. As such a recruitment would take some time, the village would be without a police chief for a period of time, and there would be no clear line of authority for police matters or management of administrative responsibilities for police activity reporting. Also, confusion could result over proper responsibilities if the village experienced an emergency situation during this time.

TAKE NO ACTION.

If council takes no action on the appointment, the village will be without a police chief. See the REJECT THE VILLAGE MANAGER'S APPOINTMENT alternative about for the ramifications of this alternative.

PREVIOUS BOARD ACTION:

None

FINANCIAL IMPACT:

If approved, the appointment of Matthew Bartus would result in an increase in salary of \$5,000 annually prorated bi-weekly, plus the resulting increase in payroll taxes. Currently, the village pays the salary and benefits of two (2) full time employees in the department, and the village would realize considerable cost savings with the departure of Chief Torres until additional positions can be filled.

RECOMMENDED MOTION:

To approve the Village Manager's appointment of Village of Stockbridge Police Officer Matthew Bartus to the position of Interim Police Chief on a temporary basis for an indefinite term in accordance with the manager's letter of offer of employment dated July 19, 2020.

ATTACHMENTS:

Letter of Offer of Employment - Interim Police Chief - Matthew Bartus - July 19, 2022

Police Chief Job Description

Resume - Matthew Bartus



OFFICE OF THE VILLAGE MANAGER

305 West Elizabeth Street • Stockbridge, Michigan 49285 • (517) 851-7435 office • (517) 851-7055 direct
manager@vosmi.org

Darwin D. P. McClary
Village Manager

July 19, 2022

Mr. Matthew Bartus
[REDACTED]

RE: Offer of Employment – Interim Police Chief Position

Dear Mr. Bartus:

Please allow this letter to serve as the Village of Stockbridge’s offer of employment as full time Interim Police Chief at an annual salary of \$57,000.00 payable in equal bi-weekly installments at that same time that payroll is processed for employees generally. Your appointment would be effective on Monday, July 25, 2022, at 12:01 AM. The position is an at-will, FLSA-exempt position and is responsible for carrying out all duties outlined in the attached job description, federal and state laws, and local ordinances or policies. All other terms and conditions of employment will be governed by the Village of Stockbridge Personnel Policies Manual currently in effect and as may be amended from time to time by formal action of the Stockbridge village council.

The position is a temporary position for an indefinite period. If accepted, you will be temporarily transferred from your current position of full time Police Officer to Interim Police Chief. At the end of this temporary assignment, you would be returned to your previous position, rate of pay, and employment benefits with no break in service. The Village Manager, with approval of the Village Council, may return you to your former position at any time at the manager’s discretion. You will be eligible to apply and be considered for the permanent Police Chief position.

We are excited to make this offer of temporary employment to you and look forward to your kind response. If you have questions, please do not hesitate to contact me.

Sincerely,

VILLAGE OF STOCKBRIDGE, MICHIGAN

ACCEPTANCE:

Darwin D. P. McClary
Village Manager

Matthew Bartus
Date: _____

POLICE CHIEF JOB DESCRIPTION

GENERAL SUMMARY

This is a department head classification responsible for directing, planning, and organizing the activities of the Police Department of the Village of Stockbridge. Supervision is exercised over all subordinates within the Village Police Department. Reporting to the Village Manager, work is performed with extensive discretion using independent judgment within established laws, ordinances, policies, and procedures.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Directs the planning, organization, coordination, and operation of the Police Department, including patrol, traffic, criminal investigation, crime prevention, code enforcement, records, maintenance, community relations, and related activities
- Develops, implements, and enforces Department policies and procedures, periodically reviews Department policies and operating procedures and makes recommendations for improvement
- Conducts regular meetings with Department personnel
- Within the limits of delegated authority, is responsible for police personnel selection, promotion, training and development, safety, evaluation, and discipline of Department personnel
- Participates in preparing the annual Department budget and reviews and approves all department expenditures
- Prepares and reviews operational and administrative reports
- Answers inquiries and resolves citizen problems and complaints
- Works with county, state, and federal officers in the apprehension and detention of wanted persons and with other Village departments on police related activities
- Attends meetings and serves on committees, boards, and agencies related to crime prevention and law enforcement
- Speaks to citizen groups on police related issues and meets with the news media for interviews
- As a working chief, regularly performs patrol, investigative, and court appearance duties consistent with those performed by other patrol officers of the Department
- Performs other related duties as assigned by the Village Manager or by ordinance or resolution of the Village Council

KNOWLEDGE, SKILLS, AND ABILITIES

The Village seeks a candidate with a Bachelor's Degree in criminal justice, business administration, public administration, or a related field from an accredited college or university and ten years of progressively more responsible experience in police service and supervision, or any equivalent combination of education, experience, and training that would provide the following knowledge, skills, and abilities:

- Possess and maintain a valid Michigan Driver's License
- Current valid Michigan Commission on Law Enforcement Standards Certification
- Knowledge of laws, rules, and court decisions relating to the administration of criminal justice and law enforcement
- Knowledge of the principles and practices of modern policy administration and methods
- Commitment to community policing
- Knowledge of the principles and methods of personnel management
- Strong organizational skills
- Ability to manage a budget and subordinates performing varied functions
- Problem solving skills in order to analyze problems and implement appropriate corrective action
- Strong communication skills (verbal and written) in order to communicate effectively with, and establish effective working relationships with, subordinates, coworkers, public officials, state and federal authorities, and citizens

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is also required to stand; walk; run; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS

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

While performing the duties of this job, the employee may frequently work in a climate controlled office environment, in a patrol vehicle, and may occasionally work outdoors, sometimes in inclement weather.

AUTHORIZATIONS

Village Manager

Approved by Village Council on 07/11/2022

July 12, 2022

Date

Matthew Bartus

SUMMARY STATEMENT

Four year university graduate with a Bachelor of Science in Chemistry. Accomplished law enforcement officer and recipient of commendations and awards for investigative skills and exceptional arrests. Dedicated field training officer, crime scene technician, and community police officer. Specially trained in dealing with mental health crisis calls. Responsible for all departmental responsibilities and upkeep of all departmental equipment. Extensive legal knowledge and conflict resolution.

PROFESSIONAL SKILLS

Education Bachelors of Science in Chemistry from Calvin University

Employment My self-motivation and attention to detail has led to numerous arrests and recognitions from supervisors. Entrusted as a field training officer, crime scene technician, community police officer, patrol officer, terminal agency coordinator, and property room officer. Community mental health officer with the Dallas Police Department. Proactive, top-producing officer on shift and technically competent. Specifically trained on de-escalation techniques, defensive tactics, firearms, and emergency vehicle operations. Proficient at using the Reid technique and proficient in advanced drug recognition. Responsible for all departmental responsibilities.

Personal Skilled at taking on new responsibilities and establishing leadership under changing conditions.. Meticulous and exceptional problem solver. Proficient in mediation and conflict resolution. Goal oriented and well spoken. Team leader and multitasker that is able to take on projects without supervision. Possesses and demonstrates integrity and courage. Extensive legal knowledge and sound decision making skills. Advanced self defense and weapon skills.

PROFESSIONAL WORK EXPERIENCE

Police Officer, September 2021-Present

Stockbridge Police Department, Stockbridge, MI

Salary: \$25/hour

Job Type: 40 hours per week, Full-Time

Supervisor: Chief Johnnie Torres, (810) 955-9962

Duties: Enforce statutes and ordinances. Respond to calls for service. Conduct detective and crime scene investigations. Responsible for delivering completed investigations to the prosecutor and swearing to new warrants. Responsible for the training of new recruit officers. Providing safety and assistance for the citizens of Stockbridge which includes residence and business checks. Write detailed reports and complete all mandatory paperwork. Conduct departmental events and help facilitate the departmental Facebook page. Acting liaison officer for the local elementary, middle school, and high school, property room officer, and terminal agency coordinator. Responsible for the maintenance and upkeep of department vehicles, equipment, and technology.

Crime Scene Technician, Community Police Officer, Patrol Officer, November 2016-September 2021

Pittsfield Township Police Department, Pittsfield Township, MI

Salary: \$71,817 per year

Job Type: 40 hours per week, Full-Time

Supervisor: Lt. Patrick Gray, (734) 846-9719

Duties: Enforce statutes and ordinances. Respond to calls for service. Conduct investigative responsibilities. Provide safety and assistance for the citizens of Pittsfield Township which includes sector, residence, and business checks. Write detailed reports and complete all mandatory paperwork. On call response to crime scenes for evidence collection and documentation. Conduct departmental events and help facilitate the departmental Facebook page. Conduct TEAM instruction in local elementary and high schools. Leader of the autism awareness program. Award obtained for arresting a homicide suspect shortly after the incident occurred. Award commendations and nominations for arrests involving sex trafficking, attempted kidnapping, and a foot pursuit involving three larceny suspects. Multiple recognitions for investigative skills, hard work, and determination.

Police Officer, June 2012-August 2015

City of Dallas, Dallas, TX

Salary: \$50,000 per year

Job Type: 40 hours per week, Full-Time

Supervisor: Major Jason Scoggins, (214) 926-7821

Duties: Enforce statutes and ordinances. Respond to calls for service. Conduct investigative responsibilities. Provide safety and assistance for the citizens of Dallas which includes sector, residence, and business checks. Multiple felony and misdemeanor arrests made. Wrote detailed reports and completed all mandatory paperwork. Consistently one of the top-producing officers on shift. Life saving award nomination for acts done in the performance of my duties.

Police/Forensic Intern, January 2011-May 2012

City of Grand Rapids, Grand Rapids, MI

Salary: 600 bi-weekly

Job Type: Internship, Part-Time

Supervisor: Officer Jason Gady, (616) 295-4319

Duties: Reviewed and forwarded calls at the central police information desk. Responded to specified community service needs and assignments. Took reports and provided information to the public regarding records, procedures, and departmental programs. Performed clerical duties and organizational tasks. Shadowed Crime Scene Technicians, processed and documented crime scenes, and conducted laboratory latent print recovery techniques. Known for being a consistent hard worker. Took initiative in participating in additional ride-alongs to expand my experience.

OTHER WORK EXPERIENCE

Installation Worker, March 2016-November 2016

Clearwater Construction, Livonia, MI

Salary: \$35,000 per year

Job Type: 40 hours per year, Full-Time

Supervisor: Aaron Grace, (734) 637-7155

Duties: Installed electrical, HVAC, and Plumbing equipment. Took instruction and implemented plans. Worked independently to complete projects.

Chemistry Teacher, August 2015-March 2016

W T White High School, Dallas ISD, Dallas, TX

Salary: \$50,000 per year

Job Type: 40 hours per year, Full-Time

Supervisor: Michelle Thompson, (972) 502-6200

Duties: Created lesson plans, prepared and delivered lectures, created and supervised laboratory activities for students. Evaluated student performance, maintained classroom records, and met with parents, teachers, and other professionals. Participated in campus events. Coached varsity and junior varsity soccer.

Installation Worker, May 2010-August 2010

Clearwater Construction, Livonia, MI

Salary: \$8.50 an hour

Job Type: 30 hours a week, Part-Time

Supervisor: Aaron Grace, (734) 637-7155

Duties: Installed electrical, HVAC, and Plumbing equipment. Took instruction and implemented plans. Worked independently to complete projects.

EDUCATION

Bachelor of Science in Chemistry, May 2012

Calvin University, Grand Rapids, MI

CERTIFICATION/ACHIEVEMENTS

Michigan Commission On Law Enforcement Standards Certification, November 2016-Present

Texas Commission On Law Enforcement Certification, February 2013-February 2016
City of Dallas, Dallas, TX

Unit Award, November 19, 2017, Homicide Arrest, Case: 17-15643
Pittsfield Township Police Department, Pittsfield Township, MI

Award Commendation, November 19, 2017, Homicide Arrest, Case: 17-15643
Pittsfield Township Police Department, Pittsfield Township, MI

Award Commendation, May 5, 2019, Armed Robbery, Attempted Murder, and Kidnapping, Case: 19-6873
Pittsfield Township Police Department, Pittsfield Township, MI

Award Commendation, July 20, 2018, Human Trafficking Arrest, Case: 18-11687
Pittsfield Township Police Department, Pittsfield Township, MI

Award Nomination, February 29, 2020, CCW Arrest, Cases: 20-3093 and 20-3097
Pittsfield Township Police Department, Pittsfield Township, MI

Life Saving Award Nomination, November 7, 2014, Mental Health Call, Case: 267487-2014
Dallas Police Department, Dallas, TX

TRAINING

Defensive Tactics, Reality Based Training, Firearms, Law, and Emergency Vehicle Operations, June 2012-February 2013: 9 months
Dallas Police Academy, Dallas, TX

Crisis Intervention Training, Mental Health Officer, August 2014: 40 hours
Dallas Police Training, Rockwall, TX
Assisted with instructing other officers after I was trained.

Reid Investigative Training, November 6-9, 2017: 40 hours
John Reid and Associates Inc., Southgate, MI

Planning for a Community Crime Prevention Program, March 5-6, 2018: 16 hours
Center For Innovative Change, Toledo, OH

Technology and Affect On Students, Crisis Intervention, Internet Crimes, October 16-19, 2018:40 hours
Crime Prevention Association of Michigan, Traverse City, MI

TruNarc Analyzer Course, May 6, 2019: 8 hours
ThermoFisher Scientific, Pittsfield Township, MI

Basic Detective School, Fall 2021: 40 hours
Oakland Community College Police Academy, Auburn Hills, MI

Advanced Drug Recognition School, Fall 2021: 40 hours
Ingham County Sheriff's Department, Mason, MI

Field Training Officer, Winter 2022: 40 hours
DeWolf, Ingham County Sheriff's Department, Mason, MI

TAC (Terminal Agency Coordinator), July 2022: 6 hours
Michigan State Police, Lansing, MI

First Line Supervisor School, July 2022: 30 hours
Dewolf, Macomb County Training Center, Clinton Twp., MI

VOLUNTEER EXPERIENCE/COMMUNITY SERVICE

Crossroads Community Church Safety Director, April 2022-Present

Location: Stockbridge, MI

Pastor: Josh Lilly (817) 729-5903

Duties: Create policies and procedures for the church safety team. Responsible for the safety and medical attention of the congregation. Organize team member schedules and provide training for the team.

242 Church, February 2020- May 2021

Location: Ann Arbor, MI

Safety Team Co-Directors: Jennifer Baird (734) 260-4800 and Brian Baird (734) 260-7267

Duties: Provide safety and medical attention for church attendees during Sunday services.

Knox Presbyterian Church, Summer 2017-Spring 2019

Location: Ann Arbor, MI

Safety Team Contact: Marshal Mattson (734)794-3808

Duties: Member of the safety team board that started the safety team at Knox. Created policies and procedures for the church safety team which were agreed upon by the church insurance company. Provided safety and medical attention for church attendees.

Ward Presbyterian Church Safety Team Member, February 2016- May 2017

Location: Northville, MI

Safety Team Director: David Oke (240) 470-5143

Duties: Provided safety and medical attention for church attendees during Sunday services and other events.

PROFESSIONAL REFERENCES

