

City of Whitewater Police Commission
Meeting Minutes
May 24, 2011

ABSTRACT / SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL ACTIONS OF THE POLICE
COMMISSION OF THE CITY OF WHITEWATER, WALWORTH AND JEFFERSON COUNTIES, WISCONSIN

- I. CALL TO ORDER, ROLE CALL: Jan Bilgen Craggs called the meeting to order at 6:00 pm.
MEMBERS PRESENT: Jan Bilgen Craggs, Dennis Knopp, Jim Olsen, Dave Haberman and Dr. Ken Kidd
MEMBERS ABSENT: None
Also present were Assistant to the City Manger Cameron Clapper, Interim Chief Lisa Otterbacher and Support Services Manager Kathy Boyd
- II. OATH OF OFFICE: Boyd administered the oath of office to Dr. Kidd.
- III. CITIZEN COMMENTS: Bilgen read the following statement *"No formal Police Commission action will be taken during this meeting although issues raised may become part of a future agenda. Participants are allotted a three to five minute speaking period. Specific items listed on the agenda may not be discussed at this time; however citizens may speak to those issues at the time the Police Commission discusses them on the normally scheduled agenda."* Bilgen asked if there was anyone that would like to speak on an issue that's not on the agenda. No citizen comments were made.
- IV. OLD BUSINESS: Bilgen stated there was no old business to discuss at this meeting.
- V. NEW BUSINESS:
 - A. REVIEW OF SURVEY DATA: Bilgen distributed survey data (bar chart and raw data) and two email messages received on the police chief search email account. Bilgen stated that 50% of respondents were community members and the next highest were Police Department employees and law enforcement agencies. Bilgen stated that 33 people took the time to write comments. Bilgen supplied a summary of the data (attached). Bilgen stated that the data indicated that respondents wanted to complete a paper survey after meeting the candidates. Knopp asked if Bilgen expected more people to take the survey. Bilgen stated that 62 people completed the survey, but 33 people completed the comments.
 - B. CANDIDATE CHARACTERISTICS AND CRITERIA LIST: Bilgen stated that the Commission needed to supply a list of characteristic or criteria to Ed Moffett and Bob Roberts (Moffett & Associates) to post the job. Bilgen stated that Clapper had supplied some of what was needed already. Bilgen asked the Commission how they would like to proceed. Dr. Kidd asked if the consultants had suggestions of minimum criteria. Dr. Kidd stated that the Commission would want to have criteria that would get up and coming stars or middle-aged candidates that have plateaued, but wasn't sure how to form the criteria. Bilgen stated that if the Commission has key criteria the consultants will add such as the residency and range of compensation. Bilgen stated that what Moffett needs from the Commission is what the community is thinking and some of the criteria the Commission wants. Haberman asked if they just needed a sentence or two to put the ad together. Bilgen stated they could forward some of the data (from the survey), but specifically about education whether the Commission wants to require a bachelors or maters. Bilgen stated she saw "engaged in the community" several times through the survey. Dr. Kidd stated they should discuss the degree issue and wondered how much a degree expanded or limited the field. Bilgen stated that the job she just posted on campus was three to five years with a master's required. Bilgen stated that she talked to City Manager Kevin Brunner. Bilgen stated that some places have masters required or preferred. Bilgen stated that she talked to other law enforcement professionals to see if there were other certifications to include. Bilgen stated that she doesn't like education to exclude, but the City's Chief will be working with the UW Chief and his is a master's require position. Dr. Kidd asked Haberman if it narrows the field. Haberman stated he came into the process thinking that a master's degree should be a minimum requirement, but changed his mind not wanting to limit the field, but thinks most people that

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apply will have one. Bilgen asked if they all agree on bachelor's required. Haberman and Olsen stated yes. Bilgen asked if the Commission should ask for a certain amount of time with increasing responsibility in law enforcement. Haberman stated he had that written down minimum level of experience or years, but wasn't sure what that should be. Bilgen stated that it is good to have a range, but wouldn't want someone with two years patrol experience. Olsen stated five to seven years is still getting their feet wet and thought twelve to fifteen years law enforcement experience. Haberman stated he hadn't read the ad for chiefs and is curious what they would say. Dr. Kidd stated that it would be how many years in law enforcement and how many years in administration. Haberman asked how to describe supervisory because there are different levels. Bilgen read the City of Whitewater Chief of Police position description education or experience:

- *High school diploma or equivalent. Requires the equivalent of four (4) years of college and a Bachelor's Degree from an accredited school with a degree in Criminal Justice, Police Administration or a closely related field.*
- *Advanced training in a comprehensive field of study leading to a Master's Degree, preferred. Eight (8) years of responsible related experience in law enforcement, or any equivalent combination of related education and experience that provides requisite knowledge, skills and abilities for the position.*
- *Ability to perform all functions required for the classifications of patrol officer, police sergeant, and police lieutenant.*

Boyd asked if Clapper and Brunner had reviewed the Chief's position description because she didn't want the Commission to use something if Brunner was going to make changes. Clapper stated that they hadn't reviewed the position description yet, but Brunner is aware. Olsen stated that eight years experience in Helenville PD or somewhere else is different. Bilgen read Chief job postings from the Law Enforcement Bulletin and stated that New Glarus listed ten years law enforcement experience and five years supervisory capacity and Baraboo listed four years senior law enforcement experience. Haberman stated that Whitewater is a unique small town because of the university and he thought that the Commission should add university experience. Clapper stated that he's seen in job descriptions comparable community, university community experience preferred. Clapper stated that Moffett will clarify that in the posting. Bilgen stated that in the written comments of the survey there is a lot about community involvement. Olsen stated that is a plus and they need to be involved in organizations and out walking around. Haberman stated that showed up time and time again, the lack of and need for. Olsen stated the need for patrol once in a while to let people know who you are. Bilgen stated that the Commission would need to add the patrol function. Boyd stated that the City of Whitewater Chief's position description states that they have to be able to do the patrol functions. Dr. Kidd stated they have to have the willingness to be visibly active in the community because it is an issue for a lot of folks. Dr. Kidd stated that he would like to see require bachelors and masters preferred. Bilgen stated she thought it was a smart way to go and asked if the Commissioners had a problem with bachelors require, masters preferred. Olsen and Haberman thought it was a good idea. Bilgen stated she didn't know the law enforcement word and where fifteen years would put someone. Olsen stated that fifteen years would put someone as at least a sergeant. Bilgen asked Otterbacher and she stated that it depended on the size agency. Otterbacher stated that ten years was fair, but someone with seven years could make a good chief. Haberman asked it that was total experience and Otterbacher said total. Otterbacher stated that patrol is different than management and there needed to be x amount of years in patrol and different defined years in management. Dr. Kidd stated that unless it is with a small department less than five years of management would be unusual. Bilgen stated she noted ten years total, five years supervisory. Haberman stated one ad mentioned supervisory and the other senior management experience and you might cut someone out by saying senior management. Bilgen asked Otterbacher what was senior management, lieutenant, captain or chief. Otterbacher stated union

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vs non union, union would be first line supervisory, corporal, sergeant, managing road operations, senior management would be captains, lieutenants who are out of the union and running the organization. Haberman asked if the Commission wanted to add senior management and Dr. Kidd stated that they shouldn't accept anyone without policy and budgetary experience. Bilgen stated that the City's Chief position description or the Baraboo and New Glarus postings weren't helpful. Otterbacher stated the postings are from WILENET and are fill in the blanks check list. Otterbacher stated that it asks about domestic abuse convictions which preclude someone from carrying a firearm. Bilgen stated she had written down a comparable university community experience, community/locate presence, bachelor's required, master's preferred, ten years of total law enforcement experience with five years senior management experience. Haberman asked if the Commission wanted senior or supervisory experience. Bilgen stated she agreed with Dr. Kidd and wanted to make differentiation between union and non union without using the word in the posting. Bilgen stated that she wants a leader not manager, someone who is looking forward, visionary. Bilgen stated that budget oversight speaks to the size of a department and that was listed on the survey. Knopp stated whoever the Commission will hire will come with budgetary experience and that should come with all of the experience and that Moffett would be looking out for the Commission and it should be a standard question. Otterbacher mentioned that the Commission might want to review the essential job responsibilities in the job description. Bilgen read from the essential duties and responsibilities of the City of Whitewater Chief's job description:

- *Develop and project a positive and professional image of the department and its employees with the general public, other law enforcement agencies, governmental officials, news media, etc.,*
- *Oversee all activities of the Department for adherence to established policies and work methods, Counsel, guide, and lead departmental personnel in handling various police functions.*
- *Perform or direct the performance of tasks related to fiscal, personnel, records management, and other administrative tasks.*
- *Coordinate departmental activities with other law enforcement and governmental agencies in the improvement of public safety services, mutual aid, criminal apprehension, etc.*
- *Establish goals and objectives for the Department based on public safety requirements, strategic planning, contemporary trends in policing, city growth patterns, crime trends, etc.*
- *Assign subordinate staff members to various positions within the department to utilize their areas of expertise and promote career development.*
- *Develop rules of conduct, policies and procedures, mission and values, to be followed by members of the department.*
- *Attend meetings of the City Council, Police and Fire Commission, and other committees of jurisdiction.*
- *Prepare and advocate Department budget and expenditures of departmental appropriations.*

Olsen asked if Moffett had the information and Bilgen stated yes, but she wanted to add the information the Commission had received. Olsen stated what they had written down and received from other people are a must.

C. REVIEW SELECTION TIMELINE:

Bilgen stated that they received a revised agreement. Moffett's first timeline would have put them into November. Olsen stated that was a lot longer than what the Commission wanted. Bilgen called and asked for a revision which moves the timeline up one week. Bilgen stated that there is a salary savings of \$11,000 per month, but for the betterment of the department and community it's not what the Commission wanted. Bilgen stated that there will be a closed session on Tuesday, August 16th to review the consultant's recommendations of the finalists and on Saturday, August 27th for the actual interviews of the finalists, which Moffett wants the

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Commission to be firm about because it will be included in the application packet. Haberman asked to hear the dates again. Bilgen stated that the job announcement would go out on June 3rd and the deadline would be July 8th, the first meeting of the Commission would be Tuesday, August 16th and at that time they would have the finalists and documentation and the Commission would tell Moffett who they wanted as finalists. Bilgen stated the Commission would then meet the finalist on Saturday, August 27th and both sessions would be closed. Dr. Kidd stated that it would be a whole day of interviews. Bilgen stated that Brunner would participate by giving tours of the City, they would spend time with the Commission and it would be good to advertise to have them meet community so they could fill out a survey on each candidate. Bilgen asked if the dates would work for the Commission, but if it is too much later it's into budget development, which makes it harder for the City Council participation. After review the Commission chose Monday, August 15th at 6:00 pm to review the finalists and Saturday, August 27th to meet finalists.

VI. FUTURE COMMISSION MEETING DATES:

Bilgen asked the Commission to forward future dates that they are not available to her electronically.

VII. FUTURE AGENDA ITEMS:

Boyd asked if the Commission was going to have their regularly scheduled August meeting. Olsen asked if the Commission had to and Boyd stated that it was up to the Commission. Knopp stated he wasn't sure what they would talk about. Bilgen stated that the Commission would get their regular update from the Interim Chief's report. Bilgen stated that she would like to meet before school starts to review issues about move-in. Bilgen asked if they could have an open part of the meeting on the 15th and Olsen stated that would be best thing to do. Bilgen asked for objections and there were none. Bilgen stated that they will start in open session on the 15th and then go to closed session.

VIII. ADJOURNMENT: Olsen made a motion to adjourn and Knopp seconded the motion, which was passed by unanimous voice vote.

AYES: Bilgen Craggs, Knopp, Olsen, Haberman, Dr. Kidd

NOES: None

ABSENT: None

The meeting adjourned at 6:52 pm

Respectfully submitted



Kathy Boyd
Support Services Manager