

City of Whitewater Police Commission
Quarterly Meeting Minutes
February 09, 2012

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, Roll Call – Bilgen called the meeting to order at 6:00 pm
MEMBERS PRESENT: Jan Bilgen, Dennis Knopp, Jim Olsen, Dave Haberman, Dr. Ken Kidd
MEMBERS ABSENT: None
Also present were Chief Lisa Otterbacher and Support Services Manager Kathy Boyd
- II. Approval of Minutes of October 6, 2011 and November 3, 2011 - On a motion by Olsen with a second by Knopp the minutes were approved by unanimous voice vote.
AYES: Bilgen, Olsen, Knopp, Haberman, Dr. Kidd
NOES: None
ABSENT: None
- III. Citizen Comments - *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 that particular item.*
There were no citizen comments. Bilgen welcomed students from UW-Whitewater who were seated in the audience.
- IV. Old Business
A. Discussion of Information Sharing and Process of Hiring – Bilgen stated that the Police Commission wanted an opportunity to discuss the last patrol officer hiring process and how information was shared and if the Police Commission wanted any changes. Olsen stated that the last process went well. Knopp stated that the information he was looking for was supplied. Dr. Kidd stated that someone from the Police Commission should be involved in the initial steps and by the time the Police Commission is involved there is very little input. Bilgen agreed and likes that the Police Commission sits on administrative interview. Bilgen stated that she liked amount of info that was provided for the interview. Chief Otterbacher explained the hiring process that is currently used to the Police Commission. Chief Otterbacher stated that she had asked if the Police Commission would like to be involved earlier in the process and having a commissioner on the administrative interview panel is new. Chief Otterbacher stated that accreditation drives the hiring process. Bilgen stated that the Police Commission would need to make a motion to direct the Chief to include a Police Commissioner in the administrative staff level interview in future sworn officer hiring processes, as available. A motion was made by Haberman and second by Olsen. The motion was approved by unanimous voice vote.
AYES: Bilgen, Olsen, Knopp, Haberman, Dr. Kidd
NOES: None
ABSENT: None

Dr. Kidd asked what the cost was for the psychological evaluation. Chief Otterbacher stated that the screening was a little under \$500. Dr. Kidd stated that it was money well spent.

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Chief Otterbacher stated that the psychological evaluation wasn't a state statute, but an accreditation standard.

V. New Business

- A. Discussion of Process of Chief of Police Evaluation – Bilgen stated that the chief is nearing six months and Bilgen had talked to (City Manager) Kevin Brunner about the process used for managers. Bilgen stated that the Chief is interested in feedback. Bilgen brought a draft process form used by City Manager, which can be modified. Bilgen stated that the Police Commission would fill it out along with some of the key positions, Captain, Support Services Manager, Cameron (Assistant to City Manager) and Latisha (Neighborhood Services Manager) due to their collaboration with the Chief. Bilgen stated that the Police Commission could meet with the Chief to go over the information and forward to the City Manager so he could meet and review with Otterbacher and formulate a performance plan. Bilgen verbally reviewed the form for the audience. Haberman asked who filled out the form. Bilgen stated the Police Commission, Kevin, Cameron, Latisha, and the Chief's direct reports. Bilgen stated that Cameron would summarize the information. Knopp stated that the Police Commission wasn't privy to half of the information. Olsen stated that most of this is done after a full year. Olsen state that the Chief has just been there for six months and is still getting her feet wet. Olsen stated that he would like to see it done at one year, in August. Knopp, Haberman and Bilgen agreed. Bilgen asked how the Police Commission felt about the process and Olsen stated that it works for City, but there may be some tweaking of the form. Chief Otterbacher asked if the form was used by the City Council for the City Manager. Olsen stated yes, yearly. Bilgen asked when the City does the City Managers and if it is based on performance, she doesn't want to be out of cycle with the rest of the Chief's peers. Olsen stated that they should check with Cameron. Olsen stated the form would be given to the Police Commission two to three weeks in advance.
- B. Chief of Police Report
1. Chief's Training in Madison – Chief Otterbacher stated that she attended a new chiefs training offered by WI Training and Standards. Chief Otterbacher stated that they reviewed internal affairs, media and met representatives from DCI FBI, State Patrol, and labor attorneys and she was able to network with other chiefs. Chief Otterbacher stated she was interested in the crime prevention initiatives, and connected with the Chief of Eau Claire Police Department who uses the PTO program which is similar to the Field Training Officer (FTO) program, but emphasizes crime prevention and how to educate the public to be safe. Chief Otterbacher made resources for information concerning officer involved shootings. Chief Otterbacher stated the training was free.
 2. 2012 Management Plan – Chief Otterbacher gave the Police Commissioners the 2012 Management Plan, which has an overview of 2011 and where the department intends to go in 2012. Chief Otterbacher stated the plan has more administrative goals because she had not had time to meet with every bureau. All bureaus will be involved in the next strategic plan along with gathering information from the City's strategic plan.
 3. Community Service Officer/Neighborhood Service Officer Collaboration – Chief Otterbacher stated that previously there was little collaboration with

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- Neighborhood Services and there was duplication of services and enforcement. Chief Otterbacher stated that there is now a NSO, which is under Neighborhood Service Manager Latisha Birkeland and two CSOs under the Police Department. Chief Otterbacher stated that there is now sharing of data and citations are written by the Police Department.
4. Crime Prevention Team/Crime Alert Network - Chief Otterbacher stated that she met with the Crime Prevention Team on February 8th. Chief Otterbacher stated that the team had gone to training and came back with a list of ideas. Chief Otterbacher stated that one idea was to have a combined Safe Night Out and Safety Fair in August and collaborate with the fire department and sheriff's department, and have victim crime prevention, along with car seat technicians. Chief Otterbacher stated that another initiative was the Crime Alert Network which is used in MN. Chief Otterbacher stated that information is entered and anyone who is signed up receives the information. Chief Otterbacher stated that it is free to law enforcement and individuals, schools, and businesses pay \$12 per year and alerts can be received by fax, phone, email or text. Chief Otterbacher stated that law enforcement enters, updates and removes. Haberman stated that it is a good initiative and supports it. Haberman stated that Crime Stoppers was so effective, and it should be more effective than when he wrote the information down and put it in each teacher's mailbox. Chief Otterbacher stated that they will continue with the partnerships with tavern owners and landlords. Chief Otterbacher stated that they are seeking to install drug drop off box. Chief Otterbacher stated that prescription drug abuse is high. Chief Otterbacher stated that DCI will take the drugs or possibly a pharmacy. Chief Otterbacher stated that the box would cost \$500 and the detective evidence technicians will oversee. Chief Otterbacher stated that an Explorer Post utilizing high school or college volunteers interests her and also the department is partnering with high school students to create a fifteen minute video, a tragedy from beginning to end. Chief Otterbacher stated that she is interested in a K9 unit which would be a targeted drug dog, which is less risk than a chase dog. Chief Otterbacher stated that the dog and handler could be up and running in a month. Chief Otterbacher stated that Cedarburg has had success with their K9. Dr. Kidd asked about the cost. Chief Otterbacher stated that Detective Vander Steeg did a study several years ago, but they have nothing current yet.
 5. Detective Bureau; drugs in the schools, seizures – Chief Otterbacher stated that the department is partnering with schools to figure out what can be done differently. Chief Otterbacher stated there are two detectives who are dedicated to drug investigations and seized assets have increased. Chief Otterbacher stated that seized money and property can be used in the Police Department for crime prevention and split 50/50 with the school fund.
 6. Completed 2011 Evaluation Process – Chief Otterbacher stated that the evaluations are complete and this year she added the command staff, the lieutenant and support services manager. Chief Otterbacher stated that the captain is new and was evaluated as a sergeant. Chief Otterbacher stated it is an accreditation standard.
 7. Preparing for 2012 Accreditation - Chief Otterbacher stated that the on-site will be in June of 2012. Chief Otterbacher stated that the City is using CVMIC insurance, which is a liability based insurance company. Chief Otterbacher

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stated that it is cheaper because it is based on risk management, but it is a lot of work with training and policies. Chief Otterbacher stated that a police department is the highest risk for the city, but they are already there because of accreditation.

8. Meetings with Command Staff, Supervisory Staff and Individual Bureaus to Build Strategic Plan - Chief Otterbacher stated that the command staff and supervisors have already met and the all dates are set for the other bureaus, except patrol.
9. Grievance - Chief Otterbacher stated that the grievance is related to the 125 plan and is in the hands of the labor attorney and will go to arbitration.

Chief Otterbacher asked if there were any questions of her. Knopp stated that since the CSOs are doing police work and the Police Commission doesn't have control over them and if a problem arises who do they talk to. Chief Otterbacher stated that it would be her for the CSO's and the Neighborhood Services Manager for any problems with the NSO. Chief Otterbacher stated that the CSO's are not sworn and they only take care of quality of life and parking enforcement. Chief Otterbacher stated that they can't write a speeding ticket or arrest someone. Bilgen asked if there were any other questions for the Chief concerning her report. Dr. Kidd asked if the money from the narcotic seizures could be used to fund the narcotic dog. Chief Otterbacher stated yes it could be used in that area and is used for surveillance equipment. Chief Otterbacher stated that there is also a donations account. Haberman asked if there is still money coming from the courts. Chief Otterbacher stated no, that the rules had changed. Chief Otterbacher stated that that funding was used for crime prevention. Chief Otterbacher stated that a recent grant award will go towards the Safe Night Out/Safety Fair in August. Chief Otterbacher stated that other funds went towards a bike to increase the bike patrol, which is in the management plan.

- VI. Future Commission Meeting Dates – The next Police Commission meeting will be held on May 10, 2012 @ 6:00 pm.
- VII. Future Agenda Items - There were no future agenda items
- VIII. Adjournment - Olsen entertained a motion to adjourn with a second from Knopp. The motion passed by unanimous voice vote.

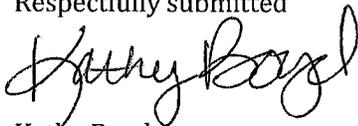
AYES: Bilgen, Olsen, Knopp, Haberman, Dr. Kidd

NOES: None

ABSENT: None

The meeting adjourned at 7:04 pm.

Respectfully submitted



Kathy Boyd
Support Services Manager