

City of Whitewater Police Commission  
Quarterly Meeting Minutes  
May 31, 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 – Support Services Manager Kathy Boyd called the meeting to order at 6:00 pm.

Members present:

Jan Bilgen-Craggs

Dennis Knopp

Dave Haberman

Dr. Mark McPhail

Members absent:

Jim Olsen

Also present: Chief Lisa Otterbacher and Support Services Manager Kathy Boyd

- II. Oath of Office for New Commissioner – Dr. Mark McPhail was sworn in as the newest police commissioner by Boyd.

- III. Election of Commission President, Vice President & Secretary – Boyd asked if there were nominations for the chair of the Police Commission. Haberman nominated Bilgen with a second from Knopp. Boyd asked two more times if there were any other nominations for the chair of the Police Commission and there were none. After closing the nominations Boyd asked for a vote on the appointment of Bilgen for chair of the Police Commission.

Jan Bilgen-Craggs - abstained

Jim Olsen - absent

Dennis Knopp - aye

Dave Haberman- aye

Dr. Mark McPhail - aye

At this time Bilgen took over chairing the meeting and asked for nominations for the vice chair of the Police Commission. Bilgen nominated Dr. McPhail with a second from Haberman. Bilgen asked for nominations two more times. After closing the nominations Bilgen asked for a vote on the appointment of the vice chair for the Police Commission.

Jan Bilgen-Craggs - aye

Jim Olsen - absent

Dennis Knopp - aye

Dave Haberman- aye

Dr. Mark McPhail - abstained

Bilgen then asked for nominations for the secretary for the Police Commission. Knopp nominated Haberman with a second from Bilgen. Bilgen asked for nominations two more times. After closing the nominations Bilgen asked for a vote on the appointment of the secretary for the Police Commission.

Jan Bilgen-Craggs - aye

Jim Olsen - absent

City of Whitewater Police Commission  
Quarterly Meeting Minutes  
May 31, 2012

Dennis Knopp - aye  
Dave Haberman - abstained  
Dr. Mark McPhail- aye

- IV. Approval of Minutes of January 20, 2012 and February 9, 2012 - On a motion by Knopp with a second by Haberman the minutes were approved by unanimous voice vote.

AYES: Bilgen, Knopp, Haberman, Dr. McPhail  
NOES: None  
ABSENT: Olsen

- V. Citizen Comments – Bilgen read the following disclaimer: *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.

- VI. Old Business – There was no old business.

- VII. New Business

A. Chief of Police Report

1. Update on Officer Hintz – Chief Otterbacher stated that Officer Hintz moved through training seamlessly and went to solo patrol on May 16<sup>th</sup>.
2. New Police Ford Interceptor Squad Cars - Chief Otterbacher stated that the purchase of the new squads was not seamless as Ford had assured. The department had to buy new cages and new consoles, and new mounts for the MDC (mobile data computer) to give more room in the squad. Chief Otterbacher stated that one of the features of the new squads is that the controls for the sirens, lights and emitters, which change the traffic lights, are on the steering wheel. Chief Otterbacher stated that the squad car committee came up with new (decal) design containing a thin blue line, which is what the law enforcement community is known as.
3. Update on the Status of the 2012 Accreditation – Chief Otterbacher stated that the department is progressing well with an internal mock assessment on 4/25 and an outside assessment on 5/23 with some good recommendations for touch-ups. Chief Otterbacher stated that the on-site for the assessors will be June 20, 21 and 22 with the public forum on the 21<sup>st</sup> from 4:00 pm to 6:30 pm and Friday from 9:00 am to 11:00 will be a call-in format for those who can't make it to the open forum. Chief Otterbacher stated that the Accreditation standards will be at the library and on-line. WILEAG (Wisconsin Law Enforcement Accreditation Group) is considering going to 4th addition of the standards, CALEA is the international accreditation group and WILEAG is the state. Chief Otterbacher stated that with the 4<sup>th</sup> edition agencies will be immersed into accreditation and it is a culture instead of a paper pushing opportunity. Chief Otterbacher stated that she will be on the 4<sup>th</sup> edition committee. Chief Otterbacher stated that the department will be going paperless with electronic

City of Whitewater Police Commission  
Quarterly Meeting Minutes  
May 31, 2012

hyperlinked proofs. Haberman asked how often is the accreditation process and Chief Otterbacher stated every three years. Haberman asked how long the department has been accredited and Chief Otterbacher stated since 2000 and in 2003 the department transitioned to WILEAG. Bilgen asked how the open forum would be publicized and Chief Otterbacher stated at the March city council meeting, full media releases and flyers. Chief Otterbacher stated that it is a proof to show that the forum has been highly publicized. Chief Otterbacher stated that about 45 letters will go out to community members, council members and Police Commission members.

4. Update on Meetings with Command Staff, Supervisory Staff and Individual Bureaus to Build Strategic Plan - Chief Otterbacher stated that the strategy meetings were successful with only two members missing the meetings. Chief Otterbacher stated the meetings were bureau specific and talked about the organizations strengths, weakness, and what equipment is needed and employees were given the option to fill out a survey after meetings. Chief Otterbacher stated the department will be working on an updated values and mission statement and looking at the records management system, along with dictation (of reports). Chief Otterbacher stated that each bureau created a wish list which was ranked and will be added to the next five year strategic plan. Chief Otterbacher stated that she also surveyed the city department directors. Knopp asked about the Community Service Officer's wish list, about MDC's and Chief Otterbacher stated it would be used for running license plates for parking. Chief Otterbacher stated that they are expensive and she is hoping that they can use a MDC that is being rotated out of an officer's vehicle. Knopp asked if they were crossing over to an officer if they can write that many tickets. Chief Otterbacher stated parking tickets or municipal tickets, but they can't write traffic tickets and have no power of arrest. Chief Otterbacher stated that they have the training, but instead of having a dispatcher run a license they could. Knopp asked if they could hold an irate citizen. Chief Otterbacher stated that they have no powers of arrest. Knopp stated they are close to the arrest powers. Chief Otterbacher asked because of the MDC's and Knopp stated that and the certifications and stuff like that. Chief Otterbacher stated that it has less to do about powers of arrest and more about time management. Bilgen asked if there were any surprises and Chief Otterbacher stated that dictation (of reports) was low on the list because there seems to be frustration, but the department can't absorb the dictation with the current amount of personnel. Chief Otterbacher stated that possibly revising the report system and maybe doing less written reports and if the department can purchase the Axon video system it will help. Dr. McPhail asked who recorded and transcribed and Chief Otterbacher stated that the officers type the reports themselves. Dr. McPhail asked if there is dictating now and Chief Otterbacher stated the department use to, but not now. Chief Otterbacher stated that there are complaints about spending too much time typing police reports and there is a need to get officers out in the squad cars. Chief Otterbacher stated if the department could get the Axon video cameras then possibly no reports will be needed and if some reports may be a quick form will work. Chief Otterbacher stated

City of Whitewater Police Commission  
Quarterly Meeting Minutes  
May 31, 2012

that dictation is still on the list because there is a need for longer reports, like domestic abuse reports which are long. Chief Otterbacher stated most agencies use dictation right from their cell phones in their squad cars. Dr. McPhail asked about voice recognition software and Chief Otterbacher stated that the department tried it and the officers didn't like it because there didn't seem to be a times savings.

5. Status of 125 Plan Grievance - Chief Otterbacher stated that there was a possible resolution with the union negotiations, but it was lost. Chief Otterbacher stated the City Manager and City's labor attorney say it is design and makeup of the insurance package and not a negotiable item, but the union doesn't agree. Chief Otterbacher stated they hope that it can be solved in mediation.
6. Installation of Drug Drop Box - Chief Otterbacher stated that the box has been emptied two times and was installed with donations and contributions.
7. IR Tactical Training Event June 9-10, 2012 - Chief Otterbacher stated that Universal Electronics created new tactical training equipment. Chief Otterbacher stated the department is now using simunitions, paintballs, which is unrealistic because you need to be geared up head to toe and have an area that can be destroyed. Chief Otterbacher stated that the IR tactical vest has sensors and when the laser hits it creates a shock. Chief Otterbacher stated that they can cause the gun to be disarmed or to malfunction. Chief Otterbacher stated that the AR-15 guns are the same as the departments and they are working on a Glock for the training. Chief Otterbacher stated that no one else has this technology and people are coming from all over, including officers from Whitewater Police Department, UW Police Department and the county sheriff's departments. Haberman asked if they could observe the exercise and Chief Otterbacher stated that she would find out if she could obtain a pass. Boyd asked if it was open to everyone and Chief Otterbacher stated that it wasn't.
8. Police Day Ceremony Held on Thursday, May 17, 2012 - Chief Otterbacher stated that there was an open house, which was small, but she received nice letters from the public who attended. Chief Otterbacher stated that it was the first time the department opened the doors to the public and it was a good experience.
9. Whitewater Safety Experience to be Held on August 25, 2012 - Chief Otterbacher stated that the department is partnering with the fire department and the rescue squad. Chief Otterbacher stated that the Safety Experience will be different than the Safety Fair, with more hands-on activities and it will be geared towards families. Chief Otterbacher stated that there will be a bike rodeo, a CSI experience, car seat checks with six to seven technicians, and a fundraiser for the department. Chief Otterbacher asked for help from the Police Commission. Dr. McPhail asked what is bike rodeo and Chief Otterbacher stated that participants need to safely navigate through a serpentine course. Chief Otterbacher stated that generous sponsors in town have donated prizes and food and it will run from 10:00 am to 3:00 pm at the Municipal Building. Knopp asked if the street would be closed and Chief Otterbacher stated that Whitewater Street from Fremont would be closed.

City of Whitewater Police Commission  
Quarterly Meeting Minutes  
May 31, 2012

- VIII. Future Commission Meeting Dates – The Police Commission will meet on Thursday, August 16, 2012 at 6:00 pm in the Municipal Building Community Room and again on Thursday, November 15, 2012 at 6:00 pm in the Municipal Building Community Room.
- IX. Future Agenda Items – Bilgen stated that she would like to discuss gearing up for the start of school, K-12 and UW-Whitewater. Bilgen mentioned that the move-in date for UW-Whitewater will be August 29<sup>th</sup>. In addition, Bilgen asked that the Chief of Police evaluation strategy be added to the agenda as a closed session item.
- X. Adjournment – Bilgen Craggs entertained a motion to adjourn and a Knopp/Dr. McPhail motion was passed by unanimous voice vote.

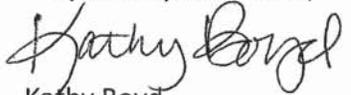
AYES: Bilgen Craggs, Knopp, Haberman, McPhail

NOES: None

ABSENT: Olsen

The Police Commission adjourned at 6:38 pm.

Respectfully submitted,



Kathy Boyd

Support Services Manager