

City of Whitewater Police Commission
Quarterly Meeting Minutes
August 16, 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 – Dr. Mark McPhail, Police Commission Vice President, called the meeting to order at 6:00 pm.
Members present:
Jim Olsen
Dennis Knopp
Dave Haberman
Dr. Mark McPhail

Members absent:
Jan Bilgen-Craggs

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

- II. Approval of Minutes of May 31, 2012 - On a motion by Olsen with a second by Knopp the minutes were approved by unanimous voice vote.
AYES: Olsen, Knopp, Haberman, Dr. McPhail
NOES: None
ABSENT: Bilgen
- III. Citizen Comments – Dr. McPhail 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.
- IV. Old Business
- A. Discuss Back to School, City of Whitewater K-12 and UW-Whitewater – Dr. McPhail stated that he would defer to Chief Otterbacher because it was part of her report. Chief Otterbacher stated Bilgen had requested this item and Chief Otterbacher could give an overview of what has been done to prepare for schools back in session. It was determined that Chief Otterbacher could discuss this issue during her report.
- B. Discuss Strategy for Police Chief Evaluation – Dr. McPhail stated that he understood that Survey Monkey was used during the Chief of Police interviewing process. Dr. McPhail wasn't sure if that was something that the Police Commission wanted to pursue. Dr. McPhail stated that there was some discussion about using a 360 evaluation and wondered if it would be useful to put together something along those lines. Knopp stated that he wanted to see some more info because the Police Commission is evaluating the police chief. Knopp stated that for or a year citizens have been able to voice opinions on-line through the complaint process and he would like to read some of the complaints. Knopp stated that they get to read the results, but don't get what the people are complaining about which reflects on the police chief and the administration. Dr. McPhail asked Knopp to explain. Knopp stated that people can go on-line on the (City of Whitewater) web site and file a complaint. Knopp stated that he's asked time and time again if there are any complaints and what the

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commission receives is a summary. Knopp stated that he wants to see the complaints before they are allegedly taken care of. Knopp stated that what the police department takes care of internally may not agree with what the Commission thinks. Dr. McPhail stated that if he remembered correctly from his training it was not purview of the Commission and that would be separate from the evaluation of the chief. Dr. McPhail stated that the parameters are hiring and evaluation and the complaint process is something internal. Dr. McPhail stated that they could put something on the agenda, conversation with the police chief about the complaint process. Dr. McPhail stated that he didn't know if it was part of the evaluation process, but sees how it could be seen to impact the evaluation. Dr. McPhail stated that with the 360 the chief would receive a list of questions or criteria of her perceptions of her job and it would be provided to the people who report to her and the select group of citizens and commission. Dr. McPhail stated that the purpose would be to determine whether the perceptions would be consistent among the individuals involved. Dr. McPhail stated if the Commission was interested they could look at some of the different instruments for doing a 360 review. Dr. McPhail stated that the complaint process is internal, but the Commission can ask about it and he will check the handbook (Handbook for Wisconsin Police and Fire Commissioners). Haberman stated that part of the complaint process eventually includes the Police Commission if it's not taken care of satisfactorily. Haberman stated that looking into every complaint isn't the Commission's business if it is taken care of. Knopp stated that he thought he would throw that out and the commission is put on the spot. Knopp stated that he didn't see any harm seeing what it is and it may be noting, but he doesn't know. Dr. McPhail asked Chief Otterbacher if she would be open to looking at the complaint process. Chief Otterbacher stated that the department gives an annual report with a brief summary so if the Commission is wanting more than it would be important to check with Wally's (McDonell, City Attorney) legal opinion. Chief Otterbacher stated that the reports would be comprehensive and inclusive. Chief Otterbacher agreed with Dr. McPhail and stated that she didn't believe it was within the venue of the Police Commission in part because the Police Commission is the governing body and needs to be impartial. Dr. McPhail asked if the Police Commission received the complaints and Chief Otterbacher stated that they are in an overview at the end of the year. Dr. McPhail asked if it comes to Police Commission they would listen to the complaint. Chief Otterbacher stated if someone is unsatisfied then they could contact the Police Commission. Dr. McPhail stated that the individual would come to the Police Commission and then Chief Otterbacher would come before the Police Commission and explain how the complaint was resolved. Chief Otterbacher stated that she was never involved in a complaint before the Commission, but she would assume that it would be similar to alcohol license committee. Chief Otterbacher stated that at that point the Police Commission would need the information, but the Police Commission would want it in a venue where both sides could present the information. Olsen stated that the Police Commission would be similar to alcohol licensing commission, a quasi judicial body where they would hear both sides. Olsen agrees with Knopp to a point in that they need to see what is happening, but not all of the details. Knopp stated that this is the one year evaluation and it's never going to happen again and he is looking at promotion to now. Dr. McPhail asked if there have been any citizen complaints. Chief Otterbacher stated that there have been. Knopp stated complaints against his employees reflect on him. Dr. McPhail stated again that it wasn't in the purview of the Police Commission, but he would check handbook again. Dr. McPhail stated that he attended the training about a month and

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a half ago. Knopp stated that it would be the one year evaluation and it would never raise its ugly head again. Chief Otterbacher stated that she should be evaluated yearly and that all department personnel are evaluated yearly. Olsen stated that everyone from the City Manager down is evaluated yearly, but last year Chief Otterbacher was just starting and so it wasn't done, but the Police Commission should evaluate Chief Otterbacher yearly. Chief Otterbacher stated that it hasn't been done in the past that she knew of. Olsen stated that with Chief Coan it was done every three years. Haberman asked if it hadn't been done in the past. Olsen stated that he wasn't there, but that Jan Bilgen would know. Olsen stated if there was an evaluation it was done by the council or city manager. Olsen stated that the evaluation should be done with the Police Commission. Dr. McPhail stated that there may be some statutory requirements and it should be looked into for guidance. Dr. McPhail would advocate for a 360 because it provides feedback and opportunities for growth. Chief Otterbacher stated that the city council had an evaluation for the city manager because she was asked to provide feedback. Chief Otterbacher stated that she would like feedback from other department heads. Dr. McPhail asked Boyd to check to see if the city council has an existing measure.

V. New Business

A. Chief of Police Report

1. Accreditation Status – Chief Otterbacher & Captain Uhl attended the WILEAG governing board on July 17th and the board voted that the department should be granted accreditation status. Chief Otterbacher acknowledged Captain Uhl and Boyd's help with the process. Chief Otterbacher stated that the department was recognized at the Chief's of Police conference in Green Bay on August 15th and a WILEAG member will make a formal presentation at the August 21st City Council meeting .
2. Mid-year Review of Department Annual Goals – Chief Otterbacher stated that the department had 10 goals for 2012 and wanted to provide a mid-year review for the Commission.
 - A. Accreditation – has been accomplished.
 - B. Transition to Narrowbanding – on target, licensing and frequency issues completed and the equipment will take the rest of the year.
 - C. Increase Agency Crime Prevention Initiatives – This was a goal last year and this year. The Whitewater Safety Experience is set for August 25th and will help mold a partnership with community. The department will continue proactive programs, like the alcohol abatement, compliance assessments, and enhanced bike initiatives. Letters have been sent out to meet with the tavern owners on August 29th. Each sergeant provided goals in February and each are on task with their goals.
 - D. Complete Five Year Strategic Plan – the command staff met with the department to get the voice of the organization, in addition sent out information to co-directors to gather information on strengths, weaknesses and improvements. It is a work in progress
 - E. Update Values and Mission Statement – this was identified in the bureau meetings that the statement was 18 years old and things have changed. The committee has its first meeting tonight at 9:00 pm.
 - F. Collaborate with the University on Drug Awareness Initiatives – over the summer a patrol officer worked with the detectives on drug investigations and the department

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also partnered with the university. As of a month ago \$9,000 in assets has been seized and controlled substance arrests are up by five and crime arrests are up by fifteen.

G. Reorganize the Agency – This was completed in January and it entailed creating Captain Uhl's position and realigning the supervisors.

H. Increased Bike Patrol – the goal is to not have the bike patrol as special operations, but to be used on a daily basis. At the end of 2012 there will be 12 certified bike officers.

I. Dedicated Personnel for Traffic Alcohol & Drug Influence Violations (drunk driving) – this is an annual goal and they are on target.

J. Team Goals – when the goals were assessed in August they were all on target.

3. WPPA Union Grievance Mediation – the talks are still in mediation, but close to a tentative agreement. The agreement should rescind the grievance on the 125 flexible spending plan.
4. Enhanced Bike Patrol Operations – touched on already.
5. Annual Meeting with Tavern Owners - touched on already.
6. Ray Trost Nature Preserve Dedication – the dedication was held on Saturday July 28th at 11:00 am. It was a well attended event. The preserve is located on the multipurpose trail off Fremont Street, between Starin Rd and Lauderdale Dr. Chuck Nass and his personnel did a great job on the park and Michelle Dujardin did a wonderful job on the dedication. Olsen stated he attended and it is a beautiful park and staff did a great job.
7. Preparations for Returning UW-Whitewater Students and Staff – Last year there wasn't enough dorm space so the Campus rented half of Fox Meadows apartments and half of Cambridge apartments so the department maintained jurisdiction. This year they have half of Fox Meadows, but they have all of Cambridge as a dorm setting so Campus now has jurisdiction as of September 1st. The bike officers are working as a team on move-in day, two bike officers along with a Campus officer looking for inappropriate signs. The CSO's will be handing out brochures on tips for getting along with neighbors. Dr. McPhail asked if the department gave any formal presentations at student orientations for all students. Chief Otterbacher stated that Jan Bilgen does this through leadership and development. Dr. McPhail stated that he knows they are done internally. Chief Otterbacher stated that Chief Coan and Kevin use to speak at them. Chief Otterbacher stated that she was invited to the ice cream social for the leadership group, but anytime she is invited she is happy to participate. Chief Otterbacher stated that there will be the alcohol abatement programs and the tavern meeting scheduled for August 29th, and a meeting with the superintendent and school principals in September to review things from last year to see if any changes need to be made.
8. Department Focus for Second Half of 2012 – The 25th is the Safety Experience from 10-3 with the goal being to foster a partnership with families. There is a fundraiser this year for K9 unit and Axon camera. Additional goals are to grow the bike team, continue UW partnerships, complete strategic plan and value and missions statement, review the report and records system to streamline reports, implement AFIS digital fingerprint system using seized funds from drug investigations, which was completed last week. With the Axon & K9, if not implemented in 2012 maybe 2013. Lastly, seek to go paperless with the accreditation process by using software and electronic proofs on a laptop.

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- VI. Future Commission Meeting Dates - The Police Commission will meet on Thursday, November 15, 2012 at 6:00 pm in the Municipal Building Community Room.
- VII. Future Agenda Items – Dr. McPhail stated the Police Commission will review existing measures for evaluation of the Chief of Police. Dr. McPhail stated that he would review Police and Fire Commission Handbook. Chief Otterbacher stated there is an attorney specific to Police and Fire commissions that the Police Commission can contact for help. Haberman asked that Dr. McPhail keep the Police Commissioners in the loop about the evaluation. Chief Otterbacher stated that the attorney may help on the citizen complaint issue too. Olsen stated due to how many times a year the Police Commission meets; maybe a special meeting needs to be submitted so the Police Commission can talk about fine tuning it and getting it in place so it doesn't go so long. Olsen stated that the Police Commission needs to have the date in place so it can be done on a yearly basis. Dr. McPhail asked Boyd to send the measure to Police Commission. Dr. McPhail asked Chief Otterbacher if she was evaluated by City Manager and Chief Otterbacher stated that she hasn't been evaluated, but doesn't know about Chief Coan. Knopp asked what happens if there is no evaluation and Dr. McPhail stated that the Police Commission would find one.
- VIII. Adjournment – Dr. McPhail entertained a motion to adjourn and an Olsen/Knopp motion was passed by unanimous voice vote.

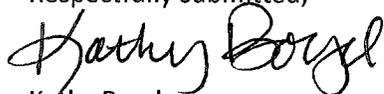
AYES: Olsen, Knopp, Haberman, McPhail

NOES: None

ABSENT: Bilgen

The Police Commission adjourned at 6:40 pm.

Respectfully submitted,



Kathy Boyd

Support Services Manager