

City of Whitewater Police Commission  
Quarterly Meeting Minutes  
November 15, 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 - Jan Bilgen, Police Commission President, called the meeting to order at 6:03 pm.  
Members present:  
Jan Bilgen  
Dennis Knopp  
Dave Haberman  
Dr. Mark McPhail  
  
Members absent:  
Jim Olsen

Also present: Chief Lisa Otterbacher, Captain Brian Uhl and Support Services Manager Kathy Boyd

- II. Approval of Minutes of August 16, 2012 - On a motion by Knopp with a second by Dr. McPhail the minutes were approved by unanimous voice vote.  
AYES: Bilgen, Knopp, Haberman, Dr. McPhail  
NOES: None  
ABSENT: Olsen

- III. 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.

IV. Old Business

- A. Review of Citizen Complaint Process – Bilgen requested that all conversations concern the process, not any specific complaints. Dr. McPhail stated that this item was from the last meeting and concerned the jurisdiction of the Police Commission in relation to police complaints. Dr. McPhail reviewed the handbook (Handbook for Wisconsin Police and Fire Commissioners) and determined that it was not the Police Commission's authority to read citizen complaints under the (Wisconsin) State Statute. Dr. McPhail stated that the Chief of Police can give the information to the commission, but is under no obligation to do so. Bilgen stated that the public can use the process through the website or in-person at the police department and the Police Commission will eventually hear if the problem isn't addressed.
- B. Discuss Strategy for Police Chief Evaluation – *(Bilgen distributed a copy of an email from City Manager Cameron Clapper concerning city performance reviews, a copy of the City of Whitewater City Manager Performance Review form, and the City of Whitewater Employee Review & Progress Plan form)* Bilgen thanked Dr. McPhail for sharing information about the evaluation process *(six articles concerning law enforcement performance evaluations, samples of performance reviews and creating performance measures)*. Bilgen also stated that she received information from the City Manager and wanted to share the information. Bilgen stated that a 360° review process was used for former City Manager Kevin Brunner. Bilgen stated that it was sent to the City Council and management staff. Bilgen stated that

City of Whitewater Police Commission  
Quarterly Meeting Minutes  
November 15, 2012

City Manager Cameron Clapper will be using the employee review and progress plan with the management staff in the near future with a follow-up in June or July and the Police Commission could share information with him if they wanted to. Bilgen stated that City Manager Cameron Clapper mentioned that the Police Commission could do something separate. Dr. McPhail stated that he would like to share in the process. Bilgen stated that she would like to see something more police specific. Bilgen stated that she and Dr. McPhail could put something together and bring it back to the Police Commissioners to review. Otterbacher stated that the Police Commissioners could also look at the other (police) department evaluation forms. Boyd stated that she would get the Police Commission the Chief's position description.

V. New Business

- A. Chief of Police Report – *(Otterbacher distributed the draft WPD Values and Mission Statement and a synopsis of tavern compliance check operations.)*
1. 2013 Budget – Otterbacher stated that there was a zero increase for the 2013 budget. Otterbacher stated that the Police Department removed all capital items except four touch screen monitors for dispatch, one radar unit and ballistic vests, which have a five year life span. Otterbacher stated that she also removed a marked squad and unmarked vehicle to keep the CSOs (Community Service Officers). Otterbacher stated that the department missed two years of replacements so there is more wear and tear on the marked squads, which become unmarked squads. Otterbacher stated that the condition of the unmarked squads is bad and one had to be towed. Otterbacher stated that City Manager Cameron Clapper added the two vehicles back into the budget and they are waiting until the budget is finalized. Otterbacher stated that the detective car will not be new and maybe it will be leased.
  2. Weapon Policy for Off Duty Officers – Otterbacher stated that she met with the school board and city council and there is a signed contract for sworn off-duty Whitewater Police Department officers to carry concealed weapons on school property.
  3. Updated Values and Mission Statement – Otterbacher shared the (draft) values and mission statement, which will be completed before the Police Commission meets again. Otterbacher stated that the committee members were Sergeant Bradford, Juvenile Officer Valadez, Dispatcher Ojibway, Captain Uhl and herself.
  4. Whitewater Professional Police Association Union Contract – Otterbacher stated that there is a tentative agreement with the flex benefits negotiation issue still being reviewed by the attorneys.
  5. Whitewater Safety Experience – Otterbacher thanked Haberman and Dr. McPhail for their help at the Safety Experience. Otterbacher stated that there was a nice turnout and the bike rodeo was a success. Otterbacher stated that the department is planning to do it again. Dr. McPhail stated that it seemed like a success. Otterbacher had hoped there would be a higher turnout with the bulk of people being connected to law enforcement.
  6. Walmart Grant – Otterbacher stated that the department received a local \$2,000 grant from Walmart. Otterbacher hopes to apply for the corporate grant to support a K9 unit. Otterbacher stated that the local grant funds would be used to purchase two (police) bikes. Otterbacher stated that a goal is to have every sworn officer a bike officer. Otterbacher stated that overtime has decreased with more bike officers. Otterbacher stated that the bike officers catch vandalism, disorderly behavior, and fights.

City of Whitewater Police Commission  
Quarterly Meeting Minutes  
November 15, 2012

7. 2013 Department Goals – Otterbacher shared the 2013 goals:
  - a. Review report writing - create new forms to streamline the process. Due to accreditation there are more reports that have to be written. Hopefully the new process will help get officers out on the road more quickly.
  - b. Crime prevention – Continue with crime prevention initiatives.
  - c. Strategic Plan – The Police Department portion is done, but the City’s portion had been put on hold until 2013.
  - d. Continue with the bike patrol initiative
  - e. Upgrade MDCs - The cost is reflected in the IT budget. The MDC’s are more critical due to the Badger TraCS software for citations. The officers are able to run their own information using the MDCs.
  - f. Evaluate position descriptions - With the interface between Badger TraCS and the records management system (RMS) it may open up clerical time.
  - g. K9 and Axon – assess funding.
  - h. Communication evaluation staff study – One third of dispatch activities are used by campus (police). The study will evaluate how much time is allocated to fire, rescue, campus (police) and the city (police) and will see if there is enough personnel to handle everything.
  - i. Performance measures include streamlining two report writing processes, implement one new crime prevention initiative, strategic plan with the City, three more officers to be bike certified, track bike patrol hours, and evaluate at least two positions descriptions. Knopp asked how a bike officer is certified. Uhl explained that the bike course teaches how to ride safely, approach people, fleeing subjects, dismounts, stairs, crowds, balance, tactical. Uhl stated that campus (police) has two certified bike trainers. Otterbacher stated that five department officers have attended the campus training.
8. Personnel Update
  - a. Otterbacher stated that Sergeant Ciardo requested to resign as a sergeant and return to day shift as a patrol officer. Otterbacher stated that when the positions were aligned the lieutenant took over the day shift supervision and another officer was added to the road. The sergeant position was moved to second shift. Otterbacher stated that Sgt Ciardo worked second shift for a year and did a great job. Otterbacher said that it will be a loss, but he wanted to be home with his family. Otterbacher stated that the sergeant promotion goal is January.
  - b. Detective Vander Steeg was in a rational detective position and is going back to patrol. Otterbacher stated that Vander Steeg has had many successful cases with arrests and seizures. Otterbacher stated that one person has applied for the position and will go through the promotional process.
  - c. Otterbacher wanted to thank all of the employees involved in a recent challenging domestic incident. Haberman stated that he wished he could have joined in and the department did a great job handling the incident. Otterbacher stated that officers from a union meeting assisted along with deputies from Walworth County and campus (police) which assisted with five officers including the chief and a sergeant.

VI. Future Commission Meeting Dates - The Police Commission will meet on Thursday, February 14, 2013 at 6:00 pm in the Municipal Building Community Room.

VII. Future Agenda Items – Dr. McPhail requested that there be a discussion about rules for biking in the City. Otterbacher stated that the Police Commission would need to meet for the sergeant’s

City of Whitewater Police Commission  
Quarterly Meeting Minutes  
November 15, 2012

position interviews, but she wasn't sure about the detective's position. Bilgen stated that she would review the handbook. Otterbacher stated that they could do a lunch time interview if that worked better. Otterbacher stated that the deadline for the sergeant's applications is November 26<sup>th</sup>. Bilgen stated that they should have a draft of the evaluation form for the February meeting.

- VIII. Adjournment - Bilgen entertained a motion to adjourn and a Dr. McPhail/Haberman motion was passed by unanimous voice vote.

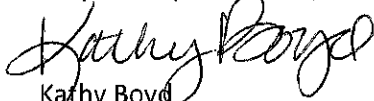
AYES: Bilgen, Knopp, Haberman, McPhail

NOES: None

ABSENT: Olsen

The Police Commission adjourned at 6:42 pm.

Respectfully submitted,



Kathy Boyd  
Support Services Manager