



## POLICE AND FIRE COMMISSION AGENDA

*Wednesday, November 6, 2013*

*6:00 p.m.*

**MUNICIPAL BUILDING CRAVATH LAKEFRONT ROOM  
312 W. WHITEWATER STREET, WHITEWATER, WISCONSIN**

- I. Call to Order, Roll Call
- II. Approval of Minutes of May 9, 2013, July 25, 2013 and August 29, 2013
- 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.*
- IV. Old Business
  - A. Election of Vice President and Secretary
- V. New Business
  - A. Presentation of Draft PFC Policies for discussion at next meeting
    1. PFC Oath
    2. Code of Ethics
    3. Commissioner Responsibilities & Expectations
    4. Complaint Process Overview
    5. Hiring Process and Commission Involvement Policy
  - B. Informational Staffing Comparisons (Per Commissioner Request)
  - C. K9 presentation – Drug statistics & Update of K9 Fundraising (Per Commissioner Request)
  - D. Chief of Police Report
    1. Successful Whitewater School District Active Threat Training
    2. Filling Open Patrol Position
    3. 2013 Department Accomplishments and 2014 Department Goals
- VI. Future Commission Meeting Dates – November 14, 2013
- VII. Future Agenda Items
- VIII. ADJOURN to Closed Session, NOT TO RECONVENE PER Wisconsin Statutes 19.85(1)(f),  
*“Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.”*
  - A. Item to be discussed:
    1. Investigation of Allegations Concerning a City of Whitewater Police & Fire Commission Member

***Anyone requiring special arrangements is asked to call the Office of the City Clerk at 262-473-0500, at least 72 hours prior to the meeting.***

City of Whitewater Police Commission  
Quarterly Meeting Minutes  
May 9, 2013

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 Boyd called the meeting to order at 6:02 pm and then called the roll.

Members present:

Jan Bilgen

Dennis Knopp

Dr. Ken Kidd

Members absent:

Dave Haberman

Dr. Mark McPhail

Also present: Chief Lisa Otterbacher, Officer Ryan Weston, and Support Services Manager Kathy Boyd.

- II. Oath of Office – Dr. Ken Kidd was sworn in as the newest police commissioner by Boyd.
- III. Election of Commission President, Vice President and Secretary - Boyd asked if there were nominations for the chair of the Police Commission. Bilgen nominated Dr. Kidd as the chair for the Police Commission, but he declined stating that he had just returned to the Commission and didn't feel it was appropriate. Knopp then nominated Bilgen with a second from Dr. Kidd. 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.

AYES: Knopp, Dr. Kidd

ABSTAINED: Bilgen

NOES: None

ABSENT: Haberman, Dr. McPhail

At this time Boyd asked the Commission if Bilgen needed to vote to have a quorum. Bilgen stated that it should be fine because it was majority rule, but then said that she would change her vote to aye.

AYES: Bilgen, Knopp, Dr. Kidd,

NOES: None

ABSENT: Haberman, Dr. McPhail

The motion passed by unanimous voice vote.

Bilgen took over chairing the meeting and asked the Commissioners if there were any nominations for Vice President. Knopp asked if the Commission had to vote or could they wait until the next meeting when everyone was present. Bilgen entertained a motion to table the appointment of the Vice President and Secretary until the next scheduled meeting. With a motion by Dr. Kidd and a second by Knopp the motion passed by unanimous voice vote.

AYES: Bilgen, Knopp, Dr. Kidd

NOES: None

ABSENT: Haberman, Dr. McPhail

City of Whitewater Police Commission  
Quarterly Meeting Minutes  
May 9, 2013

- IV. Approval of Minutes of February 14, 2013 - On a motion by Knopp with a second by Bilgen the minutes were approved.

AYES: Bilgen, Knopp

ABSTAIN: Dr. Kidd

NOES:

ABSENT: Haberman, Dr. McPhail

- 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

Chief Otterbacher stated that she was going to go out of the order listed on the agenda because she had asked Officer Ryan Weston to talk to the Commissioners concerning the Axon on-officer cameras (A. 6.). Officer Weston gave an overview of how the Axon cameras are worn on the head near the eye and how they operate. Bilgen asked how long it took to download the video and Officer Weston stated that he had three hours of video and it took 10 minutes to download. Dr. Kidd asked if it was turned on at any stop and Officer Weston stated that it was policy to turn it on at any citizen contact. Knopp asked how many units the department has and Chief Otterbacher stated that there were ten units with internal storage on local servers. Dr. Kidd asked if Officer Weston tells people they are being recorded. Officer Weston stated no, but that people do ask about the camera. Dr. Kidd asked if telling people that they are being recorded changes their demeanor and Officer Weston stated that he hasn't seen any change. Dr. Kidd asked if a light comes on when recorded and Officer Weston stated that there is a chime that beeps twice when it is recording. Knopp asked if it would violate Miranda rights. Officer Weston stated no, that with a one-party recording you can record anything that you are a part of and Miranda is reading someone's rights when they are in custody. Chief Otterbacher stated that there are video cameras everywhere and people are videotaped more than they realize. Chief Otterbacher stated that there are certain laws that require interviews to be recorded, felony, children and domestic interviews. Chief Otterbacher stated that the cameras save officers time. Officer Weston stated that a drunken driving incident can be captured from beginning to end and can be uncontested. Dr. Kidd asked how much time was saved and Officer Weston stated that he saved a half hour by not having to do a recorded statement on a drug arrest. Bilgen asked if there is a recording of a juvenile or young person, could an officer show a parent what occurred. Chief Otterbacher stated that release would be based on open records law; it could be released to a parent, but to no one else. Chief Otterbacher stated that the department was able to clear a citizen complaint because everything was on video. Chief Otterbacher stated that in the future there will be an ability to use them with smart phones. Chief Otterbacher stated that the officers are not able to delete the video files. Bilgen stated that she would be interested in someone coming back in September after using the cameras over the summer. Chief Otterbacher stated that the department is the only one in Wisconsin using the Axon cameras. Chief Otterbacher stating that there will be time savings for report writing. Dr. Kidd verified that the video footage wouldn't be used

City of Whitewater Police Commission  
Quarterly Meeting Minutes  
May 9, 2013

until a trial and Chief Otterbacher stated yes. Chief Otterbacher discussed how the video would be used for trial situations.

1. Training with Whitewater Unified School District - Chief Otterbacher discussed a new response plan training with the school district, local law enforcement and the county sheriff's departments. Chief Otterbacher stated that out of the meetings schools are now locked down and everyone has to be buzzed in. Chief Otterbacher stated that there was also cognitive training with verbal scenarios. Chief Otterbacher stated that in August there will be a hands-on training. Dr. Kidd asked if the PowerPoint used in the training could be available to the Commission and Chief Otterbacher stated yes. Bilgen asked if the training would be available to staff and facility on campus. Chief Otterbacher stated that the Campus Police Department has attended all of the training. Chief Otterbacher stated that the library and the vet office (veterinarian) have asked for the training. Chief Otterbacher stated that the training is a life skill that should be used wherever people go.
2. Department Policy Review by CSI Company – Chief Otterbacher stated that the department has hired CSI to review all of the department policies. Cities and Villages Mutual Insurance Company (CVMIC) paid for half of the cost.
3. National Night Out (NNO) August 6, 2013 – Chief Otterbacher stated that National Night Out is a national event to partner with the community to be resistant to crime and disorder. Chief Otterbacher stated that it is always held on the same night throughout the country, which is on Tuesday night (August 6<sup>th</sup>). Chief Otterbacher stated that it has some similarities to the Safety Fair.
4. New Community Service Officer (CSO) Update – Chief Otterbacher stated that the department hired a new CSO, Justin Stuppy, who is a UW-Whitewater student.
5. Walworth County Alliance for Children Opens Tree House & Family Center - Chief Otterbacher stated that Det. Sgt. Tina Winger has been on the committee to get the family center built for 15 year. Chief Otterbacher stated that the center is for abused children and is a one-stop. Dr. Kidd asked if it will be used for Jefferson County and Chief Otterbacher stated yes, if our department is investigating they would use the family center. Dr. Kidd asked where it is located and Chief Otterbacher stated that it is Elkhorn on Hwy NN across the street from the Sheriff's Department.
6. Update on Axon On-officer Camera System – Discussed at the beginning of the Chief of Police Report.
7. Update on Whitewater Professional Police Association Union Contract - Chief Otterbacher skipped to VII. A. 8. then came back to discuss this issue. Chief Otterbacher stated that the contract was approved on Tuesday. Chief Otterbacher stated that the flexible spending was the holdup.
8. Status of K9 Unit Fundraising - Chief Otterbacher stated that \$15,792.81 has been raised, which includes donations from community members, business and UW-Whitewater organizations. Chief Otterbacher stated that Jan Bilgen has helped facilitate several donations. Chief Otterbacher stated that K9 Hair Care hosted a two day dog wash which raised \$905.00. Chief Otterbacher stated that other fund raisers are t-shirt sales, UW graduation rose sale, a 5K/10K run with silent auction, National Night Out, penny drive through the schools in the fall, and Walmart may pledge \$2,000 on top of donating bikes for NNO and a TV for the 5K/10K run. Chief Otterbacher stated that Round Lake Beach (IL) Police Department is retiring their K9 unit and has a car that may be available for purchase. Dr. Kidd asked how much of the \$45,000 is for the car and Chief Otterbacher stated about \$30,000. Bilgen mentioned that it will be much easier to raise funds for the dog.

City of Whitewater Police Commission  
Quarterly Meeting Minutes  
May 9, 2013

9. Police Day Reminder - Chief Otterbacher stated that the ceremony is May 15<sup>th</sup> at 4:30 in the afternoon with an open house before the ceremony from 12:00 pm to 3:00 pm.
- VIII. Future Commission Meeting Dates - The Police Commission is scheduled to meet on Thursday, September 5, 2013 at 6:00 pm in the Municipal Building Community Room.
- IX. Future Agenda Items – Bilgen asked the Commission members if they had any future agenda items and as there were none she mentioned that agenda items could be emailed to her before the next meeting in September.
- X. Adjournment - Adjournment to Closed Session, not to Reconvene per Wisconsin State Statute §19.85(1) (c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which governmental body has jurisdiction or exercises responsibility."

A. Items To Be Discussed: Chief of Police Evaluation and Possibility of Fire Department Personnel Under the Purview of Police and Fire Commission

On a motion by Bilgen with a second by Knopp the Commissioners unanimously voted to adjourn to closed session at 6:47 pm.

AYES: Bilgen, Knopp, Dr. Kidd

NOES:

ABSENT: Haberman, Dr. McPhail

Respectfully submitted,

Kathy Boyd  
Support Services Manager

**City of Whitewater Police Commission  
Closed Session Meeting  
Thursday, May 9, 2013**

Call to Order: Police Commission President Jan Bilgen called the closed session meeting of the Whitewater Police Commission to order at 6:50PM.

Members Present: Jan Bilgen, Dennis Knopp, and Ken Kidd

Members Absent: David Haberman, and Mark McPhail

Also Present: Police Chief Lisa Otterbacher.

The Commission discussed the Chief of Police evaluation process. In addition, the Commission discussed the possibility of overseeing the Fire Department personnel.

At \_\_\_\_\_PM Dennis Knopp made a motion to adjourn, seconded by Ken Kidd. Motion carried.

Respectfully Submitted,

Jan Bilgen, President

## **City of Whitewater Police and Fire Commission**

### **Special Session Meeting**

**Thursday, July 25, 2013**

Call to Order: Police Commission President Jan Bilgen called the special session meeting of the Whitewater Police and Fire Commission to order at 7PM.

Members present: Jan Bilgen, Dennis Knopp, David Haberman, Mark McPhail, and Ken Kidd.

The purpose of the meeting was to receive a report from Kent Greene of Emergency Services Consulting International regarding two days of meetings with those involved in the study to determine the future of the Fire and EMS departments within the city. The goal of the study is to provide guidance for the future operations of the fire and EMS departments. The initial draft is expected in three months.

At 7:35PM a motion to adjourn was made by Dennis Knopp, seconded by Mark McPhail.  
Motion carried.

Respectfully Submitted,

David Haberman, Secretary

City of Whitewater Police Commission  
Special Session Meeting Minutes  
August 29, 2013

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 – Police and Fire Commission President Jan Bilgen called the meeting to order at 6:00 pm.

Members present:

Jan Bilgen

Dennis Knopp

Dr. Mark McPhail

Dr. Ken Kidd

Members absent:

Dave Haberman

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

- II. New Business

A. Consideration of Discontinuing Chief and/or Command Staff Attendance to PFC Candidate Interviews – Knopp stated that he was the one that had requested. Knopp stated that they (interview candidates) are nervous having their boss staring at them during the interview. Knopp stated that they are more at ease talking to the Commission instead of their boss. Knopp stated that he wouldn't have a problem with Boyd attending because she is a better note taker than he is. Knopp stated that the upper echelon can stay outside and put their ear to the wall. Bilgen asked if there were other thoughts. Dr. McPhail stated that officers are expected to stay calm under any circumstances so he didn't see why this is a problem and that he was fine having the upper echelon in the room. Bilgen stated that she agreed with Dr. McPhail and that the candidates have gone through a couple other processes so she wants to make sure their answers are consistent with what they've indicated to staff during those processes. Knopp stated that this was a request from a past candidate. Dr. Kidd stated that to him it's a matter of what's the Commission's purpose. Dr. Kidd stated that if the purpose is to give an outside civilian viewpoint of the candidate separate from the command staff then it makes sense to not have the command staff be there. Dr. Kidd stated that maybe it changes the demeanor in room and colors how the Commissioners look at someone. Dr. Kidd stated that he doesn't think the command staff should be there during the deliberation. Bilgen stated there are two issues, the command staff in the room during the interview and during deliberation. Bilgen stated that if the Commission wants to make a change then there would need to be a motion and a second because every other interview that has been done since Bilgen has been associated with the Commission that has been the process. Bilgen stated if they want to change the process it would require an agreement of the Commission. Dr. Kidd stated that he would want to talk to the command staff and get their viewpoint, but be able to talk without the command staff there. Dr. Kidd stated that it is a good precedent, not that he has any problems with the current command staff, but if something was amiss with the command staff then the Commission should be able to talk. Bilgen stated if there is an issue with command staff then the Commission is not doing their job. Dr. McPhail stated that it would be a useful conversation to have outside of the process. Dr. McPhail stated that the process has been in place for an extended period of time and he would like to see it on an agenda and have an extended conversation and hear from someone who is concerned directly instead of indirectly. Dr. Kidd stated that he agreed.

City of Whitewater Police Commission  
Special Session Meeting Minutes  
August 29, 2013

Knopp stated that if the Commission could possibly bring it up at another time and he didn't expect it to happen this day, but put it up for discussion and maybe have a timeline of the first of the year. Bilgen stated it will not be on the September agenda, but the next meeting. Bilgen stated that the Commission could develop a draft procedure to review.

- III. Adjournment - Adjournment to Closed Session, to Reconvene per Wisconsin State Statute §19.85(1) (c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which governmental body has jurisdiction or exercises responsibility."
- A. Items To Be Discussed: Interviews of Sergeant Candidates - 3
- On a motion by Bilgen, with a second by Dr. McPhail, the Commissioners unanimously voted to adjourn to closed session at 6:09 pm.
- AYES: Bilgen, Knopp, Dr. McPhail Dr. Kidd  
NOES: None  
ABSENT: Haberman
- IV. Reconvene into Open Session at Approximately 8:00 pm – The Commissioners reconvened into open session at 8:00 pm.
- V. Announcement of Recommendation to Chief of Police Concerning Sergeant Candidates
- Dr. McPhail made a motion to approve and certify for promotion, Officers Elder, Weston and Reif. There was a second from Knopp. Bilgen stated that the Commission was grateful for the interest and please with the quality of the candidates. The motion was passed by unanimous voice vote.
- AYES: Bilgen, Knopp, Dr. McPhail, Dr. Kidd  
NOES:  
ABSENT: Haberman
- Bilgen stated that the Commission would turn it back to the Chief and Captain for their action.
- VII. Adjournment - On a motion by Dr. McPhail with a second by Knopp, the Commissioners voted to adjourn. The motion passed by unanimous voice vote.
- AYES: Bilgen, Knopp, Dr. McPhail, Dr. Kidd  
NOES:  
ABSENT: Haberman
- The Police and Fire Commission adjourned at 8:01 pm.

Respectfully submitted,

Kathy Boyd  
Support Services Manager

**City of Whitewater Police Commission  
Closed Session Meeting  
Thursday, August 29, 2013**

Call to Order: Police Commission President Jan Bilgen called the closed session meeting of the Whitewater Police Commission to order at 6:10 PM.

Members Present: Jan Bilgen, Dennis Knopp, Mark McPhail and Ken Kidd

Members Absent: David Haberman

Also Present: Police Chief Lisa Otterbacher and Captain Brian Uhl

The Commission interviewed three candidates for the open sergeant's position and conducted discussions concerning each candidate.

At 8:00 PM Dennis Knopp made a motion to reconvene into open session, seconded by Ken Kidd. Motion carried.

Respectfully Submitted,

Jan Bilgen, President

# City Of Whitewater

## Police & Fire Commission

### Code of Ethics

The Police and Fire Commission of the City Of Whitewater serves in the role of public servants overseeing the Whitewater Police, and Fire & Rescues Departments. We have been entrusted by the community, University and City to conduct our work in a professional, fair and impartial manner. We nurture this trust through a firm commitment to the public good, public safety, and to the ethical and professional standards described herein.

#### **Personal Integrity**

We will demonstrate in words and actions personally and in the role as commissioners, the highest standards of personal integrity, commitment, truthfulness, and fortitude in order to inspire trust among our stakeholders, and to set an example for others including employees of the departments.

Commissioners will conduct ourselves in a fair and impartial manner and recuse ourselves or personnel within the departments when significant conflict of interest arises. We will not accept gifts, gratuities or favors that could compromise our impartiality.

At all times, we will place our obligation to the community, duty to uphold the law and to the goals and objectives of the departments above our personal self-interests.

#### **Independent and Thorough Oversight**

Hear complaints, reports, and evaluations with diligence, an open and questioning minds, objectivity and a sense of fairness. Rigorously inquire to the accuracy and reliability of information from all sources. Present the facts and findings without regard to personal beliefs or concern for personal, professional or political consequences.

#### **Transparency and Confidentiality**

Conduct meetings and activities openly and transparently as required by law and ordinance. Provide explanations of our procedures and practices to as wide an audience as possible. Maintain the confidentiality of information that cannot be disclosed and protect the security of confidential records.

#### **Respectful and Unbiased Treatment**

Treat all individuals with dignity and respect, and without preference or discrimination including but not limited to protected classes: age, ethnicity, culture, race, disability, gender, religion, sexual orientation, socioeconomic status or political beliefs.

#### **Department Accreditation and Policy Review**

Support continuous improvement in the effectiveness and services provided to the City of Whitewater and its residents. Gauge our effectiveness through evaluation and analysis of the departments as well as Commission policies and procedures with public expectations and accountability in mind.

#### **Professional Excellence**

Commissioners will seek professional development to ensure their competency in serving in the roll and complete professional training annually. We will acquire the necessary knowledge and understanding of the policies, procedures, and practices of the departments we oversee.

We will keep ourselves aware of current legal, professional and social issues that affect the city of Whitewater and surrounding communities, as well as the departments we oversee.

The spirit of these ethical and professional standards guide the Commission in adapting to individual circumstances, and in promoting public trust, integrity and transparency.

City of Whitewater

**Police & Fire Commission**

Oath of Office

I, \_\_\_\_\_, having been appointed to the position of City of Whitewater Police and Fire Commissioner by the Whitewater Common Council, swear that I will support the Constitution of the United States, the Constitution of the State of Wisconsin, the Ordinances of the City of Whitewater, and adhere to the Police and Fire Commission Code of Conduct. I will fairly and impartially discharge the duties and expectations of said office to the best of my ability, so help me God.

---

Police Commissioner Signature

State of Wisconsin  
County of Walworth

Subscribed and sworn to before me this

Day of \_\_\_\_\_, 20

# Whitewater Police Department Hiring Processes

**(DRAFT)**

Shading indicates PFC Participation

Hiring Type	Process	Participation	Timeline
Clerical, Dispatch or CSO's.	Internally Coordinated. The PFC does not have oversight of positions, but should be made aware of the openings and hiring.		
Sworn Position New Hire	Formal approval by City Manager to fill vacant position. Position justification upon request of Manager.		Varies
	Once City approved notification of PFC of opening and approval to initiate search		
	Formal notification of opening sent to WILENET, college & other applicable websites	All applicants	30 days
	Standardized written test taken by applicants endorsed by Chiefs Association	All applicants	1 day
	Oral interviews with Field Training Officers (FTO) and 1 Sergeant	Top 20 applicants	2 days
	Bifurcation Assessment (non-medical assessment of candidates)	10 (or number forwarded by FTO's)	10 day turn-around time for assessment
	Interviews with Command Staff	# sent forward by FTO	1 day
	Background Investigations	Top candidates	1-2 weeks
	Command Staff preperation of Top Candidate Summary for PFC Review	Top Canidates	
	Interview before PFC and representative of Command Staff	Top Candidates who passed background	1 day
	Certification of 1 or multiple candidates by the PFC at a meeting	Candidates to be Certified	
	Letter of conditional offer	Top candidate	1 day
	Physical and psychological assessment	Top Candidate	1 week
	Chief of Police Notifies PFC and appoints from candidates that were certified by PFC		
	When Time is appropriate new position is Sworn, PFC invited to attend.		

# Whitewater Police Department Hiring Processes

**(DRAFT)**

Shading indicates PFC Participation

Hiring Type	Process	Participation	Timeline
Internal Promotion - Any Level	Formal approval by City Manager to fill vacant position. Position justification upon request of Manager.		Varies
	Once City approved notification of PFC of opening and approval to initiate search via email or in Chief's Report at PFC meeting		
	Promotional opportunity posted with position description. Applicants are required to submit letter of intent & resume	All sworn personnel that meet minimum qualifications	2-3 weeks
	Written essay responses and/or practical exercise. (position specific)	Qualified Applicants	2-3 weeks
	In-basket exercise (position specific)	Qualified Applicants	1 day (in conjunction w/ oral interview)
	External oral interview with 3-5 panelist who hold superior rank over position that is being interview for from area law enforcement agencies.	Qualified Applicants	1 day (w/in-basket)
	Internal oral interview with Command staff, PFC representative optional participation. May have supervisory rank in interview with some promotional processes	Qualified Applicants	1 day
	Command Staff preperation of Candidate Interview performance Summary/materials for PFC Review		
	Interview before PFC and representative of Command Staff	Top Candidates	1 day
	Certification of 1 or multiple candidates by the PFC at a meeting	Certified Candidates	
	Chief of Police appoints from candidates that were certified by PFC		
Notification-Resignation	Chief notifies PFC President and City Manager to seek approval to fill vacancy. City Manager facilitates an exit interview. Resignation shared at next PFC meeting.	Chief, City Manager, PFC President	As soon as practical
Notification - Suspension or Termination	Internal investigation is conducted, may or may not include Garrity notification & form completion. Employee may be placed on administrative leave (continues to receive pay during the internal investigation. Must meet requirements of Chief durring that time i.e. weekly check in,etd) but not at work unless circumstances dictates.	Impacted employee, Chief of Police and City Manager. May also include PFC and labor attorneys.	As soon as practical
	If Chief seeks immediate suspention, immediate notification of the PFC President occurs		
	If termination is sought the Chief and Capt. meet with City Manager and/or labor attorneys (city & union) to discuss contract obligations (i.e. severance,etc) .		
	If employee seeks to appeal the suspension / termination they can do so to the PFC for review and adherence to process. PFC decision is not binding and may be subject to judicial review.		
	If suspension/termination is sought in regards to the Chief, State removal process is required. Can be initiated by PFC or forwarded to PFC from City Manager.		

## City Of Whitewater Police & Fire Commission Complaint Processes

**DRAFT**

Type	Process	Participation	Timeline
Citizen Complaint Against Officer or Department	A complaint can be filed via the Department Website or in any written means or in person.	Charges can be filed by any aggrieved individual.	
	An investigation is conducted by command staff or Sergeant (depending on the severity of the complaint) and a written disposition is shared with the complainant by the Chief.	Department Staff & Complaints	
	The number of complaints is shared with the PFC annually	Chief of Police	Annually
Commissioner Complaint Against Department	If a commissioner is forwarding a complaint they received, see above.	Charges can be filed by the Chief, a PFC commissioner, or any aggrieved individual.	As soon as practical
	If the Commissioner is the complaint an investigation is conducted by command staff and a disposition is shared with the complainant.	Department Staff & Commissioner	
Complaint Against Commissioner	The same process is used for any complaint. The complaint forwarded to the Chief of Police. If the Chief of Police believes the complaint has merit and violates the intent and meaning of the Commission, the complaint is forwarded to the City Manager and the Police Commission President for review	Chief of Police, City Manager, and PFC President. May also include City attorney, PFC commissioners and/or City Council	As soon as practical
	The PFC President brings the complaint to PFC for review. If the President is the Commissioner in question the Chief works with the City Manager to secure the issue be placed on the PFC agenda.		
	After deliberation the Commissioner is cleared, sanctioned or forwarded to the City Council for Removal.		
	Outcome of the Commission review is communicated with the Complainant		
	The number of complaints is shared with the PFC annually	PFC President	Annually

## City of Whitewater Police & Fire Commission Responsibilities & Expectations

***DRAFT***

Type	Process	Participation
Commission Code of Conduct	Prior to completing the Oath of Office each PFC Commissioner will read and sign the PFC Code Of Ethics	PFC members
Commission Oath of Office	At the first scheduled meeting of the their appointment, each Commissioner will be sworn in.	PFC members & SS Manager
Commission Processes & Policy	Each PFC Commissioner will reivew the Whitewater PFC materials and sign that they understand the processes and will abide by them.	
Commission Training	Within the first year of their appointment every commissioner will complete a PFC training opportunity at the expense of the City of Whitewater. That training can be in person or web based by a repuatable organization related to municipal government.	
	The Commisioners will be supplied a PFC State of Wisconsin/LEAGUE developed handbook for their review and reference.	
	PFC members will complete any required Human Resource or related training required by the City of Whitewater for it's department heads. This will be at the expense of the City.	