



POLICE AND FIRE COMMISSION AGENDA
Thursday, May 18, 2017 at 6:30 pm
Municipal Building Community Room
312 W. Whitewater Street, Whitewater, WI 53190

- I. Call to Order, Roll Call
- II. Oath of Office
- III. Election of Commission President, Vice President & Secretary
- IV. Review of PFC Code of Conduct, Responsibilities and Expectations, Complaint Process, and Hiring Process
- V. Approval of Minutes of February 22, 2017 and March 30, 2017
- VI. 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.*
- VII. Old Business
- VIII. New Business
 - A. Outgoing PFC Chair Appreciation
 - B. Chief of Police Report
 1. Personnel Updates
- IX. Future Meeting Date
- X. Future Agenda Items
- XI. Adjournment

Anyone requiring special arrangements is asked to contact the Office of the City Clerk, 262-473-0500 or msmith@whitewater-wi.gov, at least 72 hours prior to the meeting.

May 15, 2017

- Emailed to PFC members,
- Emailed to for posting: City of Whitewater PIO, Seniors in the Park, City Clerk's Office, City of Whitewater Library
- Posted on City of Whitewater Website (www.whitewater-wi.gov)
- Emailed to Janesville Gazette, Emailed to Whitewater Banner, Emailed to Whitewater Register



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 & Rescue 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.



Police & Fire Commission
Whitewater Police Department Hiring Processes

Hiring Type	Process	Participation	General Timeline
Clerical, Dispatch or CSO's.	Internally coordinated. The PFC has no 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 City Manager.		Varies
	Once City approved, notification to 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, endorsed by Chiefs Association, taken by applicants	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	1-2 days
	Background Investigations	Top candidates	1-2 weeks
	Command Staff preparation of top candidate summary for PFC review	Top candidates	
	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 who were certified by PFC		
	When time is appropriate new officer is sworn-in, PFC invited to attend		
Internal Promotion - Any Level	Formal approval by City Manager to fill vacant position. Position justification upon request of City Manager.		Varies
	Once City approved, notification to 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 and resume.	All sworn personnel who 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 participation optional. May have supervisory rank in interview with some promotional processes.	Qualified Applicants	1 day
	Command Staff preparation 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 who were certified by PFC		



Police & Fire Commission
Whitewater Police Department Hiring Processes

Hiring Type	Process	Participation	General Timeline
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	With all deliberate speed in less than 48 hours. Email is acceptable.
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 during that time, i.e. weekly check in, etc) but not at work unless circumstances dictate.	Impacted employee, Chief of Police and City Manager. May also include PFC and labor attorneys.	With all deliberate speed in less than 48 hours. Email is acceptable.
	If Chief seeks immediate suspension, immediate notification of the PFC President occurs		
	If termination is sought the Chief and Captain 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

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). Findings are forwarded to the Chief in a written disposition who then shares with the complainant. The notification must include a notification that the disposition can be appealed to the PFC.	Department Staff & Complainants	
	The number of complaints is shared with the PFC annually	Chief of Police	Annually
Citizen Complaint Against Command Staff	If the complaint is against a member of the Command staff that is not the Chief, the investigation is conducted by the Chief. The Chief prepares a written disposition and then shares with the complainant. The notification must include a notification that the disposition can be appealed to the PFC.	Chief of Police, PFC President	
	If the complaint is against the Chief the PFC President and City Manager will be notified within 24 hours of the complaint being received. They will then contact the Department of Investigation of the State of Wisconsin or regional Sheriff's office and request that an investigation be conducted. Findings are forwarded to the PFC President and PFC. A written disposition to the complainant will be sent on behalf of the PFC and if necessary the matter will be forwarded to the Disciplinary Process outlined in the League of Wisconsin Municipalities Handbook for WI Police and Fire Commissioners Manual will be utilized.	PFC President & PFC, External Law Enforcement Agency	
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.	With all deliberate speed in less than 48 hours. Email is acceptable.
	If the Commissioner is the complainant, 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 is 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 and Fire Commission President for review.	Chief of Police, City Manager, and PFC President. May also include City attorney, PFC commissioners and/or City Council	With all deliberate speed in less than 48 hours. Email is acceptable.
	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 and they are notified of their option to appeal to the Common Council.		
	The number of complaints is shared with the PFC annually.	PFC President	Annually



Police and Fire Commission Meeting Minutes – February 22, 2017

ABSTRACT/SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL ACTIONS OF THE POLICE COMMISSION OF THE CITY OF WHITEWATER, WALWORTH AND JEFFERSON COUNTIES, WISCONSIN

Video and audio of this meeting can be viewed on the City of Whitewater web site at <http://www.whitewater-wi.gov/multimedia/police-fire-commission>

- I. Call to Order, Roll Call – Commission President Jan Bilgen called the meeting to order at 6:30pm.
Members Present: Jan Bilgen, Stephanie Goettl, Dennis Knopp, Jerry Grant, Glenn Hayes
Members Absent: None
Also Present: Chief Lisa Otterbacher and Records Technician Angela Sahr
- II. Approval of Minutes from 11/09/16 - On a motion by Hayes with a second by Grant the minutes were approved by unanimous voice vote.
AYES: Bilgen, Goettl, Knopp, Grant, Hayes
NOES: None
ABSENT: None
- III. Citizen Comments - There were no citizen comments.
- IV. Old Business
 - A. Review the Citizen Complaint process update and possible revision.
Amended complaint – On motion by Hayes and second by Grant
Discussion with Chief on complaint process
Motion by Dr. Hayes to be tabled – New draft to be completed by Bilgen
- V. New Business
 - A. Review of Recruitment Practices
Chief discussed process and time line
 - B. Review of Chief evaluation process
Draft handed out by Bilgen to be reviewed
Police Department evaluation procedure will be provided to PFC by Chief Otterbacher
 - C. Discussion of Knox Box Utilization by Police Department
Chief handed out the police department general order of Knox Box
 - D. Chief of Police Report
 1. Personnel Update
 2. K9 Replacement
 3. Update on Recent Major Crimes
 4. Overview of 2016 Citizen Complaints
- VI. Future Commission Meeting Dates - The Police Commission will meet on March 9th at 6:30 in the Municipal Building Community Room.
- VII. Future Agenda Items – Interview of candidates, Draft of Complaint Process, Department readiness for Spring Splash
- VIII. Adjournment - On a motion by Hayes with a second by Goettl, the Commissioners unanimously voted to adjourn to closed session.

AYES: Bilgen, Goettl, Knopp, Hayes, Grant

NOES: None

ABSENT: None

The Commissioners adjourned at 7:25 pm.

Respectfully submitted,

Angela Sahr

Records Technician

DRAFT



Police and Fire Commission Meeting Minutes – 03/30/2017

ABSTRACT/SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL ACTIONS OF THE POLICE COMMISSION OF THE CITY OF WHITEWATER, WALWORTH AND JEFFERSON COUNTIES, WISCONSIN

Video and audio of this meeting can be viewed on the City of Whitewater web site at <http://www.whitewater-wi.gov/multimedia/police-fire-commission>

- I. Call to Order, Roll Call – Commission President Jan Bilgen called the meeting to order at 11:27am.
Members Present: Jan Bilgen, Stephanie Goettl, Dennis Knopp, Jerry Grant
Members Absent: Glenn Hayes
Also Present: Chief Lisa Otterbacher, Records Technician Cathy Swartz

II. New Business

- A. 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.”

1. Item To Be Discussed: Interview of Patrol Officer Candidate – Shane Brandl

On a motion by Bilgen with a second by Grant, the Commissioners unanimously voted to adjourn to closed session.

AYES: Bilgen, Goettl, Knopp, Grant

NOES: None

ABSENT: Hayes

The Commissioners adjourned to closed session at 11:28 am

B. The Commission Reconvene into Open Session at 12:00 pm

- C. Announcement of Recommendation – A Motion made by Goettl “I move that we recommend certification of the patrol officer candidate to the Chief of Police”. Grant second the motion.

AYES: Bilgen, Goettl, Knopp, Grant

NOES: None

ABSENT: Hayes

- III. Future Commission Meeting Dates – Discussion on possible meeting date. Possible meeting dates could be May 9th and May 18th.

- IV. Future Agenda Items – PFC organizational details and complaint protocol finalization.

- V. Adjournment - On a motion by Goettl with a second by Knopp the Commissioners unanimously voted to adjourn to closed session.

AYES: Bilgen, Goettl, Knopp, Grant

NOES: None

ABSENT: Hayes

The Commissioners adjourned at 12:07 pm.

Respectfully submitted,

Cathy Swartz

Records Technician