



312 W. Whitewater Street
Whitewater, WI 53190
P.O. Box 178
Telephone: (262) 473-0139
Fax: (262) 473-0509
Email: cclapper@whitewater-wi.gov
Website: www.whitewater-wi.gov

**CITY OF WHITEWATER POLICE COMMISSION
POLICE CHIEF RECRUITMENT SERVICES
REQUEST FOR QUOTE**

QUOTES DUE BY APRIL 20TH, 2011

REQUEST FOR QUOTE POLICE CHIEF RECRUITMENT CONSULTANT SERVICES

SUMMARY

The Police Commission of the City of Whitewater is seeking quotes for professional assistance in implementing a comprehensive search for a Chief of Police that is compliant with all state and federal laws regarding equal opportunity in selection and hiring of employees. Quotes should include a specific list of services to be provided, costs for said services, timeline for the recruitment process, municipal references (minimum of two), and any other recommended services along with associated costs.

BACKGROUND

Home to the [University of Wisconsin-Whitewater](#) (student enrollment nearing 11,500), the City of Whitewater is a diverse and dynamic community that offers residents a wide range of cultural, educational, and recreational activities. The City operates under the City Manager form of government. As of 2010, the estimated population of the City is approximately 14,500, which includes an estimated 6,500 UW-W resident students. The members of the Whitewater Police Department frequently work in partnership with citizens as well as the university in an effort to preserve and improve the quality of life for residents of the Whitewater community.

The City has a large business park and is currently developing the Whitewater University Technology Park in collaboration with UW-Whitewater. There is considerable room for future growth within the current corporate limits of the City. In 2007, the City expanded by almost 850 acres via a series of annexations, and there is considerable opportunity for residential, commercial, and industrial development on the periphery of the City. Recent activity has focused on redevelopment projects in the downtown area as well as the aforementioned business and technology park development.

The Whitewater Police Department is a full-service, community oriented, and accredited law enforcement agency. The Department is comprised of 24 sworn officers and 14 civilians organized into three bureaus. The Department makes every effort to be innovative, professional, and responsive to the public safety concerns of our citizens.

SERVICES TO BE PROVIDED

- Market and announce the position.
- Seek out possible candidates for the position.
- Serve as the Police Commission's point-of-contact to receive the application materials from interested applicants.
- Complete the initial tracking and screening of applications and selection of the most qualified candidates (8-12 persons) as semi-finalists.
- Provide an achievement history questionnaire or similar for completion by the "most qualified" applicants.
- Complete education checks for eight of the "most qualified" applicants.



- Meet with the Police Commission to identify the 4-6 “highly qualified” semi-finalist applicants to be included as finalists in the recruitment.
- Provide the Police Commission with a proposed list of standardized written questions for approval, along with a candidate-scoring matrix.
- Assist the Commission in developing the conditional offer of employment for the candidate selected by the Commission subject to pre-employment background/medical & psychological checks.

SERVICES TO BE PROVIDED BY CITY STAFF (INTERNALLY)

- Gather community input on characteristics desired in a police chief.
- Gather department/staff input on characteristics desired in a police chief.
- Schedule finalist interviews with Police Commission/Community.
- Coordinate community involvement in the selection process.
- Coordinate a community/agency tour for finalists.
- Coordinate peer and staff reviews for finalists.

SUBMITTAL REQUIREMENTS

Submittals should include responses to each of the following items (Include other information as appropriate):

- Firm information including a brief profile, history and experience.
- A listing of current municipal government clients including the name and telephone number of the client contact (minimum of two).
- A current fee schedule for included services.

Please submit a detailed quote to HR@whitewater-wi.gov.

Hard copy materials can be mailed to

Jan Bilgen Craggs, Commission President
C/o City of Whitewater
312 Whitewater St.
Whitewater, WI 53190

In order to be considered, proposals must be received by 12:00PM, Wednesday April 20th, 2011.

