

City of Whitewater Police Commission  
Meeting Minutes  
Thursday, October 6, 2011

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 – Bilgen called the meeting to order at 6:06 pm  
MEMBERS PRESENT: Jan Bilgen, Dennis Knopp, Jim Olsen, Dave Haberman, Dr. Ken Kidd  
MEMBERS ABSENT: None  
Also present were Chief Lisa Otterbacher and Support Services Manager Kathy Boyd
- II. 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.
- III. Old Business – Bilgen asked stated that there was no old business.
- IV. New Business
  - A. Chief of Police Report
    1. Review of 2012 Police Budget – Otterbacher stated that City Manager Kevin Brunner told department managers to cut 4% out of each budget for 2012. Otterbacher said that 4% of the Police budget was \$128, 785. Otterbacher discussed the cuts and reductions. Otterbacher stated that one and a half positions were eliminated, the Community Support/Parking position, which was held by Linda McVeigh and one of two Community Service Officer positions. Otterbacher stated that due to Governor Walker’s bill the clerical staff and dispatchers would have to contribute to their retirement and health insurance and those numbers were added to the 4%. Otterbacher stated that she added the same contributions to her contract, which was reflected in the savings. Otterbacher stated there were savings from eliminating the 125 Plan (flexible spending) and the savings from the reorganization plan that Otterbacher was going to present to the Police Commission.
    2. Review of Police Department Reorganization – Otterbacher shared the current department organization chart, stating that there has been frustration for some time with too many in management and not enough on the road. Otterbacher stated that she addressed this concern, along with offering promotional and personal develop opportunities. Otterbacher shared reorganization chart (A) which reflected the sergeants switching to lieutenants. Otterbacher stated that plan A would have a captain and lieutenant and the lieutenant’s job would be shared by the sergeants who would be promoted to lieutenants. Otterbacher stated that the existing lieutenant would take a cut in pay due the duties being shared. Otterbacher stated that the sergeants would need to leave the union. Otterbacher stated that she wanted a unanimous vote from the sergeants which was not achieved. Otterbacher stated that a few sergeants weren’t comfortable with leaving the union and that

there would be a redistribution of seniority. Otterbacher stated that the current lieutenant would hold seniority. Otterbacher stated that this plan offered promotional opportunities, flattened the organization, and would increase patrol by moving one from behind a desk to the road. Otterbacher shared reorganization chart B, which increased one position into patrol, had three sergeants, with one sergeant being promoted to captain. Otterbacher stated that there was duplication with the day lieutenant and sergeant. Otterbacher stated that she wanted to eliminate one of the duplicate positions and add another officer on the road. Otterbacher stated that the sergeant can't do duties of lieutenant, but the lieutenant can do the duties of the sergeant. Otterbacher stated that plan A was a savings of \$14,389 and plan B a savings of \$16,045, which is the savings between a sergeant and patrol officer. Otterbacher stated that the captain would oversee the CSO's, detectives, communications, and dayshift lieutenant. Otterbacher stated the lieutenant would oversee the sergeants and the dayshift officers. Dr. Kidd asked who was the support services manager and Otterbacher stated that it was Mrs. Boyd. Otterbacher stated that the department wants to implement crime prevention initiatives, which would be line officers getting out in the community. Otterbacher stated that this was what she heard during the chief's process. Haberman asked if the sergeants would still be involved in complaints. Otterbacher stated that with plan B the lieutenant would not absorb the duties of a patrol officer, he would still take calls, but would not do radar. Otterbacher stated that there would be four officers and the lieutenant would supervise and manage. Otterbacher stated that she created a captain's job description, modifying the essential job duties and additional job duties. Otterbacher stated that the captain would be second in command. Otterbacher stated that the admin lieutenant, which is now the captain had a duties list that was seven pages. Otterbacher stated that the patrol lieutenant duties list was three pages because the position is dedicated to patrol functions, sergeants support patrol officers. Otterbacher stated that the captain would oversee the lieutenant, communications, detectives, and CSO's so the span of control and duties are more. Otterbacher stated that she intended to proceed with the captain's position on Friday. Otterbacher stated that she has been doing both the admin lieutenant and chief duties since March. Otterbacher stated that once the captain is up to speed that she would like to fill the hole with a patrol officer as soon as possible. Otterbacher stated that there is a savings from chief being gone which would be used to promote the captain, at pay grade L, starting at \$75,348 with one step increase to \$78,364. Otterbacher stated that the lieutenant would have the same salary with some duties going to the captain. Dr. Kidd asked if the budget savings would stretch the department and cause problems with services. Otterbacher stated the loss of CSO position effects day shift due to quality of life issues that the CSO takes care of, but because she is backfilling with a day shift patrol officer they would be taking care of those issues for more money. Otterbacher stated that the CSO can't do job of officer and this option keeps from losing a sworn position. Otterbacher stated that the university and community keep growing and sworn personnel needs to be maintained to be able to do proactive initiatives. Otterbacher stated that the CSO program is good and it is a professional development opportunity with half the CSOs now officers with the department. Haberman stated that from his experience it is about the best program that the department came up with and they have been amazingly helpful. Haberman asked how many positions they started with and are going down to? Otterbacher stated that they started with two, but have had three over the years. Otterbacher stated

that the department had a dispatcher with hearing problem and to keep that employee whole they created a part CSO and data entry parking position, which has been eliminated. Otterbacher state that the department went to two part time CSO's and then one in 2012. Otterbacher stated that initially the entire CSO program was to be eliminated, but due to savings from the 125 plan and payment of health insurance. Haberman stated that the department lost over half of the program. Otterbacher stated that it was more than half with the loss of the CSO and data entry parking position and one CSO. Bilgen asked what the pay rate was for a CSO. Otterbacher state just shy of \$11.00. Bilgen asked if the department ever approached the university concerning part of the interaction is with the university. Otterbacher stated that any funds from the university would go towards the communications center because it needs to man 24/7. Otterbacher stated that it is a good program, but she wants to keep full time that is essential. Otterbacher stated that it has to be approved by Council and Kevin. Olsen stated that the savings back to CSO. Otterbacher stated that the savings incorporated back into the budget won't get a CSO back, but will get some line item funding back and buy a radar and PBTs (personal breath test). Olsen stated that the funding could possibly get a half of a half back into the budget. Otterbacher stated that they have to pay into retirement and maybe the hours can be available to add to a CSO. Otterbacher stated that a CSO was always a limited term (2 year) employee and they didn't have to pay the benefits, but that is no more. Otterbacher stated that she will now offer the current CSO more years and make it a permanent part time job until they move on. Bilgen asked if someone would be released. Otterbacher stated yes that both the CSO's had been told. Otterbacher stated that the CSO program was to be cut last year, but the City Council gave back. Otterbacher state that she hoped more money could be found in other places to keep the positions. Olsen questioned the amount of employees at the department and Otterbacher clarified that there would still be 37 employees when they hire a new officer. After discussion it was clarified that there would be 36 employees unless the City Council approved the funding for another CSO. Bilgen asked if the only part time position is a CSO. Otterbacher stated that there is one part time dispatcher. Dr. Kidd asked who would take care of the data entry from the parking/community support position. Otterbacher stated that the dispatchers with Boyd managing. Bilgen stated that ideally they would like the City Council to find the money. Dr. Kidd asked if the Police Commission needed to make a motion to indorse plan B. Bilgen stated that he could, but that Chief Otterbacher didn't need the Police Commission's approval or endorsement, but she is at the meeting in the spirit of communication and collaboration. Dr. Kidd moved to endorse the reorganization with plan B with second by Olsen. Bilgen asked if there was any discussion on the motion and Haberman stated that he thought it was a good plan and it is worth supporting. Haberman stated that he was more comfortable with it than plan A and it makes sense.

AYES: Bilgen, Olsen, Knopp, Haberman, Dr. Kidd

NOES: None

ABSENT: None

Haberman leaves the meeting at 6:40 pm.

3. Discussion of Promotional and Hiring Processes – Otterbacher has heard discussions about more involvement with the Police Commission in the hiring process. Otterbacher stated that she wanted to discuss the flow of the process and

where the Police Commission could be a part of the process if there was interest. Otterbacher stated that due to being accredited there are more things that the department has to do that others don't. Otterbacher stated if a department is not accredited there are no checks and balances except state and federal. Otterbacher stated that she will post the promotion tomorrow, with the job description and salary. Otterbacher stated that those interested in the position will supply a letter of intent and a resume. Otterbacher stated that they will receive three questions, goals, philosophy, programs they would like to implement. Otterbacher stated there would be an outside interview with chiefs or captains around Whitewater, possibly the chief from Fort Atkinson or a captain from the sheriff's department. Otterbacher stated that they would interview, rate and score the candidates. Otterbacher stated next would be an administrative interview with Otterbacher, Boyd, Cameron Clapper, and one Police Commission member who would be able to share with the other Police Commissioners. Otterbacher stated she thought it was important for the Police Commission to have a voice in that interview. Otterbacher stated very similar would be a patrol officer hiring process and the only difference would be instead of an external process it would be field training officers for the first interview and then next to the administration with a Police Commission member. Bilgen stated that the Police Commission would still interview patrol interview and promotions, but with the addition of being included in the command staff interview for both the police officer interviews and promotion interviews. Bilgen stated she appreciated the inclusion and the Police Commission had been handcuffed with some of the questions. Bilgen stated that she would be interested in attending the promotion interview particularly with her interest in management and leadership. Bilgen stated that it also models what is done at the Common Council level. Otterbacher stated that previous Police Commissions asked for the interview questions, but different questions can be used. Bilgen stated there are some Commissioners that would like to see them changed and that some have been modified. Knopp stated that he would like to see more information on the new police officers, the application. Otterbacher stated that she can bring the original entire file for review. Olsen stated that he would be glad to serve. Otterbacher stated that the interviews are during the day, but she would let Bilgen know when someone is needed. Dr. Kidd asked if it would be the same person for each interview. Otterbacher stated that the officers take a written test and there are as many as eighteen candidates for the FTO's. Otterbacher stated that the officers are looking for different things, a good fit, back up, whether they will mesh with the department and the university. Otterbacher stated that she is looking at ethics, morals, owning mistakes. Otterbacher stated that it can be one day, four to eight interviews. Otterbacher stated then a background check is done and if they pass they come before the Police Commission, if they are approved then a conditional offer is given and a medical and psych is done. Olsen asked how many for Captain? Otterbacher possibly three and the department has gone to the outside, but that is usually when no one is interested. Otterbacher read the qualifications in the job description, requires high school diploma or equivalent, equivalent of 4 years college or BA from an accredited school in police administrative or closely related, five years responsible related experience in law enforcement, or any equivalent combination of related education and experience, that provides requisite knowledge, skills and abilities for the position, ability to perform all functions required for the classifications of patrol officer and sergeant.

- V. Future Commission Meeting Dates – The Police Commission discussed using the November meeting for the interview of the captain candidates. Otterbacher stated that she would also like to give her chiefs report. It was determined that November 3, 2011 at 6:30 pm
- VI. Future Agenda Items – Captain's promotion process
- VII. Adjournment - Olsen entertained a motion to adjourn with a second from Knopp. The motion was passed by unanimous voice vote.

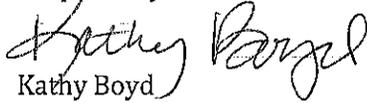
AYES: Bilgen, Knopp, Olsen, Dr. Kidd

NOES: None

ABSENT: Haberman (left at 6:40 pm)

The meeting adjourned at 6:55 pm.

Respectfully submitted



Kathy Boyd  
Support Services Manager