

City of Whitewater Police Commission  
Quarterly Meeting Minutes  
February 14, 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 - Jan Bilgen, Police Commission President, called the meeting to order at 6:00 pm.

Members present:

Jan Bilgen

Dennis Knopp

Dave Haberman

Dr. Mark McPhail

Members absent:

Jim Olsen

Also present: Chief Lisa Otterbacher and Support Services Manager Kathy Boyd

- II. Approval of Minutes of November 15, 2012 - On a motion by Dr. McPhail with a second by Knopp 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. Rules for Bicycling in the City of Whitewater – Chief Otterbacher shared the City of Whitewater Municipal ordinance and state statutes concerning riding bicycles in the City. Chief Otterbacher stated that bicycles need to be registered, which is a \$3.00 fee. Chief Otterbacher stated that bicyclists can be on sidewalks outside the downtown business district. Bilgen asked if there was any delineation of the downtown area and Chief Otterbacher stated the Triangle, Whitewater St to North St to Church St. Chief Otterbacher asked if Dr. McPhail had any other questions and he asked about helmets. Chief Otterbacher stated that there is no helmet ordinance. Boyd stated that the DOT web site has good information concerning bicycles.
- B. Discussion Concerning the Evaluation of the Chief of Police – Bilgen stated that the City Manager completed an evaluation and goal setting exercise with all department heads after he started as City Manager and he has plans to do them again in June or July. Bilgen stated that the form the City Manager used was distributed at the previous Police and Fire Commission meeting and the same form could be used by the Commission as a type of 360° evaluation and shared with the City Manager. Dr. McPhail asked Chief Otterbacher her thoughts. Chief Otterbacher stated that she is looking for help identifying if she is achieving the Commission's expectations. Chief Otterbacher stated that it is helpful to be evaluated by the City Manager due to working with him every day. Chief Otterbacher stated that it is important to get feedback if she is not performing to the level that is needed. Chief Otterbacher stated that evaluations can be good and are mandated in the Police

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Department. Bilgen stated that perhaps the form could be sent out before the May meeting and then have a closed session and forward the information to the City Manager. Bilgen stated that it was one way to do it, but it would be whatever the Commission wanted to do. Dr. McPhail asked if they would use the same form and Bilgen stated that the form was just distributed as a starting point, but asked for suggestions. Dr. McPhail stated he thought of the form in terms of the Police Department mission and community policing and asked if previous evaluations addressed these issues. Chief Otterbacher stated no, that it was strengths, weaknesses and personal goal setting. Chief Otterbacher stated that the Department goals are set in the management plan and budget. Bilgen asked the Commission for input and Dr. McPhail stated that it would be useful to see the existing evaluation and then discuss how to offer suggestions or feedback. Bilgen stated that this would be a task in May.

V. New Business

A. Chief of Police Report

1. Completed Department Personnel Evaluations – Chief Otterbacher stated that the evaluations were completed and none were contested. She said that the supervisors did a good job highlighting strengths and areas of improvement.
2. 2012 Department Accomplishments - Chief Otterbacher stated that the 2012 accomplishments were added to the management plan. Chief Otterbacher stated that she would discuss the accomplishment at the end.
3. 2014 Citizen Academy - Chief Otterbacher stated that it had been a while since the last academy, which is important for the Department to have a community connection. Chief Otterbacher stated that because there will be a K9 fundraising initiative in 2013, the decision has been made to move the citizen academy to 2014 with modifications to the format. Chief Otterbacher stated that it will be more hands-on, decreased from ten weeks to six weeks, more engaging, and less labor intensive for department employees.
4. Responses to Active Crisis Training Development - Chief Otterbacher stated that the department is partnering with the schools and other local law enforcement agencies to develop training for all school personnel. Chief Otterbacher stated that there was a meeting to roll out the plan and train cognitively and then in fall there will be more comprehensive training. Chief Otterbacher stated that the Department has been contacted by the library and businesses for training too.
5. Wisconsin Justice Information Sharing Gateway Project (WIJIS) – Chief Otterbacher stated that Chief Kiederlen of UWPD obtained a grant for both departments to be able to connect each Departments records management system (RMS) with the state. Chief Otterbacher stated that there are already 150 agencies currently connected along with DA records, and in the long term corrections records will be included. Chief Otterbacher stated that the Department’s juvenile, sexual assaults and open investigations will not be available for viewing.
6. Axon On-Officer Cameras Update - Chief Otterbacher stated that the cost came down and funds were found for the purchase of the cameras. Chief Otterbacher stated that the Department can now store the data in-house. Chief Otterbacher stated that the Department is beta testing the Axon software. Bilgen asked if there was off-site backup. Chief Otterbacher stated that Tim (Nobling, Chief Information Officer) handles the backups. Haberman asked how many cameras and Chief Otterbacher stated that there are ten. Haberman asked if the officers are required to wear them and Chief Otterbacher

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stated yes. Haberman asked if the juvenile officer and detectives would wear them and Chief Otterbacher stated that just the road officers would wear them.

7. WPPA Union Contract Status - Chief Otterbacher stated that the contract is still in limbo, with the 125 plan (flexible spending) as the sticking point. Chief Otterbacher stated that the two labor attorneys have the contract.
8. K9 Committee Update - Chief Otterbacher stated that there are approximately 18 people on the K9 committee. Chief Otterbacher stated that letters were sent to local businesses and about \$5,000 was raised. Chief Otterbacher stated that some other fundraising options are a 5K run in June, t-shirt sales, chili cook-off at Freeze Fest. Haberman asked how much is needed up front and how much would be needed to be raised or funded. Chief Otterbacher stated \$45,000 for the dog, the car and training. Chief Otterbacher stated that there is a vendor willing to supply the food and a veterinarian offered their services. Chief Otterbacher stated other costs can be overtime, but the goal would be to implement something similar to Cedarburg, with modifying shift hours to 7.75 with remaining .5 hour for training on shift. Chief Otterbacher stated that Cedarburg is a small community with the same type of dog and they have had success. Haberman asked what type of breed and Chief Otterbacher stated a Lab, primarily drug sniffing. Knopp asked what the lifespan is and Chief Otterbacher stated eight to ten years. Chief Otterbacher stated that the more disciplines the dog is divided into, cadaver and chasing, the less effective they are.

Chief Otterbacher stated that she wanted to highlight the 2012 accomplishments from the management plan. Chief Otterbacher stated one of the goals was crime prevention initiatives and the Department had the hands-on Safety Experience, surveys of businesses in the industrial park, tavern staff (bouncers and bartenders) training, implementation of the drug drop box, the Step Program, dedicated traffic enforcement in conjunction with the Walworth County Sheriff's Department, a number of underage proactive alcohol programs and increased drug enforcement with UW-Whitewater Police Services, completed all data collection for strategic plan, which will be combined with the City's plan in 2013, revised the mission and values statement, reaccredited in July 17, 2012, narrowbanding of radios completed in December, technology enhancements with the purchase of an electronic fingerprinting machine, enhanced bike patrol initiative with five more officers bike certified and nine sworn officers remaining to be trained, and all shift goals were completed. Chief Otterbacher stated that for 2013 there will be a comprehensive review of the report writing system, implementation of at least two crime prevention initiatives, completion of the strategic plan, continued training of officers for bike deployment, evaluation of at least two position descriptions, seek to become a paperless organization, with the accreditation process becoming electronic along with personal files, feasibility studies for K9, Axon cameras (already completed) and a staff study of the communications center in March, increased drug enforcement using the patrol officers by creating a drug enforcement team, and team goals.

- VI. Future Commission Meeting Dates - The Police Commission will meet on Thursday, May 9, 2013 at 6:00 pm in the Municipal Building Community Room.
- VII. Future Agenda Items – Bilgen asked if there were any items for the next meeting. Bilgen stated that the closed session concerning Chief of Police evaluation will be included and that the Common Council will be meeting on Thursday to discuss the possibility of the addition of the fire

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department to the Police and Fire Commission. Bilgen stated that if anything comes out of the meeting she will add it to the agenda.

- VIII. 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."*

Items to Be Discussed: Patrol Officer, Detective and Sergeant Positions

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

AYES: Bilgen, Knopp, Haberman, Dr. McPhail

NOES: None

ABSENT: Olsen

The Commissioners adjourned to closed session at 6:34 pm.

Respectfully submitted,



Kathy Boyd

Support Services Manager

**City of Whitewater Police Commission**  
**Closed Session Meeting**  
**Thursday, February 14, 2013**

Call to Order: Police Commission President Jan Bilgen called the closed session meeting of the Whitewater Police Commission to order at 6:33PM.

Members Present: Jan Bilgen, Dennis Knopp, David Haberman, and Mark McPhail.

Also Present: Police Chief Lisa Otterbacher.

The purpose of the meeting was to receive a report from Chief Otterbacher regarding promotions within the department.

Regarding the Detective promotion process, Dan Meyer and Adam Vander Steeg have been promoted to detective. A discussion was held regarding the process. It was determined that these promotions have not been brought before the commission in the past and the process would continue to be handled by the Chief in the future.

Regarding the Sergeant promotion process. Two candidates applied but one withdrew. The process continued with the one candidate. Chief Otterbacher decided that no promotion would take place at this time and the position would remain open for a year, until the current eligibility list expires in September 2013.

Regarding the Patrol Officer hiring process. Derrick Schleis has been promoted from CSO to Patrol Officer. It was noted that over the course of the Community Service Officer program, 7 CSOs have been promoted to patrol officer.

At 7:04PM Mark McPhail made a motion to adjourn, seconded by Dennis Knopp. Motion carried.

Respectfully Submitted,

David Haberman, Secretary