

# **Police Commission**

## *Meeting Minutes*

Village of Cross Plains  
2417 Brewery Road, PO Box 97  
Cross Plains, WI 53528  
(608) 798-3241

Monday, January 18, 2016

7:00 pm

I. Call to Order, Roll Call, and Pledge of Allegiance

Commission Vice-President Parrish called the meeting to order at 7:00 pm.

Present: Dick Greffin, Dan Layton, Ed Pelowsky, and Commission Vice-President Darrell Parrish.

Not-Present: Commission President Paul Bartleson.

II. Public Comment – None.

III. General Business

**1. Discussion and action to approve the minutes of the regular meeting held November 2, 2015** – Following discussion, a motion was made by Layton, seconded by Pelowsky, and unanimously carried by the Police Commission to approve the minutes of the regular meeting held November 2, 2015.

**2. Discussion and action as follows and necessary regarding the Appointment of a Lieutenant/Detective:**

*a. Rules and policies governing recruitment, screening, testing, and selection of applicants* – The Police Commission reviewed the current policy and no revisions were requested. No action taken on this item.

*b. Policies governing affirmative action in recruitment and hiring* – The Police Commission reviewed the current policy and no revisions were requested. No action taken on this item.

*c. Approval given by Village Board to fill vacancy* – The Police Chief noted that the Village Board authorized filling the vacancy at its December 14, 2015 meeting. No action was taken on this item.

*d. Position description reviewed and updated by Department with emphasis on job-related factors that will influence the testing and selection process –* Following discussion, a motion was made by Greffin, seconded by Pelowsky, and unanimously carried by the Police Commission to accept the Position Description for the Lieutenant/Detective position as presented by the Department.

*e. Determinations made concerning the following:*

*i. Tests to be used and minimum qualifying scores or percentiles needed to attain eligibility –* Following discussion, a motion was made by Layton, seconded by Greffin, and unanimously approved by the Police Commission to set the testing and minimum qualifying scores for eligibility as follows:

- Physical Aptitude – Waived.
- Written Examination – Waived.
- Oral Interviews – Questions and scoring for oral interviews will be prepared by the Department for consideration by the Commission at a future meeting. The 2 highest interviews shall serve as the minimum qualifying score.
- Background Investigation – All candidates meeting the minimum qualifying score following Oral Interviews shall have a background investigation conducted by the Department.

*ii. Special job-related qualifications or requirements applicants will be expected to satisfy –* Following discussion, a motion was made by Layton, seconded by Greffin, and unanimously carried by the Police Commission to accept the qualifications and requirements for the Lieutenant/Detective position as listed in the Job Description.

*iii. Geographic area in which recruitment will be conducted –* Following discussion, a motion was made by Layton, seconded by Greffin, and unanimously carried by the Police Commission to set the geographic area as the State of Wisconsin utilizing WILENET, Wisconsin Police Chief's Association website, the Village of Cross Plains website, and the League of Wisconsin Municipalities.

*iv. Responsibility for receiving and safeguarding applicant files –* Following discussion, a motion was made by Layton, seconded by Greffin, and unanimously carried by the Police Commission to designate the Police Chief with the responsibility for receiving and safeguarding applicant files.

*v. Responsibility for screening applications* – Following discussion, a motion was made by Layton, seconded by Greffin, and unanimously carried by the Police Commission to utilize the Police Chief, a sworn officer in a leadership role from an outside agency, and two (2) members of the Police Commission to screen applications.

*f. Timetable governing recruitment, testing, and selection* – Following discussion, a motion was made by Layton, seconded by Pelowsky, and unanimously carried by the Police Commission to set the time table as follows:

- Recruitment – 4-6 weeks to advertise job announcement followed by 2-3 weeks to screen applications.
- Testing – 4-6 weeks for all tests to be administered followed by 2-3 weeks to review returned results.
- Selection – 4-6 weeks to complete selection followed by 2-3 weeks for medical testing.

*g. Job announcement* – Following discussion, a motion was made by Layton, seconded by Pelowsky, and unanimously carried by the Police Commission to adopt the job announcement as presented.

**3. Schedule Next Meeting Date** – The next meeting date was set for February 15, 2016 at 7:00 pm.

#### IV. Adjournment

A motion was made by Pelowsky, seconded by Greffin, and unanimously carried by the Police Commission to adjourn the meeting at 7:41 pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,

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Thomas J. Janssen  
Chief of Police