

Police Commission
Meeting Notice and Agenda

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

- II. Public Comment – This is an opportunity for anyone to address the commission on any issue NOT on the current agenda. Please observe the time limit of 3 minutes. While the commission encourages input from residents, it may not discuss or act on any issue that is not duly noticed on the agenda.

- III. General Business
 1. Discussion and action 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.

 - b. Policies governing affirmative action in recruitment and hiring.

 - c. Approval given by Village Board to fill vacancy.

 - d. Position description reviewed and updated by Department with emphasis on job-related factors that will influence the testing and selection process.

e. Determinations made concerning the following:

i. Tests to be used and minimum qualifying scores or percentiles needed to attain eligibility.

ii. Special job-related qualifications or requirements applicants will be expected to satisfy.

iii. Geographic area in which recruitment will be conducted.

iv. Responsibility for receiving and safeguarding applicant files.

v. Responsibility for screening applications.

f. Timetable governing recruitment, testing, and selection.

g. Job announcement.

3. Schedule Next Meeting Date

IV. Adjournment

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the Village Hall at (608) 798-3241 or matt@cross-plains.wi.us.

Police Commission

Meeting Minutes

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

Monday, November 2, 2015

7:00 pm

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

Commission President Bartleson called the meeting to order at 7:00 pm.

Present: Dick Greffin, Dan Layton, Ed Pelowsky, and Commission President Paul Bartleson.

Not-Present: Commission Vice-President Darrell Parrish.

II. Public Comment – None.

III. General Business

1. Discussion and action to approve the minutes of the regular meeting held August 31, 2015 –

Following discussion, a motion was made by Greffin, seconded by Pelowsky, and unanimously carried by the Police Commission to approve the minutes of the regular meeting held August 31, 2015.

2. Police Officer Selection by Police Chief from Eligibility List and Submission of that Nomination to the Police Commission for approval –

The Police Chief stated that he has selected Benjamin Miller of Kellogg, Idaho from the Eligibility List for the position of Police Officer, and he recommends approval of the appointment from the Police Commission.

3. Discussion and action to approve or disapprove the Police Chief's Selection –

Following discussion, a motion was made by Layton, seconded by Greffin, and unanimously carried by the Police Commission to approve the Police Chief's Selection of Benjamin Miller for the position of Police Officer and to direct the Police Chief to extend the conditional offer of employment.

IV. Adjournment

A motion was made by Greffin, seconded by Pelowsky, and unanimously carried by the Police Commission to adjourn the meeting at 7:12 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,

Matthew G. Schuenke, Village Administrator/Clerk-Treasurer

Police Commission Agenda items:

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 policy enclosed within your packet was approved by the Police Commission at its June 8, 2015 meeting for use going forward for all recruitments. The document was prepared specifically for the Commission using Village Ordinances, the Employee Manual, the Labor Agreement, and the Commission Manual. It has been reviewed by the Village's labor attorney for compliance with relevant State and Federal laws. No action is needed on this policy unless revisions are desired by the Commission.

Recruitment, Screening, Testing, and Selection Policy 2015-01

The Village of Cross Plains through its Police Commission has a statutory obligation to adopt Rules and Policies governing recruitment, screening, testing, and selection for applicants of sworn officer positions within the Police Department (Wis. Stat. § 62.13(4)(c)). This policy, subject to approval by the Police Commission in its sole discretion, shall document each of the required elements as follows:

1. Recruitment

- A. The Job Announcement to publicize vacancies and to provide candidates for a vacant position shall be prepared by the Police Chief subject to approval by the Police Commission.
- B. The Job Announcement may be advertised in the following formats including but not limited to posting at the Village Hall, Village website, local newspaper, and/or other appropriate media as is necessary to secure a large and diverse qualified group of applicants.
- C. Job announcements shall include the job title or classification, pay rate or range, essential functions as set forth in the job description, minimum qualifications, where to apply and the application deadline. Recruitment advertising shall indicate the Village is an Equal Opportunity/Affirmative Action Employer. Where job posting is required by labor agreements, job openings shall be posted in designated places for positions represented by labor agreements.

2. Screening

- A. Screening Panel – The Commission shall determine the panel responsible to screen applications.
- B. General Parameters – Applications will be screened for the following and may not be considered for advancing the hiring process if any of the following are not met:
 - (1) Application must be signed in the appropriate place.
 - (2) Application must be dated (date must be after the opening of the recruitment and before the closing of the recruitment).

- (3) Applications must be typed or hand written, in ink, and legible.
 - (4) Applications must be on State of Wisconsin DJ-LE-330 form.
 - (5) Resume must accompany the application.
 - (6) Applications that are late, emailed, or faxed will not be considered.
 - (7) Applications must have complete addresses, including zip codes, where applicable.
 - (8) All questions that are applicable must be answered. If not applicable, applicant must indicate by N/A.
 - (9) Questions must be answered in the space provided. If extra space was needed, attached sheets must be of the same size as application, and the number of the corresponding question must be provided.
 - (10) Employment history must be in chronological order, including all full-time, part-time, limited term employment, and also times of unemployment. It must also include a written explanation for any gaps of employment.
 - (11) Applicant must have three (3) references, not relatives or present employers, and all references must include complete contact information (full address, city, state, and zip code as well as phone number including area code).
 - (12) Applicants must have a minimum of 60 college credit in law enforcement or related field.
 - (13) Applicants must be eligible for State of Wisconsin Law Enforcement Certification.
- C. Rejection of Applications – An applicant may be rejected from further consideration for reasons including, but not limited to, the following:
- (1) Does not possess the minimum qualifications for the position applied for.
 - (2) Has established an unsatisfactory employment record as evidenced by her/his completed application and reference checks of such nature to demonstrate job-related unsuitability of employment.

- (3) Has made a false statement of any material fact, or practiced deception or omission in her/his application.
- (4) Does not reply to mail inquiry within ten (10) calendar days or does not return a telephone inquiry within two (2) working days.
- (5) Does not properly complete the application.

3. Testing

A. Applicants shall be notified of their successful completion of the screening process and are now Candidates for the position subject to additional examination. Testing will be conducted as follows:

- (1) Candidates will be scheduled for a physical aptitude and written examination as determined by the Commission. The examination will be administered by the Department and the results reviewed by the Commission. Candidates failing to meet minimum standards (score or percentile ranking) will be notified of their disqualification.
- (2) Candidates will be scheduled for oral interviews. The oral interviews will be administered and results reviewed jointly by the Commission and Police Chief. Candidates failing to meet minimum standards (score or percentile ranking) will be notified of their disqualification.
- (3) A background investigation will be conducted on remaining qualified Candidates. The investigation shall be conducted by the Department as appropriate. Candidates will be disqualified following a background investigation resulting in offenses including but not limited to felonies, domestic violence, sex offenses, and moral turpitude.

4. Selection

- A. The list of Candidates, found to be fully qualified and eligible for appointment following the completion of all testing shall be provided to the Commission by the Department for consideration and approval.
- B. The Police Chief shall select one or more names, as applicable, from the list of eligible candidates as a recommendation to the Commission for appointment.

C. The Commission shall approve or disapprove the Police Chief’s selection. The following shall apply depending on the action taken by the Commission on the Police Chief’s Selection:

(1) Approve

- i. A formal offer of appointment will be prepared by the Department and tendered by the Commission following approval.
- ii. The formal offer of appointment will include a Probationary Period as defined in the Collective Bargaining Agreement and/or Employee Manual, as applicable.
- iii. The formal offer of appointment is contingent upon completion of a medical examination. A medical examination is further defined to included but not limited to a physical, psychological profile, and drug screening.
- iv. Following the reporting to the Commission of the accepted formal offer and successful completion of a medical examination, the appointment shall be announced.

(2) Disapprove

- i. Restart selection process as subsection B of this section of the policy without the name(s) previously considered by the Commission.

D. Candidates considered but not selected for appointment shall be notified of the recruitment status. The Eligibility List containing the names of eligible and qualified candidates shall be maintained for a period of one (1) year to be used in the filling of future vacancies as applicable.

This Recruitment, Screening, Testing, and Selection Policy #2015-01 will take effect immediately upon adoption by the Police Commission for the Village of Cross Plains.

Dated this 8th day of June, 2015.

Village of Cross Plains:

Attest:

By: _____
Paul Bartleson
Commission President

By: _____
Matthew G. Schuenke
Commission Secretary

Police Commission Agenda items:

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

b. Policies governing affirmative action in recruitment and hiring – The policy enclosed within your packet was approved by the Police Commission at its June 8, 2015 meeting for use going forward for all recruitments. It has been reviewed by the Village's labor attorney for compliance with relevant State and Federal laws. No action is needed on this policy unless revisions are desired by the Commission.

Equal Opportunity/Affirmative Action Policy 2015-02

Equal Opportunity

It shall be the policy of the Village of Cross Plain’s Police Commission to provide equal opportunity in employment regardless of age, race, creed, religion, color, handicap, marital status, sex, national origin, ancestry, sexual preference, political affiliation (unless such discrimination is required by law), physical appearance, arrest record or conviction record. All employees shall be treated equally with respect to compensation, training, layoff, and recall as well as opportunities for advancement, including upgrading, promotion, and transfer, and selections of apprenticeship insofar as it is within the Commission’s control.

Affirmative Action

To further the Commission’s Equal Opportunity policy, the Commission will take affirmative action to achieve a workforce balance which will reflect the representation of women, minorities, and individuals with disabilities in the labor market.

Equal Opportunity/Affirmative Action Policy #2015-02 will take effect immediately upon adoption by the Police Commission for the Village of Cross Plains.

Dated this 8th day of June, 2015.

Village of Cross Plains:

Attest:

By: _____

By: _____

Paul Bartleson
Commission President

Matthew G. Schuenke
Commission Secretary

Police Commission Agenda items:

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

c. Approval given by Village Board to fill vacancy – This action was completed by the Village Board at their December 14, 2015 meeting. The minutes from the meeting are enclosed within your packet for reference. This position is not included within an existing collective bargaining agreement and the Village Board will need to set a salary range for the position. They will do so at their January 25, 2016 meeting prior to advertisement of the position. There is no action needed on this item.

Village Board

Regular Meeting Minutes

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

Monday, December 14, 2015

7:00 pm

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

President Andreoni called the regular Village Board meeting to order at 7:00 pm.

Present: Trustees Judy Ketelboeter, Jay Lengfeld, Lee Sorensen, Clifford Zander, and President Pat Andreoni.

Not-Present: Trustees William Brosius and Steve Schunk.

II. Public Comment

1. James Garfoot of 9234 Jim Garfoot Circle in the Town of Cross Plains commented that he owns property adjacent to Baer Park on Military Road that he would like to be considered for annexation into the Village.

III. Consent Agenda – A motion was made by Trustee Sorensen, seconded by Trustee Ketelboeter, and unanimously carried by the Village Board to adopt the consent agendas as follows:

1. Minutes of regular meeting held on November 23, 2015.

2. Total Disbursements from December 1, 2015 through December 9, 2015 in the amount of \$170,667.69 broken down as follows:

- | | |
|------------------------------------|-----------------------------------|
| • 110 – General Fund: \$55,289.86 | • 150 – Debt Service Fund: \$0.00 |
| • 120 – Capital Fund: \$16,382.04 | • 310 – TID Fund: \$261.95 |
| • 130 – Library Fund: \$3,317.01 | • 660 – Water Fund: \$6,871.00 |
| • 140 – Parks/Rec Fund: \$2,524.60 | • 670 – Sewer Fund: \$86,021.23 |

3. Approval of an Operator's (Bartender's) License for Lorie, L. Kippel, Christopher J. Smith, Jeremy M. South, and Robert L. Wunnicke.

4. Approval of a Chicken License for Jeff Demets located at 3072 Niesen St.

5. Appointment of Poll Workers for the 2016-2017 Election Cycle.

6. Approval of a Certified Survey Map request for Kimberly Maahs located at 1807 Main Street as recommended by the Plan Commission.

IV. Report of Village Officers

1. Village President

- Thanked the Village Board and Staff for their work in 2015 as it was particularly busy with the Highway Project and other activities throughout the year.

2. Village Administrator/Clerk-Treasurer

- Stated that candidates have begun to circulate nomination papers as of December 1st for the April 5, 2016 Spring Local Election. Papers need to be turned in by 5:00 pm on Tuesday, January 5, 2016. Contact Village Clerk for more details.
- Stated that Property Tax Bills were mailed out on Friday, December 11th and the collection process will run through the end of January.

3. Miscellaneous Trustee Reports

- Trustee Sorensen also thanked the Village Board and Staff for their work in 2015.

V. General Business

1. Discussion and action regarding the Zander Park Trail Design proposal from Strand Associates, Inc. – Following discussion, a motion was made by Trustee Ketelboeter, seconded by Trustee Sorensen, and unanimously carried by the Village Board to approve the Zander Park Trail Design proposal from Strand Associates, Inc. in the amount of \$115,000.

2. Discussion and action regarding Resolution #19-2015 to petition the Office of the Commissioner of Railroads for a new pedestrian rail crossing as part of the Zander Park Trail – Following discussion, a motion was made by Trustee Sorensen, seconded by Trustee Zander, and unanimously carried by the Village Board to approve Resolution #19-2015 to petition the Office of the Commissioner of Railroads for a new pedestrian rail crossing as part of the Zander Park Trail.

3. Discussion and action to approve the filling of a Lieutenant/Detective position vacancy within the Police Department – Following discussion, a motion was made by Trustee Ketelboeter, seconded by Trustee Lengfeld, and unanimously carried by the Village Board to approve the filling of a Lieutenant/Detective position vacancy within the Police Department.

4. Discussion and action regarding the creation of Policy #3.02(1)(G) (Sick Leave Sharing/Donation) with the Cross Plains Employee Manual – Following discussion, a motion was made by Trustee Ketelboeter, seconded by Trustee Lengfeld, and unanimously carried by the Village Board to approve the creation of Policy #3.02(1)(G) (Sick Leave Sharing/Donation) within the Cross Plains Employee Manual.

VI. Committee/Commission Recommendations

1. US Highway 14 (Main Street) Streetscape Workgroup

a. Discussion and action regarding award of contract for the revised US Highway 14 (Main Street) Signage Implementation – Following discussion, a motion was made by Trustee Lengfeld, seconded by Trustee Sorensen, and unanimously carried by the Village Board the bid for the revised US Highway 14 (Main Street) Signage Implementation be awarded to the La Crosse Sign Company in the amount of \$42,297.

VII. Closed Session

1. The Village Board will meet in Closed Session pursuant to the following – A motion was made by Trustee Sorensen, seconded by Trustee Zander, for the Village Board to meet in Closed Session at 7:43 pm pursuant to the following subsections:

a. 19.85(1)(c) of Wisconsin Statutes to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically regarding the 2015 Performance Evaluation of the Village Administrator/Clerk-Treasurer.

b. 19.85(1)(c) of Wisconsin Statutes to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically regarding the 2016 Merit Pay Plan for Village Employees.

c. 19.85(1)(e) of Wisconsin Statutes to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically regarding the acquisition of property at 2504 Military Road (Buechner Farm) to be annexed and developed as a public/private partnership.

d. 19.85(1)(e) of Wisconsin Statutes to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically regarding the mixed-use development of 1904 and 2039 Main Street through the use of Tax Increment Financing.

A roll call vote is required. Yes – Trustees Ketelboeter, Lengfeld, Sorensen, Zander, and President Andreoni. No – None. Motion carried 5 – 0.

2. Reconvene into Open Session – A motion was made by Trustee Ketelboeter, seconded by Trustee Zander, and carried unanimously by the Village Board to return to Open Session at 8:53 pm.

3. Discussion and action regarding the 2016 Merit Pay Plan for Village Employees – A motion was made by Trustee Zander, seconded by Trustee Sorensen, and unanimously carried by the Village Board to approve the 2016 Merit Pay Plan for Village Employees.

4. Discussion and action regarding an offer to purchase a portion of the property located at 2504 Military Road (Buechner Farm) – No action was taken on this item.

VIII. Adjournment

A motion was made by Trustee Ketelboeter, seconded by Trustee Zander, and unanimously carried by the Village Board to adjourn the meeting at 8:54 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,



Matthew G. Schuenke
Village Administrator/Clerk-Treasurer

Police Commission Agenda items:

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

d. Position description reviewed and updated by Department with emphasis on job-related factors that will influence the testing and selection process – Please see attached the current Position Description for a Lieutenant/Detective. This is included within the Department's Policy and Procedure Manual. This provided for reference and does not require action.

A. Lieutenant/Detective

1. Nature of work

- 1) This position is one of highly responsible police managerial and supervisory work. Position occupant is responsible for supervision of personnel as a first line supervisor.
- 2) The position occupant is expected to exercise a high degree of initiative and independent judgment; guided by Cross Plains Police Department policies and procedures.
- 3) The position occupant assumes command of the police department at such time as when the Chief of Police may be on vacation, ill, absent from the Village for any reason, or otherwise unable to fulfill the duties of that office. While serving in such a capacity, the Lieutenant of Police will be expected to follow the department policies and procedures as established by the Chief of Police.
- 4) The position occupant works directly for the Chief of Police.

2. Work Conditions

- 1) This position may be exposed to extended working hours.
- 2) The position will normally be scheduled to work second shift, but the position occupant will be expected to work during other shifts as necessary for investigative operations.
- 3) Due to the nature of the position, this person is on an on-call status twenty-four (24) hours per day, seven (7) days per week. The normal work week shall be a six (6) days on duty followed by three (3) days off.
- 4) Due to the nature of this position, this person is expected to maintain an open line of communication with all department staff as necessary, but shall also respect confidentiality issues that occur as a result of investigative duties.
- 5) Due to the nature of the position, this person is expected to establish and maintain a good rapport with other agencies outside of the Cross Plains Police Department to include, but not limited to; police agencies, prosecutors, school officials, and social service agencies.
- 6) The position requires that the individual attend seminars, workshops, and other in-service training programs as necessary to maintain a level of knowledge and skills required for the position.
- 7) The position is salaried and the individual is not eligible for overtime payments common to represented department personnel. The individual is eligible for other employee benefits as are afforded other Village Department Heads, including but not limited to health insurance plans, life insurance policies, clothing allowance, sick leave and bereavement leave, vacation and holidays.

3. Job Requirements/Selection/Appointment. The selection criterion for the Lieutenant of Police is established by the Police Commission whenever a vacancy

occurs in this position. The most recent minimum requirements to apply for this position include:

- 1) A minimum of five (7) years of employment experience in a sworn capacity with a Federal, State, or Local law enforcement agency.
 - 2) A Minimum of a four (2) year Associates Degree in Criminal Justice or Police Science.
4. Job Retention
- 1) Dependent upon adequate demonstration of the ability to satisfy job assignments, abilities, skills, and knowledge.
 - 2) Maintenance of specified job requirements.
5. Job Description
- 1) Responsible for planning, organizing, and directing investigations of the police department.
 - 2) Responsible for taking command of field personnel and controlling direction of resources at major crimes, accidents, fires, and disasters unless directed by the Chief of Police.
 - 3) Responsible for identifying and analyzing crime trends within the Village of Cross Plains and for the development of appropriate action plans to be implemented to reverse or combat those trends.
 - 4) Responsible for monitoring traffic enforcement activities to insure that they are in compliance with applicable department policies and procedures.
 - 5) Responsible for setting an example of conduct, which establishes a high professional and ethical standard for all subordinate personnel and to the community.
 - 6) Shall represent the Chief of Police at meetings at the various local governmental bodies, as necessary, and provide information and input as may be required.
 - 7) Responsible for maintaining comprehensive information exchange with the Chief of Police.
 - 8) Responsible for submitting reports to the Chief of Police identifying budgetary needs for department operations, assisting in the development and preparation of the annual budget.
 - 9) Responsible for identifying training needs necessary for personnel to meet departmental objectives and forward that information to the Chief of Police.
 - 10) Responsible for the maintenance of files identifying all training courses, seminars, and schools attended by department personnel.
 - 11) Shall receive citizen complaints against officers and forward the information to the Chief of Police. Shall conduct internal investigations into allegations of improper police conduct as directed by the Chief of Police.

- 12) Shall be responsible for maintaining liaison with law enforcement agencies which include, but not limited to Wisconsin Dept. of Justice (WIDJ), Division of Criminal Investigation (DCI), U.S. Secret Service, Federal Bureau of Investigation (FBI), National Center for Missing & Exploited Children (NCMEC), National White Collar Crime Center (NW3C), Lost Child Alert Technology Resource (LOCATER), Dane County Sheriff's Office (DCSO), and surrounding Law Enforcement Agencies.
- 13) Responsible for overseeing or preparation of Affidavits, Subpoena's, Preservation Letters, and/or execution of Search Warrants.
- 14) Responsible for ensuring department personnel are in compliance with department policy for digitally recording all juvenile and adult suspects.
- 15) Responsible for preparation and conducting photo array's when needed.
- 16) Responsible to coordinate and assist with collection, preservation, recording of evidence and knowledgeable of best practices of evidence preservation.
- 17) Shall thoroughly prepare cases and participate in the presentation for judicial disposition in a manner that enhances the opportunity for prosecution and conviction.
- 18) Shall check business establishments periodically but without resorting to predictable routines and check residential properties in the same manner when requested by citizens.
- 19) Shall respond to calls for police services as assigned by the Dane County Communications Center.
- 20) Shall respond to criminal violation calls, secure scenes to protect evidence, call for assistance as needed, interview complainants and witnesses, takes photographs and collects appropriate evidence.
- 21) Shall make arrests, search suspects for evidence, and advise suspects of rights, seize controlled substance and stolen property, transport suspects to the police department or county jail, interrogate suspects, and deposit evidence in department property room.
- 22) Shall prepare and submit incident, accident, and criminal traffic and arrest reports in a timely manner.
- 23) Shall give general assistance to the public.
- 24) Shall be assigned as the department representative for the Wisconsin Department of Justice and act as the TIME Agency Coordinator (TAC) and assign department personnel training via the Training Resources Available on the Internet (TRAIN).
- 25) Responsible for informing crime victims of agencies that can assist them, and provide them with victim rights notification material.
- 26) Responsible for conducting crime scene searches, alone or in conjunction with evidence technicians, from within the department or other agencies.
- 27) Responsible for canvassing areas to gather information relative to criminal investigations.
- 28) Responsible for the development of new sources of information that can contribute to the facilitation of criminal investigations.
- 29) Responsible for the maintenance of investigation equipment.
- 30) Shall be truthful without inconsistencies or giving false information.

- 31) Responsible for performing any other duties and responsibilities as may be required or assigned from time to time, including patrol.
- 32) Responsible for all duties assigned by the Chief of Police.

6. Required Knowledge, Skills and Abilities

- 1) Comprehensive knowledge, understanding, and observance of the organization powers, procedures, and police of the Village of Cross Plains Police department.
- 2) Comprehensive knowledge of law enforcement agencies and their methods of operations, responsibilities, limitations, and relations with other governmental agencies.
- 3) Comprehensive knowledge and observance of personal rights and their relation to police procedures.
- 4) Comprehensive knowledge and understanding of legalities when handling the investigation, arrest, detention, and treatment of accused offenders.
- 5) Comprehensive knowledge and understanding of the Village Ordinances and the State of Wisconsin Criminal Code.
- 6) Comprehensive understanding of statutes pertaining to employer-employee relations and of the in-force labor contract and the ability to apply the provisions of either to police personnel matters.
- 7) Knowledge and ability to apply modern concepts of management.
- 8) Ability to direct departmental resources in a manner that contributes to the attainments of departmental goals and objectives.
- 9) Ability to display managerial and supervisory skills in a manner that maximizes the effectiveness and efficiency of department resources.
- 10) Ability and desire to volunteer for special projects that are necessary in the department
- 11) Ability to keep updated on technological advances and equipment utilized by law enforcement agencies.
- 12) Ability to attend training which will enhance computer investigation skills.

Police Commission Agenda items:

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

e. Determinations made concerning the following:

i. Tests to be used and minimum qualifying scores or percentiles needed to attain eligibility – The last recruitment conducted by the Department was in 2015 for a Police Officer. It involved a written test and oral interviews but no physical aptitude test. Action is needed by the Commission to determine the tests to be utilized and the minimum qualifying scores or percentiles to be used. Please note the following regarding the proposed testing:

- Physical Aptitude – This test was not conducted in the last recruitment. The Commission may decide whether or not it is necessary by policy. Further discussion in the meeting is necessary to determine if this test is necessary to pursue within this recruitment. If desired, the Commission can make a determination on the test including score at a future meeting. The Department recommends this not be a requirement in order to be consistent with past recruitments.
- Written Examination – Wisconsin Personnel Partners has been used in the past to administer exams for candidates seeking employment as a entry level Police Officer. The minimum requirement for candidates seeking to become a Lieutenant/Detective is 7 years meaning they would have to have served in a sworn officer capacity in order to meet the screening requirements. A candidate applying for an entry level position is far less likely to have taken the written examination versus a position higher in the hierarchy. The Department is not recommending a written examination be administered for this position as it requires experienced sworn officers apply and presumed the previous employer administered the test or they otherwise would not have been hired.
- Oral Interviews – Candidates making it through the screening process meeting the set criteria shall be eligible for an interview. The Screening Panel shall recommend a maximum of 5 candidates for interview that they feel best meets the qualifications for the position. Questions and scoring for oral interviews will be prepared by the Department subject to approval by the Commission. The 2 highest interviews shall serve as the minimum qualifying score.

- Background Investigations – All Candidates meeting the minimum qualifying score for Oral Interviews shall have a background investigation conducted. By Policy, this process will be led by the Department.

ii. Special job-related qualifications or requirements applicants will be expected to satisfy – See the Position Description for more information. Action is needed by the Commission to concur with the job-related qualifications and requirements included within the Position Description.

iii. Geographic area in which recruitment will be conducted – It is recommended that the Job Announcement be advertised in the State of Wisconsin utilizing WILENET, Wisconsin Police Chief's Association, the Village website, and the League of Wisconsin Municipalities. Action is needed by the Commission to set the geographic area for the recruitment as the State of Wisconsin.

iv. Responsibility for receiving and safeguarding applicant files – Recommended that the Police Chief receive and safeguard all applicant files. Action is needed by the Commission to designate the Police Chief for this responsibility.

v. Responsibility for screening applications – During the last hiring process all applications were screened by two members of the Department plus a representative from the Commission. We used a set of criteria that have now been incorporated into Policy #2015-01. The two members from the Department were the Police Chief and now retired Lieutenant/Detective. It is recommended that a sworn officer in a leadership position outside of the Department be utilized as the third member of the panel. Action is needed by the Commission to designate a member from the Commission, the Police Chief, and an external sworn officer in a leadership position as the screening panel.

Police Commission Agenda items:

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

f. Timetable governing recruitment, testing, and selection – Please note the following estimated timetable for each element. Action is needed by the Commission to adopt the estimated timetable with updates to be provided by the Department throughout the process.

- 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.

Police Commission Agenda items:

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

g. Job announcement – The announcement from 2015 has been updated for the new position and is included in your packets for review. Following discussion, action is needed to adopt this notice.



Cross Plains Police Department

Subject: Position Posting

Police Lieutenant/Detective

The Cross Plains Police Department is seeking a qualified individual to fill the vacant position of Lieutenant/Detective. This is a non-union, FLSA exempt rank of Lieutenant which functions as the 2nd in Command of the 5 sworn member police department. This position will be primarily assigned to the 2nd shift, 3pm-11pm, as a supervisor and also answering calls for service. This position will also be responsible for investigations as assigned. The Lieutenant works under the general guidance of the Chief of Police. The Lieutenant will be paid a salary of \$53,000 - \$66,000 per year. This is a top level management law enforcement position responsible for administrative and fiscal control and the support, direction and management of subordinate staff to insure quality police services. Work involves budgetary assistance to the Chief of Police, departmental support, monitoring, supervising, evaluating activities of subordinate officers, conducting training programs, commanding emergency situations, establishment and enforcement of departmental goals and objectives, as well as other duties as assigned.

In addition to performing all of the job functions listed in the Police Officer position description the position has the following requirements:

- The position will work a 6 days on followed by 3 days off rotation
- Responsible for planning, organizing and directing investigations of the police department
- Responsible for taking command of field personnel and controlling direction of resources at major crimes, accidents, fires, and disasters in the absence of the Chief
- Responsible for monitoring traffic enforcement activities to insure that they are in compliance with applicable department policies and procedures
- Responsible for setting an example of conduct, which establishes a high professional and ethical standard for all subordinate personnel and to the community
- Shall represent the Chief of Police at meetings at the various local governmental bodies, as necessary, and provide information and input as may be required
- Responsible for overseeing or preparation of Affidavits, Subpoena's, Preservation Letters, and/or execution of Search Warrants
- Responsible for preparation and conducting photo array's when needed
- Shall thoroughly prepare cases
- Shall be assigned as the department representative for the Wisconsin Department of Justice and act as the TIME Agency Coordinator (TAC) and assign department personnel training via the Training Resources Available on the Internet(TRAIN)
- Responsible for other duties as assigned by the Chief of Police

Minimum Requirements

Associates Degree in Police Science, Criminal Justice, Law Enforcement, Public Administration or related field is required and at least 7 years law enforcement experience with supervisory experience desired or experience and training which provides the following knowledge, abilities and skills:

- Knowledge of federal, state and local laws and ordinances
- Knowledge of modern principles, practices and methods of police operations and administration
- Ability and desire to lead by influencing, motivating and enabling individuals to contribute to the success of the department
- Ability to delegate authority to appropriate staff subordinates monitoring adherence to established police policies, rules and regulations of the Police Department and the Village
- Ability to plan, assign and direct the operations of personnel and equipment under emergency conditions
- Ability to train, direct, review and evaluate the work of subordinates staff in a fair and equitable manner; recommending commendations or discipline as necessary
- Ability to offer budgetary documentation to support or defend a recommended operating budget of the department to the Police Chief
- Ability to communicate orally and in writing in an efficient and effective manner
- Ability to work effectively and communicate with people at various levels, both within and outside the organization
- Ability to develop short and long-range strategies for implementing various programs
- Ability to operate a computer terminal and understand the computer system
- Ability to perform all functions required for classification of police officer
- Possess and maintain a valid Wisconsin driver's license

Those wishing to be considered for this position shall provide (via mail) the Chief of Police with a letter of intent, completed application form DJ-LE-330 available on WILENET, and a complete resume by 3:00pm on February xx, 2016. The resume should include the normal work experience, training and education information along with any previous supervisory experience, leadership roles, programming involvement, community outreach and memberships in organizations. The process to be used in selecting the Lieutenant shall include a screening for minimum qualifications, evaluation of the letter of interest and a resume screen. A panel will select the most qualified candidates who will then be invited to an interview. Final selection of the most qualified candidate will be made by the Police Commission. Questions can be directed to Chief Thomas Janssen at 608-798-4100 or via email at tjanssen@crossplainspolicewi.com.