

Police Commission
Meeting Notice and Agenda

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

Monday, May 23, 2016
6:30 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 February 15, 2016.

 2. Lieutenant/Detective selection by the Police Chief and Submission of that Nomination to the Police Commission for approval.

 3. Discussion and action to approve or disapprove the Police Chief’s selection for the position of Lieutenant/Detective.

- 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, February 15, 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 January 18, 2016 – Following discussion, a motion was made by Pelowsky, seconded by Greffin, and unanimously carried by the Police Commission to approve the minutes of the regular meeting held January 18, 2016.

2. Update from Police Chief regarding Lieutenant/Detective position recruitment – An update was given by Chief of Police regarding the recruitment.

3. Discussion and action regarding a determination on the oral interview test to be used in the Lieutenant/Detective position recruitment – Following discussion, a motion was made by Greffin, seconded by Layton, and unanimously carried by the Police Commission to approve the oral interview questions as presented.

4. Schedule Next Meeting Date – Following discussion it was decided that a meeting date will be set at a later time. Commission may not have to meet until April, 2016.

IV. Adjournment

A motion was made by Greffin, seconded by Pelowsky, and unanimously carried by the Police Commission to adjourn the meeting at 7:26 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,

Thomas J. Janssen, Chief of Police



Cross Plains Police Department

Village of Cross Plains Detective/Lieutenant – Offer of Employment Term Sheet

I am pleased to offer you the position of Detective/Lieutenant, hereinafter “Lieutenant”, with the Cross Plains Police Department. The terms of employment listed below are not final until reviewed and approved by the Village Board, hereinafter “Board”, for the Village of Cross Plains. The Lieutenant will also be required to successfully complete a physical exam and drug screen.

Salary

The annual salary for this position would be \$54,000 prorated for the remainder of the year.

Employment

The Lieutenant is a non-union position which is appointed and serves at the pleasure of the Village of Cross Plains Police Commission. The Lieutenant will serve under the direct supervision of the Chief of Police. The Lieutenant will serve in accordance with and be offered all of the protections offered by Federal and State Law, the Village of Cross Plains Employee Manual, and Cross Plains Police Department Policy and Procedures. The Lieutenant will be expected to perform the functions and duties set forth in the job description (attached), which is subject to revision, and other duties as assigned. A performance review will be conducted around year end with annual reviews thereafter. The Lieutenant will be subject to a 12 month probationary period.

Hours of Work

The Lieutenant will generally work a 6 days on followed by 3 days off rotation with hours of work being from 3:00pm to 11:00pm. The Lieutenant may be required to work outside of these parameters as needed or directed by the Chief of Police.

The Lieutenant will be afforded the following Time Off benefits for the remainder of this year (2016): 2 (two) Personal Holidays (16 hours); Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year’s Eve. *In the event the Holiday lands on the Lieutenant’s scheduled Regular Day Off (RDO) he will take the Holiday on his first scheduled work day following his RDO’s;* and 40 (forty) hours of vacation time for the remainder of 2016. On January 01, 2017 the Lieutenant will receive 40 (forty) hours of vacation time with an additional 40 (forty) hours being given on the 1 year anniversary date of employment.

Employment Date

The Lieutenant agrees to begin employment no later than July 1, 2016. The Lieutenant agrees to take up residency within 30 minutes of Cross Plains no later than January 1, 2017.

Employee Manual

All other benefits not otherwise explicitly outlined in this offer are covered in the Village Employee Manual dated December 14, 2015. A copy of which will be provided at time of employment or upon request. A summarized version of the available benefits to full-time employees has been provided.

In Witness whereof, the Village of Cross Plains has caused this offer of employment to be signed and executed on its behalf by its Police Commission, Village President, and Village Administrator/Clerk-Treasurer, pursuant to authorization by the Village Board at its meeting on the 23rd day of May, 2016, and the Detective/Lieutenant has signed and executed this offer of employment as of the date and year first written above.

Date Paul Bartleson, President of Police Commission

Date J. Patrick Andreoni, Village President

Date Matthew G. Schuenke, Village Administrator/Clerk-Treasurer

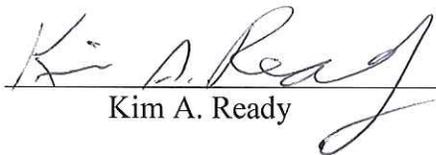
Attest:

Date Thomas J. Janssen, Chief of Police

Detective/Lieutenant

May 5, 2016

Date



Kim A. Ready