

Police Commission
Meeting Notice and Agenda

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

Monday, June 8, 2015
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 June 23, 2014.

 2. Discussion and action regarding the appointment of officers:
 - a. President
 - b. Vice-President
 - c. Secretary

 3. Discussion and action as follows and necessary regarding the Appointment of a Police Officer:
 - 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.

4. 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, June 23, 2014

6:00 pm

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

Commission President Purtell called the meeting to order at 6:00 pm.

Present: Commissioners Kate Lind, Ed Pelowsky, Commission Vice-President Dick Greffin, and Commission President Purtell.

Not-Present: Commissioner Paul Bartleson.

II. Public Comment – None.

III. General Business

1. Discussion and action to approve the minutes of the regular meeting held August 8, 2013 – A motion was made by Vice-President Greffin, seconded by Commissioner Pelowsky, and unanimously carried by the Police Commission to approve the minutes of the regular meeting held August 8, 2013.

2. Discussion and action to consider complaint filed against a Police Officer – The Police Chief updated the Commission regarding a complaint that was filed with him against an officer. He will notify the aggrieved party of his findings and inform him that he may request a hearing of the Police Commission if he does not agree with those findings. No action was taken.

IV. Adjournment

A motion was made by Vice-President Greffin, seconded by Commissioner Pelowsky, and unanimously carried by the Police Commission to adjourn the meeting at 6:05 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

CROSS PLAINS POLICE COMMISSION

Rules and By-Laws

Purpose: The following rules and by-laws of the Cross Plains Police Commission are published to comply with the intent of all local, state and federal requirements. They will be reviewed on a yearly basis and revised as necessary to comply with any changes required by law.

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Section 1.00 Scope of Authority and Definitions

- 1.01 The rules herein provided shall be applicable to all positions of the Police Department of the Village of Cross Plains over which the Commission has jurisdiction under § 62.13, 66.0501(2) and 61.65 of the Wisconsin Statutes and Village Ordinance 14-2012, revised from time to time.
- 1.02 The following definitions shall apply to these rules:
- A. The word "Commission" when used herein shall mean the Police Commission of the Village of Cross Plains.
 - B. The word "Police Department" as used herein shall mean all positions (including the Chief) of the Cross Plains department over which the Commission has jurisdiction under § 62.13 of the Wisconsin Statutes, as revised from time to time.
 - C. The word "Chief" as used herein shall mean the chief of the Cross Plains Police Department.
 - D. The word "Charge" or "Charges" as used herein shall mean any written accusation or accusations filed with the Commission of misconduct committed by a member of the Police Department.

Section 2.00 Administration

- 2.01 The Commission shall hold regular meetings as the Commission shall determine from time to time. In addition, the President may call special meetings of the Commission in his or her discretion when the circumstances arise.
- 2.02 All Regular and Special meetings of the Commission shall be held in accordance with the Wisconsin Open Meetings Law. Three (3) members of the Commission shall constitute a quorum in order to transact business. The act of the majority of the members of the Commission at which a quorum is present shall be the act of the Commission.
- 2.03 The Commission shall have a President, Vice President and ex-officio Secretary. The President and Vice President shall be elected by the Commission at the first meeting of the Commission after the first Monday of May of each year ("Election Meeting") and shall serve until the next Election Meeting or until their respective replacements are duly elected by the Commission. The Secretary of the Commission shall be the Village Administrator/Clerk-Treasurer or a designee of the Village Administrator/Clerk-Treasurer.

2.04 The duties of the President, Vice President, and Secretary are as follows:

A. *President* – The President shall:

- i. Preside over all meetings and hearings and ensure there is orderly conduct.
- ii. Accept the filing of written charges against the Chief and subordinates.
- iii. Issue subpoenas for the attendance of witnesses at hearings pursuant to Section 62.13(5)(d), Stats.
- iv. Administer oaths to witnesses appearing before the Commission.
- v. Formally read the charges to the accused at any hearing including the provisions alleged to have been violated.
- vi. Ask questions and control questions asked by other Commission members during any hearing.
- vii. Ensure that standards for procedural due process are afforded the accused at any hearing.
- viii. Adjourn Commission proceedings.
- ix. Take other such action as is necessary to insure that the duties of the Commission are discharged as provided by law.

B. *Vice President* – The Vice President shall act in the capacity of President whenever the President is unavailable to act for any reason.

C. *Secretary* – The Ex-Officio Secretary shall:

- i. Conduct all correspondence of the Commission, send all notices required by law, ordinance or these rules, or as otherwise requested by the Commission.
- ii. Cause to be published such official notices as are required.
- iii. Attend and keep a record of all Commission proceedings including the preservation of testimony and any evidence received by the Commission at any hearings in a permanent record and to certify such record to the Circuit Court when required by law.

- iv. Maintain the minutes of each meeting and hearing with said minutes being signed by the Secretary and President upon approval by the Commission. Provide copies of all Commission minutes to each Commission member as soon as possible and file a copy of said minutes with the Village Clerk.
- v. Be the custodian of all records of the Commission.
- vi. Accept the filing of all appointments under Section 1 above.
- vii. Accept for filing all findings and determinations of the Commission relative to disciplinary actions and Commission orders, all of which shall be filed within three days after their adoption pursuant to Section 62.13(5)(f), Stats.
- viii. Other such duties as are assigned from time to time by the President or Commission.

Section 3.00 Hiring for the Police Department

- 3.01 Every applicant for appointment to the Police Department should be considered in accordance with all applicable Federal, State, County and Local laws and ordinances. The Commission reserves the right to review, amend, approve, or disapprove application requirements upon initiation of each eligibility process.
- 3.02 Qualification for Recruitment – The Commission shall determine the qualifications for a position in the Police Department. Current qualifications for the Police Department are set forth at Exhibit A. The Commission may change the qualifications for employment with the Police Department. A current copy of the qualifications shall be kept with the Secretary.
- 3.03 Application Process – The Commission shall authorize the issuance of forms for making application for appointments. Notice of the time and place for the issuance of forms may be given by publication in a newspaper of general circulation in the Greater Madison Metropolitan area, in the official newspaper of the Village of Cross Plains and such other manner as the Commission from time to time deems reasonable. Any misrepresentation by an applicant with respect to material fact in the application or in any aspect of the hiring process shall be sufficient cause for excluding the applicant from the examination, or for removing his or her name from the eligibility list, or for his or her discharge from the department, if the misrepresentation is discovered after said person is hired.

- 3.04 Nature of Selection Process – The Commission shall from time to time establish criteria for selecting among applicants for positions in the Police Department. The Commission may require applicants to take examinations as part of the selection process. All examinations, if any, shall be conducted under the supervision of the Commission, which may designate suitable organizations or persons to conduct or assist in conducting the examinations.

Section 4.00 Appointment of Members of the Police Department

- 4.01 After all appropriate pre-screening and examinations for a position have been conducted; a list of final candidates shall be prepared by the Commission. The list shall be kept in the files of the Commission and copies thereof shall be furnished to the Chief. A copy shall also remain on file with the Secretary.
- 4.02 The Chief shall make appointments to Police Department from the eligibility list so provided. The appointments so made shall be subject to approval by the Commission. The Commission may require additional background investigations and drug and alcohol abuse testing prior to approving the hiring of a member of the Police Department.
- 4.03 The eligibility lists shall be reviewed by the Commission every six months, unless continued in force for a longer period or discontinued prior thereto by the Commission.
- 4.04 The Commission may establish a period of probationary status for positions or classes of positions, consistent with applicable collective bargaining contracts between the Department and the Village of Cross Plains. The Chief may terminate the employment of an employee of his or her Service at any time while the employee is in probationary status if the Chief determines the member is unsatisfactory or undesirable for the position. An employee so terminated while on probationary status shall have no right to appeal his or her termination to the Commission.

Section 5.00 Promotions

- 5.01 All promotions within the department shall be approved by the Commission. The process used to determine eligibility for any promotion within the Police Department shall be determined from time to time by the Commission.
- 5.02 A competitive process determined by the Commission shall be used whenever more than one person is deemed eligible for the proposed promotion within the Department.

- 5.03 The Commission may make temporary interim appointments within the Police Department to fill positions vacated due to retirement, resignation or death of a member of the Department or should a member of the Department become temporarily unavailable to fulfill his or her duties. In addition, the Chief may designate subordinates within his Department to carry out the duties of a member of the Department who has retired, resigned, died or become temporarily unavailable to fulfill his or her duties, such appointment to be effective until the next meeting of the Commission. The Commission shall be notified of such an appointment by the Chief at the next meeting of the Commission.

Section 6.00 **Discipline, Discharge & Suspension**

- 6.01 The discipline, discharge or suspension of a member of the Police Department shall be conducted in the manner prescribed by Section 62.13(5), Wis. Stats. The Commission may hire legal counsel or investigative support to assist it in discipline, discharge or suspension cases.
- 6.02 Upon the filing of charges and prior to the Initial Hearing, the Commission may conduct, or the President may direct, a preliminary investigation as to the jurisdiction of the Commission, the standing of the complainant, or such other preliminary issues as the Commission may identify. In the course of such an investigation the Commission or its agent may require the cooperation of the parties, and may compel such cooperation by subpoena. If in the judgment of the Commission following such investigation the charges do not appear to come within the jurisdiction of the Commission, the complainant lacks standing, or other formal defects bar the complaint, the charges may be dismissed at the Initial Hearing without evidentiary hearing.
- 6.03 If there are members of the Village Board serving as members of the Commission, they shall recuse themselves from any matters, investigations, hearings, or all other issues involving discipline. The remaining non-Village Board members of the Commission may enter into closed session, as allowed under Wis. Stats 19.85, without their presence and will function as a sub-commission for disciplinary proceedings.

Section 7.00 **Complaints**

- 7.01 The Commission may in the normal course of its duties receive complaints from the Chief, the Village Administrator/Clerk-Treasurer, members of the public, or public sources. These issues should be shared with the members, and if they are of a routine or minor issue, be passed to the Chief for resolution as prescribed by Cross Plains Police Department Policy Chapter 3.2 regarding Operation Complaints. If the complaint might result in a disciplinary action, the Commission

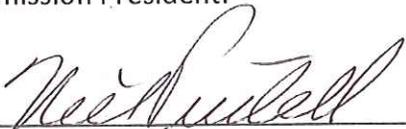
may wish to follow the investigation or begin its own action acting as a body to bring charges.

Section 8.00 Repeal or Modification of Rules

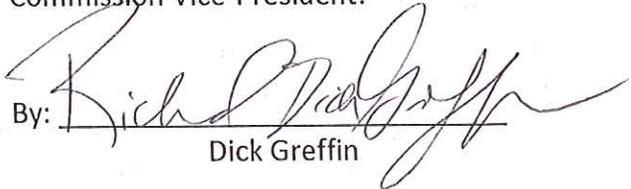
8.01 These rules shall not be repealed, amended, or modified except by majority action of the Commission at a regular or special meeting.

These rules have been adopted on the 18 day of MARCH, 2013 by a majority of the Police Commission.

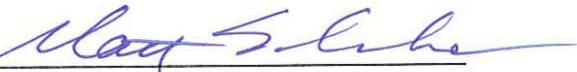
Commission President:

By: 
Neil Purtell

Commission Vice-President:

By: 
Dick Greffin

Attest:

By: 
Matthew G. Schuenke
Commission Secretary
Village Administrator/Clerk-Treasurer

VILLAGE OF CROSS PLAINS

Village of Cross Plains Police Officer Employment Standards – Minimum Requirements

In order to be considered for a position as a Police Officer, candidates must meet the following minimum requirements as outlined by the State of Wisconsin Law Enforcement Standards board (LESB).

- United States Citizen.
- Possess a valid Wisconsin driver's license or its equivalent from another state.
- Be at least 18 years of age.
- Have no felony convictions.
- Possess a high school diploma or GED. In addition, law enforcement officers first employed after February 1, 1993, must obtain at least 60 college credits or an associate degree within five years of initial law enforcement employment.
- Be of good moral character, as determined from the results of a thorough background investigation.
- Be free of any physical, emotional, or mental condition, which might adversely affect law enforcement performance.
- Complete a satisfactory oral interview with the employing agency.
- Pass a pre-employment drug test.
- Certification is granted by the Law Enforcement Standards Board only upon employment (full or part time), upon meeting all employment standards outlined above, and after successfully completing the 400 hour basic law enforcement course or other training contingency specified by the Board.

Under 165.85(4)(e), Wis. Stats., any law enforcement or tribal law enforcement agency or sheriff may set recruit training and standards that are higher than the minimum standards set by the Board. In addition to the Law Enforcement Standards Board (LESB) requirements listed above, candidates must also meet the following Department requirements:

- Participate in the Written Examination, attaining a minimum score as determined by the Police Commission.
- Successfully complete a pre-employment medical exam, administered by a Physician selected by the Village, and be recommended for employment by the attending Physician.
- Successfully complete a pre-employment psychological exam, administered by a Psychologist selected by the Village, and be recommended for employment by the attending Psychologist.

Police Commission Agenda items:

3. Discussion and action as follows and necessary regarding the Appointment of a Police Officer:

a. Rules and policies governing recruitment, screening, testing, and selection of applicants – The proposed draft policy is included in your packets for consideration taking into account the 4 main elements regarding recruitment, screening, testing, and selection. The document was prepared specifically for the Commission using Village Ordinances, the Employee Manual, the Labor Agreement, and the Commission Manual. It has been shared with the Village's labor attorney to review for compliance with relevant State and Federal laws as is recommended by the manual. Her response will be provided to the Commission in the meeting as applicable. Following discussion and revisions as applicable, action is needed to adopt this policy.

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. sec. 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 will 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.
 - (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) Fails to accept an offer within two (2) working days, or fails to report for duty within the time mutually agreed upon in the offer.
 - (6) 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 as determined. 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.
- 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 disprove the Police Chief's selection. The following shall apply depending on the action taken by the Commission on the Police Chief's Section:
- (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 defined as follows:
 - a. Initial term of eighteen (18) months.

- b. The initial term may be extended by mutual written agreement between the Village and Labor Association, if applicable.
 - c. During the Candidate’s probationary period, the Village may discipline or discharge the Candidate and said discipline or discharge shall not be subject to review under the Labor Agreement or Village Ordinance as applicable.
 - d. Probationary Candidates shall become eligible for paid holidays and sick leave after completion of (6) months of employment.
- 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) Disprove

- 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: _____

By: _____

Commission President

Matthew G. Schuenke
Commission Secretary

Police Commission Agenda items:

3. Discussion and action as follows and necessary regarding the Appointment of a Police Officer:

b. Policies governing affirmative action in recruitment and hiring – This Policy was prepared using the same language from Village Ordinance made relevant for the Police Commission. Following discussion, action is needed to adopt this policy.

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: _____

Commission President

Matthew G. Schuenke
Commission Secretary

Police Commission Agenda items:

3. Discussion and action as follows and necessary regarding the Appointment of a Police Officer:

c. Approval given by Village Board to fill vacancy – This action was completed by the Village Board at their April 27, 2015 meeting. The minutes from the meeting are enclosed within your packet for reference. There is no action needed on this item.

Village Board

Meeting Minutes

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

Monday, April 27, 2015

I. Call to Order and Roll Call – **6:00 pm**

President Andreoni called the regular Village Board meeting to order at 6:01 pm.

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

II. Closed Session

1. The Village Board met in Closed Session pursuant to 19.85(1)(g) at 6:02 pm for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is likely to become involved, specifically regarding an appeal(s) of compensation for property acquired for the Lagoon Street Reconstruction Project – A roll call vote is required. Yes – Andreoni, Brosius, Ketelboeter, Lengfeld, Schunk, Sorensen, and Zander. No – None. The motion carried 7 – 0.

2. Reconvene into Open Session: To take action, if appropriate, concerning the item(s) discussed in Closed Session:

- A motion was made by Trustee Sorensen, seconded by Trustee Brosius, and unanimously carried by the Village Board to reconvene into Open Session at 6:58 pm.
- A motion was made by Trustee Sorensen, seconded by Trustee Schunk, for the Village Board to authorize the Village Clerk and Village Attorney to negotiate with KEMK, LLC the final settlement of KEMK, LLC's condemnation appeal, dismissal of all claims, acquisition of land, improvements, and ongoing business concern at 1904 Main Street for a total price not to exceed \$425,000. A roll call vote was requested. Yes – Andreoni, Ketelboeter, Schunk, Sorensen, and Zander. No – Brosius and Lengfeld. The motion carried 5 – 2.

III. Pledge of Allegiance – **7:00 pm**

President Andreoni led the Pledge of Allegiance beginning at 7:02 pm.

IV. Public Comment – None.

V. Consent Agenda – A motion was made by Trustee Brosius, seconded by Trustee Schunk, and unanimously carried by the Village Board to adopt the consent agenda as follows:

1. Minutes of the regular meeting held March 23, 2015 and special meeting held April 7, 2015.

2. Total Disbursements from 3/25/2015 through 4/22/2015 in the amount of \$2,051,269.08 broken down as follows:

- 110 – General Fund: \$554,330.28
- 120 – Capital Fund: \$40,838.38
- 130 – Library Fund: \$13,052.82
- 140 – Parks/Rec Fund: \$16,379.89
- 150 – Debt Service Fund: \$445,794.72
- 310 – TID Fund: \$54,901.81
- 660 – Water Utility Fund: \$20,208.90
- 670 – Sewer Fund: \$895,762.28

3. Approval of an Operator’s (Bartender’s) License for Andrea K. Eckert.

4. Approval of a Temporary Class “B” License and Special Event Permit for the Cross Plains World’s Fair located at Baer Park.

5. Approval of Resolution #05-2015 to seek grant funds from the Knowles-Nelson Stewardship program to assist in recreational trail development as recommended by Committee.

6. Approval of a facility agreement with Cross Plains Stingrays for the use of the swimming pool as recommended by Committee.

7. Approval of an agreement with Montgomery Associates: Resource Solutions, LLC to provide consulting support for floodplain management as recommended by Committee.

8. Approval of Resolution #06-2015 to create a temporary 3-way stop sign controlled intersection at Julius and Valley Streets.

VI. Report of Village Officers

1. Village President

a. Discussion and action regarding 2015 Board, Commissions, and Committee Appointments – The Village President made the following appointments (term limit in parenthesis):

- Cross Plains Area EMS District Board – Reappoint Trustee Lengfeld (2016).
- Cross Plains-Berry Fire District Board – Reappoint Trustee Brosius (2016), Trustee Lengfeld (2016), and President Andreoni (2016).
- Library Board – Reappoint Trustee Schunk (2016) and Jane Bautch (2018). Appoint Ellen Alberts (2018) of the Town of Berry to replace Charity Hirsch and Carolyn Abbott (2017) to replace Denise Baylis.
- Plan Commission – Reappoint President Andreoni (2016) and Trustee Ketelboeter (2016). Appoint Trustee Zander (2016) to replace Doug Brunner.
- Police Commission – Reappoint Paul Bartleson (2020).
- Zoning Board of Appeals – Reappoint Bob Green (2018) and Paul Yochum (2018).
- Cross Plains Area Chamber of Commerce Board – Appoint Trustee Sorensen (2016).

A motion was made by Trustee Schunk, seconded by Trustee Brosius, and unanimously carried by the Village Board to confirm the appointments made by the Village President.

2. Village Administrator/Clerk-Treasurer

a. Discussion and action regarding the scheduling of the May Village Board meeting – Following discussion, a motion was made by Trustee Brosius, seconded by Trustee Schunk, and unanimously carried by the Village Board to hold the May regular Village Board meeting on May 18, 2015.

3. Miscellaneous Trustee Reports

- Trustee Brosius commented that traffic along the detour route for the Highway 14 Project continues to be flowing unimpeded.
- Trustee Schunk commented that the recently created 4-way Stop Sign at Park and Market Street continues to challenge drivers.

VII. General Business

1. Presentation from Craig Enzenroth of the Gallina Companies regarding a Planned Development at 1400 Bourbon Road – A presentation was provided by Craig Enzenroth of the Gallina Companies regarding their proposed project to redevelop 1400 Bourbon Road as a 53 unit apartment building. No action was taken, and the review of the project begins at the Plan Commission meeting on May 4th.

2. Discussion and action to approve the filling of the Police Officer vacancy within the Police Department – A motion was made by Trustee Brosius, seconded by Trustee Lengfeld, and unanimously carried by the Village Board to approve the filling of the Police Officer vacancy within the Police Department.

VIII. Committee/Commission Recommendations

1. US Highway 14 (Main Street) Streetscape Workgroup

a. Discussion and action to accept the US 14 Streetscape and Signage Plan for the US Highway 14 (Main Street) Reconstruction – Following presentation and discussion, a motion was made by Trustee Schunk, seconded by Trustee Ketelboeter, and unanimously carried by the Village Board to accept the US 14 Streetscape and Signage Plan for US Highway 14 (Main Street) Reconstruction project.

2. Committee of the Whole

a. Discussion and action regarding a donation to Park School towards a Parcourse (youth friendly exercise course) – Following discussion, a motion was made by Trustee Brosius, seconded by Trustee Sorensen, and unanimously carried by the Village Board to make a gold level sponsorship of the Parcourse at Park School in amount of \$2,500 to be paid out of the equipment line item in the Parks/Recreation Capital Budget.

b. Discussion and action regarding Resolution #07-2015 stating the Village's opposition to the elimination of the Personal Property Tax by the State of Wisconsin – A motion was made by Trustee Sorensen, seconded by Trustee Lengfeld, and unanimously carried by the Village Board to approve Resolution #07-2015 stating the Village's opposition to the elimination of the Personal Property Tax by the State of Wisconsin.

c. Discussion and action regarding Resolution #08-2015 to set the speed limit for Mill Creek Parkway – Following discussion, a motion was made by Trustee Brosius, seconded by Trustee Lengfeld, and carried by the Village Board to approve Resolution #08-2015 to set the speed limit for Mill Creek Parkway at 20 mph as a "service road" defined within State Statutes.

d. Discussion and action regarding a proposal to implement a Committee Meeting System – Please note the following action items:

- Following discussion, a motion was made by Trustee Lengfeld, seconded by Trustee Brosius, and carried by the Village Board to create the Parks/Recreation Special Committee and the Public Safety Special Committee according to Section 5.02(i) of the Village Code, and to suspend the Committee of the Whole on a trial basis until the end of the current term (i.e. – April 18, 2016).
- The Village President will prepare the appointments for consideration by the Village Board at its meeting on May 18, 2015 according to the composure/format discussed in the meeting.

IX. Closed Session

1. A motion was made by Trustee Ketelboeter, seconded by Trustee Sorensen, for the Village Board to meet in Closed Session at 8:35 pm pursuant to 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 2014 Performance Evaluation of the Village Administrator/Clerk-Treasurer – A roll call vote is required. Yes – Andreoni, Brosius, Ketelboeter, Lengfeld, Schunk, Sorensen, and Zander. No – None. Motion carried 7 – 0.

2. Reconvene into Open Session: *To take action, if appropriate, concerning the item(s) discussed in Closed Session – Please note the following action items:*

- A motion was made by Trustee Schunk, seconded by Trustee Ketelboeter, and unanimously carried by the Village Board to return to Open Session at 8:59 pm.
- A motion was made by Trustee Lengfeld, seconded by Trustee Ketelboeter, and unanimously carried by the Village Board to accept the Job Description for the Village Administrator/Clerk-Treasurer position as presented.

X. Adjournment

A motion was made by Trustee Lengfeld, seconded by Trustee Ketelboeter, and unanimously carried by the Village Board to adjourn the meeting at 9:00 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:

3. Discussion and action as follows and necessary regarding the Appointment of a Police Officer:

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 Police Officer. This is included within the Department's Policy and Procedure Manual. This provided for reference and does not require action.

A. Police Officer. Police Officers are generalists responsible for a wide range of tasks associated with police service, including but not limited to the enforcement of laws and ordinances, the investigation of crimes and other incidents of public concern, the protection of life, property, civil rights and public order and other services which contribute to the individual and collective safety and welfare of citizens. Police Officers have the duty to be knowledgeable in the law and legal procedures; departmental policies and procedures; the skills, techniques and practices necessary to successfully discharge their responsibilities. They are expected to be diligent and aggressive in the performance of duties and responsibilities consistent with department policies and priorities, and to be mindful of department goals and objectives.

1. Nature of Work

- 1) This is general police work in the Village of Cross plains. Individuals in this position are responsible for enforcing Village Ordinances, State and Federal laws. The individual shall patrol the Village of Cross Plains, in a patrol car and/or on foot. While individuals usually work alone, the nature of this work will require the position occupant to work and cooperate with all department members and the community and other agencies and departments.
- 2) Individuals in this position are responsible for performing routine patrols of streets and other public places to prevent or observe crimes, other law violations or disturbances of the peace and initiate appropriate action.
- 3) Individuals in this position are responsible for monitoring vehicular and pedestrian traffic and take the necessary steps to ensure the safe and lawful movement of vehicles and persons.
- 4) Individuals in this position are responsible for making initial and follow up investigations of reported crimes or other incidents warranting investigation.
- 5) Individuals in this position are responsible for making lawful arrests and assist in the prosecution of offenders by providing reports, testimony and evidence to support the prosecution of these offenders.
- 6) Individuals in this position are responsible for responding to medical emergencies and render aid until relieved by competent emergency medical personnel.
- 7) Individuals in this position are responsible for investigating suspicious circumstances.
- 8) Individuals in this position are responsible for preparing reports and otherwise document activity as required by State Law and Department Policy.
- 9) Individuals in this position are responsible for providing information to citizens or other assistance as appropriate.
- 10) Individuals in this position are responsible for identifying and reporting to the proper authority, situations affecting the safety and welfare of the community.
- 11) Individuals in this position are responsible for problem solving, in partnership with the community.
- 12) Individuals in this position are responsible for enforcing traffic laws within the Village of Cross Plains.

- 13) Individuals in this position are responsible for investigating traffic accidents, which occur within the Village of Cross Plains.
- 14) Individuals in this position are responsible for answering and investigating complaints from citizens regarding animal control.
- 15) Individuals in this position are expected to exercise a considerable degree of discretion in the execution of their duties, but shall always be guided in their actions by department policies and procedures.
- 16) All patrol staff are evaluated annually by the Chief of Police for the employee job performance.

2. Work Conditions

- 1) Personal hazard is inherent in this position.
- 2) Uniforms are required.
- 3) This position involves working during daytime and night hours, weekends, and holidays, depending on the officer's shift assignment and schedule.
- 4) This position is eligible for overtime compensation.
- 5) Individuals will work outside and be exposed to inclement and uncomfortable weather.
- 6) Individuals in this position may be exposed to contagious diseases and unsanitary conditions.
- 7) Individuals in this position have the potential for exposure to armed and dangerous persons.
- 8) Individuals in this position may be exposed to assignment transfers, temporary as well as permanent, based upon the needs of the department.
- 9) Because of the nature of the department services, the individual is subject to an on-call basis, twenty-four (24) hours a day, seven (7) days a week.

3. Job Requirements

- 1) The requirements listed for this position are established by the Village of Cross Plains Police Committee. The most current minimum requirements include:
 - a) Possess a valid driver's license, absent of any major traffic violation convictions.
 - b) No felony criminal conviction history.
 - c) No domestic violence related convictions.
 - d) Sixty (60) college credits (minimum) in Police Science or Criminal Justice.
 - e) Computer technical use and knowledge of basic operation of computer systems and software.

2) Selection Process

- a) Open, advertise, and accept applications for open position.

- b) Police panel interview.
- c) Comprehensive background investigation.
- d) Chief's interview.
- e) Upon conditional offer of employment:
 - 1. Physical examination (medical) with a drug screening.
 - 2. Psychological examination.
- f) Successful completion of Field Training Program.

4. Job Retention

- 1) Dependent upon adequate demonstration of ability to satisfy job assignments, ability, skills, and knowledge.
- 2) Contingent upon obtaining and maintaining certification from the State of Wisconsin Department of Justice Training and Standards Board.
- 3) Maintenance of specified job skills.
- 4) Maintenance of physical condition, scaled to medical recommendations for employee's age and physical ability to perform the work required of his or her assignment.
- 5) Completion of and release from probation status.
- 6) Maintain minimum qualifications with firearms, officer-initiated activities, and all other requirements set forth by department policy, directives, or as tasked by the Chief of Police or supervisory personnel.

5. Job Description. The job duties, responsibilities and key job elements for this position are identified below. It is noted that these are the duties and responsibilities of **all sworn members** of the Village of Cross Plains Police Department. Additional duties and responsibilities will be placed upon the individual, which will be dependant on the current assignment of the individual.

- 1) Operate a law enforcement vehicle during both day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and on road conditions affected by fog, smoke, rain, ice, and snow.
- 2) Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest, when force may be used, and to what degree.
- 3) Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- 4) Communicate effectively while gathering information in criminal investigations by interviewing and obtaining statements of victims, witnesses, suspects, and confidential informants. Shall attempt to develop new sources of information that can contribute to the facilitation of criminal investigations.
- 5) Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in defense of yourself and/or others.

- 6) Operate department computers. Dictate, type, and write investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
- 7) Demonstrate communication skills in court and other formal settings.
- 8) Pursue suspects and perform rescue operations which may involve quickly entering and exiting patrol vehicles; physically lifting, carrying and dragging heavy objects, climbing over and pulling oneself over obstacles, through openings (door and windows); jumping from elevated surfaces, crawling in confined areas; balancing on uneven surfaces; using body force to gain entrance through barriers.
- 9) Load, unload, aim and fire handguns, long guns, and other agency firearms from a variety of positions, under conditions of stress, at levels of proficiency prescribed in firearms training.
- 10) Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, detaining people, and stopping suspicious vehicles and persons.
- 11) Engage in law enforcement patrol functions that include working different shifts, walking foot patrol and physically checking the doors and windows of building, business establishments, and residential properties to ensure that they are secure.
- 12) Effectively communicate with people by giving information and directions, mediating disputes, solving problems and advising of rights and processes.
- 13) Read and comprehend legal and non-legal documents, including the preparation and processing of documents such as citations, affidavits and warrants.
- 14) Perform all lawful assignments as prescribed by the Chief of Police or his/her designee and perform miscellaneous services as required by State law, Village Ordinance and department policy.
- 15) Exercise reasonable care and good judgment in using, servicing, and maintaining police equipment, supplies, and facilities.
- 16) Possess and display a positive attitude about the law enforcement profession, and personal development.
- 17) Apply effective work and time management habits in performing assigned duties.
- 18) Participate in in-service training programs constructively and conscientiously.
- 19) Practice the responsibility of establishing and maintaining harmonious relationships with all members of the police department.
- 20) Prepare, submit, and maintain required reports and records in a timely, complete, accurate, and acceptable manner.
- 21) Thoroughly prepare cases and participate in their presentation for judicial disposition in a manner that enhances the opportunity for prosecution and conviction.
- 22) When called to appear for court, shall always be punctual, completely prepared and accurate, and carefully follows the instructions of the prosecutor.
- 23) Maintain close and continuing rapport with the community, based on mutual respect and a feeling of common interest in dealing with criminal behavior.

- 24) Respectfully observe the confidentiality of department records and information.
- 25) Conduct visual and audio surveillance of people, places and situations in an attempt to recognize signs of criminal activity.
- 26) Provide backup assistance to other public safety agencies, when mutual aid is requested.
- 27) Report all crimes and unusual situations that come to his or her attention.
- 28) Respond to calls for police services assigned by the Dane County Communications Center.
- 29) Respond to criminal violation calls, secure scenes to protect evidence, calls for assistance when assistance is needed, interview complainants and witnesses, take photographs and collect appropriate evidence.
- 30) Make arrests, search suspects for evidence, advise suspects of rights, seize controlled substances and stolen property, transport suspects to the police department or county jail, photograph, and interrogate suspects, deposit evidence in the department property room.
- 31) Shall render first aid to citizens in need and, if necessary, shall call for medical assistance.
- 32) Enforce traffic laws within the Village of Cross Plains by initiating police action when appropriate, and informing the Dane County Communication Center of such activities. Enforcement shall be through the means of traffic citations, traffic warnings and parking citations.
- 33) Respond to calls involving traffic accidents, emergencies, and disasters. Upon arrival, shall perform rescue functions, secure accident scene to protect victims and/or property, shall give first aid or call for medical assistance as needed.
- 34) Remove hazardous objects from roadways or report them to proper authorities while standing by to alert motorists.
- 35) Report all missing or defective regulatory signs to the proper authority.
- 36) When necessary and appropriate, shall submit recommendations to the Chief of Police regarding safety improvements.
- 37) Report any and all deficiencies in police vehicle equipment. This requires the officer to inspect vehicular equipment and supplies at the beginning of his/her shift.
- 38) When necessary and appropriate, shall render traffic control assistance.
- 39) Administer Standardized Field Sobriety Tests and Preliminary Breath Tests to drivers suspected of intoxication.
- 40) Inform crime victims of agencies that can assist them, and provide them with victim rights notification material.
- 41) Conduct crime scene searches, alone or in conjunction with evidence technicians.
- 42) Execute arrest warrants.
- 43) Conduct photo array line-up and photographic identification sessions.
- 44) Conduct follow-up investigations as assigned.
- 45) Maintain liaison with officers of other law enforcement agencies.

- 46) Shall not withhold information from department supervisory personnel regarding criminal investigations.
- 47) Shall tell the complete truth without inconsistencies or giving false information
- 48) Shall be responsible for identifying any investigation equipment and/or supplies, which require repair and/or replacement.
- 49) Shall be responsible for responding to citizen complaints and inquiries regarding animals within the Village of Cross Plains.
- 50) Shall meet and may exceed minimum officer initiated activity requirements as established for position.

6. Required Knowledge Skills and Abilities

- 1) Ability to display considerable care and effort at all times
- 2) Ability to display good judgment and initiative to enhance quality performances of police employees.
- 3) Demonstrate ability to communicate orally and in written form in a clear, concise, and precise manner.
- 4) Ability to handle situations in a logical, analytical, and objective manner.
- 5) Ability to understand and follow written and oral instructions.
- 6) Working knowledge and understanding of the criminal justice system and the relationships among system components.
- 7) Ability to deal courteously, but firmly, with the general public while under difficult and contentious circumstances.
- 8) Ability to make decisions, recognizing established precedence and practices, and to use resourcefulness and tact in meeting new problems.
- 9) Ability to act quickly and calmly in emergencies and under stressful situations.
- 10) Ability to establish and maintain effective working relationships with other employees and the general public.
- 11) Ability and skill in the operation of department vehicles and in handling and care of such.
- 12) Ability and skill in the operation, handling, and care of firearms and other police related tools and equipment
- 13) Demonstrated medical, psychological, and physical fitness and agility.
- 14) Current knowledge of the organization, functions, powers, laws, ordinances, procedures and policies of the Village of Cross Plains Police Department.
- 15) Considerable knowledge of the geography, street location, parks, and numbering system in the Village of Cross Plains.
- 16) Considerable knowledge of law enforcement agencies and of their methods of operation, responsibilities, limitations, and relations with other governmental jurisdictions.
- 17) Considerable knowledge of individual's legal rights and their relation to police procedures.

- 18) Ability to observe and apply current legal practices and techniques when handling an investigation, arrest, detention, and treatment of accused offenders.
- 19) Considerable knowledge and understanding of Village Ordinances and the State of Wisconsin Criminal Code.
- 20) Comprehensive knowledge and understanding of traffic laws within the State of Wisconsin.
- 21) Comprehensive knowledge and understanding of, along with the ability to apply, traffic investigative techniques.
- 22) Comprehensive knowledge of, and the ability to apply, investigative techniques and methods.
- 23) Ability to display effective organizational and coordination skills in a manner that maximizes the effectiveness and efficiency of departmental resources.
- 24) Possession and maintenance of certifications that are identified as being required by either State of Wisconsin Training and Standards Bureau, the Cross Plains Police Department Policies and Procedures, or the Chief of Police.
- 25) Ability to be truthful without inconsistencies or giving false information.
- 26) Demonstrated ability to safely and effectively operate department and personal equipment including but not limited to emergency vehicles, firearms, cameras, speed detectors, computers and two way radios.
- 27) Ability to perform essential job functions.

7. Expectations

- 1) The department prescribes to a **BALANCE APPROACH** in regards to activities. Activities occur in two distinctive ways; one is initiated by sources outside of the police department and is generally beyond the control of the department, as far as the number of calls or the types of calls. The second way activities are initiated is by the staff within the police department and this is well within the control of the department.
- 2) An increased amount of officer initiated activity demonstrates a professional commitment to the community and reflects a positive consequence on the reduction of illegal activity and a higher level of safety.
- 3) This section requires identification of certain definitions of words or phrases that are utilized in this section.
 - a) Quality Patrol Time – making a conscientious effort to patrol on every street within the Village of Cross Plains during the work shift, as well as patrolling identified streets when certain types of activities are well known and frequently occur. An example of this is near the schools when school is either starting or dismissing.
 - b) Officer-Initiated Activity – activities or actions an officer undertakes on his or her own initiative without specific directive to do so. Examples include, but are not limited to, building checks, abandoned

vehicle checks, stopping vehicles for moving violations, vacation checks, etc.,

- c) Moving Traffic Violation – a traffic violation that is occurring when the vehicle is being operated or driven as defined by State Statutes, to include equipment violations, but does not include parking violations. Officers are to note that when engaging in self-initiated stops for moving traffic violations, the officer is under no obligation to issue a citation, when a written warning will suffice. In some situations, merely identifying the infraction by written warning to the alleged offender will suffice. The issuing of a citation is at the discretion of the officer or otherwise directed by department policy. A traffic stop “counts” as a self-initiated activity regardless of whether a citation or written warning is issued.
 - d) Calls for Service – includes **Radio Calls**, which are initiated by the Dane County Communications Center or the administrative section. **Phone Calls**, which are initiated by the Dane County Communication Center or the administration section. **Walk-ins** are initiated either at the police department or on the street when the officer is approached by a citizen for information or help. **Assigned** is defined by the department as some type of activity for the officer to accomplish. Examples of this would be vacation house checks or parking ordinance enforcement. **Phone** is a direct call from a citizen (not received by a dispatcher or Administrative Assistant).
- 4) The following activities are the expectations of all personnel assigned to work as police officers and are by no means restricted to just these activities.
- a) Perform quality patrol time
 - b) Handle all calls for service as assigned.
 - c) Perform officer initiated activity by averaging no less than twenty-five (25) officer initiated activities per month. Also perform officer initiated activity involving stopping vehicles for moving traffic violations. Officers will average no less than one (1) vehicle stop for every five (5) hours of logged patrol time.
 - d) Perform special traffic duties as needed or directed.
 - e) Complete all investigations as assigned.
 - f) Perform special duties as assigned or volunteered for, which include but are not limited to, traffic concerns, property room officer duty, court officer duty, department instructor, vacation house checks, parking ordinance violations, business checks, abandoned autos, other ordinance violation issues and any other activities or duties as assigned.
 - g) Other duties as assigned by the Chief of Police or supervisory personnel.

Police Commission Agenda items:

3. Discussion and action as follows and necessary regarding the Appointment of a Police Officer:

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 2009. 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.
- Written Examination – Wisconsin Personnel Partners was used for the last recruitment to administer the written examination. The Department supplies them with the names of Candidates who will be taking the test and the Consultant sets the time and date for the test for the test to be taken. The qualifying percentile used in 2009 was 70%. It is recommended that Wisconsin Personnel Partners be contracted again for the written test and that the 15 highest scores with a minimum qualifying percentile of 70% proceed in the recruitment.
- Oral Interviews – Questions and scoring for oral interviews will be prepared by the Department subject to approval by the Commission. The 5 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 or requirements included within the Positions 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, 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 three members of the Department. We used a set of criteria that have now been incorporated into Policy #2015-01. Action is needed by the Commission to designate the Commission President, Police Chief, and Lieutenant/Detective as the screening panel.

Police Commission Agenda items:

3. Discussion and action as follows and necessary regarding the Appointment of a Police Officer:

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:

3. Discussion and action as follows and necessary regarding the Appointment of a Police Officer:

g. Job announcement – The announcement from 2009 has been updated and is included in your packets for review. Following discussion, action is needed to adopt this notice.

Reason for Announcement: Fill Vacancy and Establish Eligibility List

Responsibilities: General patrol functions including patrol; investigation of complaints, assists the public, maintains order, responds to calls for service; enforcement of State Laws and local ordinance; and identifying and solving problems of the community.

Salary: \$21.93 per hour starting (per current union contract)

Benefits: Wisconsin retirement fund; Health insurance; Life insurance; Sick Leave; Dental; Vision insurance; Paid holidays; Clothing allowance; Longevity pay; Deferred compensation; Vacation; Educational incentive; Disability insurance; compensatory time;

Qualifications: U.S. citizen; Minimum age – 21; Valid Driver license; Good driving record; Good physical condition; Eligibility for Wisconsin Law Enforcement Standards Board Certification (Completion of the 520 Academy preferred); High School diploma; 60 college credits in a Law Enforcement related field; Ability to possess a firearm; No felony convictions; No domestic abuse convictions; vision correctable to 20/20; Good verbal and written communication skills; Clear and concise speech; React quickly and effectively to stressful situations; Able to work evenings, weekends, and holidays; Ability to keyboard/type sufficiently, Knowledge and skills in operating computer systems; Ability to handle several tasks simultaneously; Ability to perform essential functions of this position; Ability to use all standard law enforcement equipment; Self motivated able to perform on their own with minimum supervision after training period.

Apply By: 3:00PM July 17, 2015

Submit: DJ-LE-330, Resume

Contact: Administrative Assistant Lisa Davis
Village of Cross Plains
2417 Brewery Rd
PO Box 97
Cross Plains WI, 53528
Phone: (608) 798-4100
Email: ldavis@crossplainspolicewi.com

Notes: Written exam; Oral interviews; Psychological profile; Medical examination; Drug screening; Background investigation. Late, faxed, or emailed applications will not be accepted.