

Police Commission

Meeting Notice and Agenda

Village of Cross Plains

2417 Brewery Road, PO Box 97

Cross Plains, WI 53528

(608) 798-3241

Monday, July 13, 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 & action to approve the minutes of the regular meeting held June 8, 2015.
 2. Discussion and action regarding the appointment of officers:
 - a. President
 - b. Vice-President
 - c. Secretary
 3. Updated from the Police Chief regarding the Police Officer position recruitment.
 4. Discussion and action regarding a determination on the oral interview test to be used in the recruitment.
 5. Schedule Next Meeting Date(s)
- 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 8, 2015

7:00 pm

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

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

Present: Commissioners Paul Bartleson, Darrell Parrish, Ed Pelowsky, and Commission Vice-President Dick Greffin.

II. Public Comment – None.

III. General Business

1. Discussion and action to approve the minutes of the regular meeting held June 23, 2014 – A motion was made by Commissioner Pelowsky, seconded by Commissioner Parrish, and unanimously carried by the Police Commission to approve the minutes of the regular meeting held June 23, 2014.

2. Discussion and action regarding the appointment of officers – No action was taken on the appointment of officers. The appointments will be considered at the next meeting once the current vacancy on the Commission has been filled.

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 – A motion was made by Commissioner Bartleson, seconded by Commissioner Parrish, and unanimously carried by the Police Commission to adopt Policy #2015-01 regarding the Recruitment, Screen, Testing, and Selection Policy.

b. Policies governing affirmative action in recruitment and hiring – A motion was made by Commissioner Bartleson, seconded by Commissioner Parrish, and unanimously carried by the Police Commission to adopt Policy #2015-02 regarding the Equal Opportunity/Affirmative Action policy.

c. Approval given by Village Board to fill vacancy – The Commission Secretary noted that the Village Board authorized filling the vacancy at its April 27, 2015 meeting. No action was taken on this item.

d. Position description reviewed and updated by Department with emphasis on job-related factors that will influence the testing and selection process – Following discussion, a motion was made by Commissioner Bartleson, seconded by Commissioner Pelowsky, and unanimously carried by the Police Commission to accept the Job Description as presented for this recruitment and refer Section 7(4)(c) to the Public Safety Committee for consideration.

e. Determinations made concerning the following:

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

- Written examination – Contract with Wisconsin Personnel Partners to conduct the written exam 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 for consideration by the Commission at a future meeting. The 5 highest interviews shall serve as the minimum qualifying score.
- Background Investigation – All candidates meeting the minimum qualifying score following Oral Interviews shall have a background investigation conducted by the Department.

ii. Special job-related qualifications or requirements applicants will be expected to satisfy – A motion was made by Commissioner Parrish, seconded by Commissioner Bartleson, and unanimously carried by the Police Commission to accept the special job-related qualifications and requirements as listed in the Position Description.

iii. Geographic area in which recruitment will be conducted – A motion was made by Commissioner Bartleson, seconded by Commissioner Pelowsky, and unanimously carried by the Police Commission to set the geographic area as the State of Wisconsin for this recruitment.

iv. Responsibility for receiving and safeguarding applicant files – A motion was made by Commissioner Bartleson, seconded by Commissioner Parrish, and unanimously carried by the Police Commission to designate the Police Chief as responsible for receiving and safeguarding applicant files.

v. Responsibility for screening applications – Following discussion, a motion was made by Commissioner Pelowsky, seconded by Commissioner Bartleson, and unanimously carried by the Police Commission to designate the Commission President, or designee, Police Chief, and Lieutenant/Detective as the Screening Panel responsible for the screening of applications.

f. Timetable governing recruitment, testing, and selection – A motion was made by Commissioner Bartleson, seconded by Commissioner Parrish, and unanimously carried by the Police Commission to accept the following timetable governing recruitment, testing, and selection:

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

g. Job announcement – A motion was made by Commissioner Pelowsky, seconded by Commissioner Parrish, and unanimously carried by the Police Commission to approve the Job Announcement as presented.

4. Schedule Next Meeting Date – The next meeting will be held on July 13, 2015 at 7:00 pm.

IV. Adjournment

A motion was made by Commissioner Bartleson, seconded by Commissioner Pelowsky, and unanimously carried by the Police Commission to adjourn the meeting at 8:18 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
Police Commission Secretary
Village Administrator/Clerk-Treasurer