



NOTICE

PLEASE TAKE NOTICE that a meeting of the **POLICE COMMISSION** of the Village of Shorewood will be held via teleconference on **Tuesday, November 2, 2021 at 5:30 p.m.**

Join the meeting via zoom

Click this link: <https://us02web.zoom.us/j/83118186501>

Or phone: 1-312-626-6799

Meeting ID: 831 1818 6501

AGENDA

1. Call to order.
2. Consider September 15, 2021 meeting minutes.
3. Convene into Closed Session in accordance with Section 19.85(1)c of the Wisconsin State Statutes to consider issues of employment, specifically certification of police officer eligibility list.
 - A. Interview police officer candidates to establish an eligibility list for the position of police officer.
 - B. Discuss police officer candidates.
4. Reconvene into open session
5. Establish eligibility list for police officer.
6. Review proposed amendments to Police Commission bylaws.
7. Public comment on proposed amendments to Police Commission bylaws.
8. Possible consideration of proposed amendments to Police Commission bylaws.
9. Adjournment.

DATED at Shorewood, Wisconsin, this 28th day of October, 2021.

Police Commission President

Richard Cole

Should you have any questions or comments regarding any items on this agenda, please contact the Manager's office at 847-2701. It is possible that members of and possible a quorum of members of other governmental bodies of the municipality may attend 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 all individual abilities.



**MINUTES
POLICE COMMISSION
September 15, 2021**

1. Call to Order

President Cole called the meeting of the Police Commission to order at 5:33 p.m. Village Manager Ewald noted that the meeting was posted in accordance with law.

Present: President Richard Cole; Commissioners Barney Moore and Craig Bulluck
Excused: Commissioner Jennifer Anderson

Others Present: Attorney Steven Zach, Interim Chief Liebenthal, Village Manager Rebecca Ewald, President Ann McKaig and Trustee Wesley Warren

2. Approve minutes of August 27, 2021,

Commissioner Bulluck moved, Commissioner Moore seconded to approve the August 27, 2021 minutes as revised with the technical change of "President" in lieu of "Chair" in the document. Motion approved 3-0.

3. Convene into Closed Session in accordance with Section 19.85(1)c of the Wisconsin State Statutes to consider issues of employment including certification of police officer eligibility list.

A. Interview Police Officer candidates to establish an eligibility list for the position of Police Officer.

B. Discuss Police Officer candidates

Commissioner Moore moved, seconded by President Cole to convene into Closed Session in accordance with Section 19.85(1)c of the Wisconsin State Statutes to consider issues of employment including certification of police officer eligibility list. A. Interview Police Officer candidates to establish an eligibility list for the position of Police Officer B. Discuss Police Officer candidates. Motion carried by roll call vote (Cole/Bulluck/Moore) 3-0. Meeting adjourned into closed session at 5:39 p.m.

Attorney Zach departed the meeting at 5:46 p.m. The Commission conducted and discussed police officer and sergeant interviews.

4. Reconvene into open session

President Cole moved, seconded by Commissioner Bulluck to reconvene into open session at 8:04 p.m. Motion carried 3-0.

5. Establish eligibility list

President Cole moved, seconded by Commissioners Bulluck to approve the eligibility list for sergeant promotion in no particular order, expiring in one year: Ali Govani, Ian Moss, Cody Smith.

Interim Chief Liebenthal departed the meeting at 8:05 p.m.

6. Consider RFP for Police Chief recruitment services.

Commissioners believed the RFP was well done and offered no additional comments. No public comment was received.

7. Designate Police Commission representative to review recruitment proposals.

Commissioner Bulluck agreed to serve on the review panel.

8. Adjournment

President Cole moved, seconded by Commissioner Moore to adjourn at 8:11 p.m. Motion carried 3-0.

Respectfully submitted,

Rebecca Ewald
Village Manager



VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO THE POLICE COMMISSION

Agenda Item: Review proposed amendments to Police Commission bylaws.

Date: November 2, 2021

Presenter: Rebecca Ewald, Village Manager

Department: Village Manager's Office

History – Please include a timeline of historical relevant events related to this agenda item. This may include previous Village Board action, policies, planning documents, etc. If able, hyperlink to previous agenda packets (include page number) to reference information. If there is no relevant history, N/A should be entered in this space.

1. December 2, 1999 – the Police Commission adopted Rules and Regulations of the Commission. Section 102. Rules of the Police Commission state with regards to repeal of rules (underlined for ease of reference),
*“These Rules shall apply to all entrance and promotional positions in the Shorewood Police Department which are under the jurisdiction of the Commission, and to the conduct of all business relating to the functions and responsibilities of the Commission.
These Rules are subject to the applicable provision of state and federal law. It is the express intention of the Commission to comply with all applicable state and federal laws as they relate to hiring, promotion, discipline, and termination.
Should any provision of these Rules be declared unlawful by a court of competent jurisdiction, all other provisions shall remain in full force and effect.
REPEAL OF RULES. These Rules shall not be repealed, amended, or modified except by majority action of the Commission at a regular meeting of the Commission.”*
2. [August 2, 2021](#) - Attorney Zach presented on the role of the Police Commission, see video link [here](#).
3. Police Commission Cole requested Atty. Zach to review the Police Commission bylaws, specifically Section 5.04.
4. Current Police Commission Rules and Regulations state,

Agenda Item Discussion – Please provide a summary of the agenda item along with bullet points highlighting the main items and key issues to be discussed.

Atty. Zach's recommended changes have been provided in redline and clean copy for the Police Commission's review. Specifically, Section 500 has been amendment to clarify charges and complaints. Charges come under the jurisdiction of the Police Commission pursuant to State Statute. Complaints are processed in accordance with [Policy #1010 Personnel Complaints](#) and do not fall under review of the Police Commission.

Atty. Zach has been requested to attend our meeting to review the amendments proposed and answer questions of the Police Commission and public. President Cole has provided the opportunity for public comment at the meeting. At the conclusion the Police Commission has the option to approve the amendments or proposed or defer the item to a future date.

Community and Business Outreach – If applicable, did you notify the community groups and businesses that are directly impacted by this agenda item. Please specify in attached communication plan how community groups and businesses will be informed of action after Village Board consideration.

Yes

No

If Yes, identify how and what community groups and businesses were notified.

Action Required / Recommended – *Please include the recommended motion or possible actions for this agenda item.*

Possible motion: *“I move to approve the proposed Police Commission Rules and Regulations pursuant to Section 102.”*

OR

Possible motion: *“I move to defer the amendments of Police Commission Rules and Regulations until the next meeting.”*

Attachments – *Please list the following attachments and supporting documents for this agenda item. Some attachments may be hyperlinked. Include Fiscal notes, if applicable, as the first attachment following this memorandum. Attachments may include: agreements/contracts, presentation materials, letters, service proposals, etc.*

1. Police Commission Rules and Regulations, redlines with amendments
2. Police Commission Rules and Regulations, clean copy with amendments

VILLAGE OF SHOREWOOD

RULES AND REGULATIONS OF THE POLICE COMMISSION
(Approved 12-2-99, updated INSERT DATE)

ARTICLE 1 ORGANIZATION OF THE POLICE COMMISSION

Section 100. Powers of the Commission

The Commission exercises those powers specified in section 62.13(2) through (5) and (7) through (12) of the Wisconsin Statutes. The Commission has not been granted the optional powers set forth in section 62.13(6), Wis. Stats.

Section 101. Officers of the Police Commission

At the first regular meeting of the Commission held after July 1st, annually, the Commission shall elect one of its members to act as President and one to act as Secretary for a term of one year or until successors are duly elected.

Section 102. Rules of the Police Commission

These Rules shall apply to all entrance and promotional positions in the Shorewood Police Department which are under the jurisdiction of the Commission, and to the conduct of all business relating to the functions and responsibilities of the Commission.

These Rules are subject to the applicable provision of state and federal law. It is the express intention of the Commission to comply with all applicable state and federal laws as they relate to hiring, promotion, discipline, and termination.

Should any provision of these Rules be declared unlawful by a court of competent jurisdiction, all other provisions shall remain in full force and effect.

REPEAL OF RULES. These Rules shall not be repealed, ~~amended~~amended, or modified except by majority action of the Commission at a regular meeting of the Commission.

Section 103. Records of the Police Commission.

Records of the Police Commission will be stored securely ~~in the Office of the Village Attorney or~~ in such a place as the Commission may from time to time designate. Access to the stored records will be limited to Officers of the Police Commission ~~or their designee~~ and the ~~Village~~ Attorney for the Police Commission.

ARTICLE 2 POLICE COMMISSION MEETINGS

Section 200. Schedule of Meetings

The Police Commission shall meet at least annually in July to elect officers. The Commission shall also meet at any time set by the Commission during an official business meeting, at the call of the President or upon the written request of at least two members of the Commission.

Section 201. Location of Meetings

The Police Commission meets in the Committee Room of the Village Hall or at such other location as shall be designated by the President or his designee.

Section 202. Notice of Meetings

Public notice of every meeting shall be given in accordance with Section 19.84 of the Wisconsin Statutes.

Upon request, the Commission will make reasonable accommodations ~~to those disabled~~ for individuals of all abilities who wish to attend the meeting.

Section 203. Meetings Subject to Wisconsin Open Meetings Law

The Police Commission meetings shall conform to the requirements of Wisconsin's Open Meetings law, currently subchapter IV, Chapter 19, Wis. Stats. or its successor statute.

The Commission will have and post the required agenda, will meet in open session and will discuss matters in closed session only when authorized to do so under law.

Section 204. Quorum

Three members of the Commission shall constitute a quorum to do business.

Section 205. Rules of Order

The most current edition of *Robert's Rules of Order* shall be the rules of order for the conduct of business at Police Commission meetings, unless stated by the Commission, these rules or Wisconsin law.

ARTICLE 3 APPOINTMENT AND PROMOTION OF POLICE CHIEF, CAPTAINS AND LIEUTENANTS

Section 300. Appointments

The Commission shall appoint the Police Chief. The Chief shall hold office during good behavior, subject to suspension or removal by the Commission for cause.

Whenever there is a vacancy in the Office of Police Chief, the Police Commission shall devise and implement, with the input and assistance of Village staff and personnel, a search process to recruit and appoint a Police Chief. Any cost incurred in the search must be approved by the Village Board in advance.

The Commission may appoint someone to be the Acting Police Chief when the permanent chief has been unable to perform his/her duties for a three day period and is incapacitated and the nature of his incapacity indicates he or she will continue to be incapacitated for more than a 20 day period. The Village Manager will notify the President of the Commission as soon as possible when a chief has been incapacitated.

Except when the appointment can be made with advantage by promotion from within the department, the chief shall make appointments to all positions from an eligibility list approved by the Commission. All appointments shall be subject to approval by the Commission.

When an eligibility list is needed to fill a subordinate position because promotion within cannot be made with advantage from within the department's ranks, the Commission may devise and implement an appropriate process to develop said list.

The eligibility list shall expire at the end of one year from the date approved unless extended or discontinued by the Commission.

Section 302. Probation

A person promoted to a higher position within the police department under the process outlined above shall be on probation for a one year period from the date on which the appointment takes effect subject to any requirements under Wisconsin law.

ARTICLE 4. QUALIFICATIONS, EXAMINATION AND APPOINTMENT OF ENTRY-LEVEL POLICE OFFICERS

Section 400. Minimum Qualifications

Every applicant for appointment to the police service shall:

- (a) Be a citizen of the United States.
- (b) Be able to communicate effectively in the English language.
- (c) A high school diploma or GED equivalent.

- (d) An associate degree or 60 college credits hours.
- (e) Not have been convicted of a felony, unless subsequently pardoned.
- (f) Not have been previously rejected by the Commission for medical reasons that remain uncorrected.
- (g) Be at least twenty-one years old at the time of making application.
- (h) Be in good health and sound mental, emotional and physical condition.
- (i) Possess an unrestricted Wisconsin Motor Vehicle Operator's license.
- (j) Any other qualification which the Commission may spell out in each examination announcement bulletin.
- (k) The minimum requirements set forth in the Law Enforcement Standards of the Wisconsin Administrative Code.

Section 400. Application Process

FORMS. The Commission shall authorize the issuance of application forms. Notice of the times and places that applications are available may be made in the daily newspapers or other media, or in such a manner as the Commission may determine.

MISREPRESENTATION. Any misrepresentation in regard to any material fact contained in the application shall be sufficient cause for excluding the applicant from the examination, removing the same from the eligibility list, or being discharged from the service. Applications must be signed and sworn to by the applicant.

REFERENCES. An applicant shall furnish as references the names and addresses ~~of~~ of at least three adult persons not holding Village of Shorewood positions and not related by blood or marriage. These references shall have been personally acquainted with the applicant for at least one year and shall be able to verify to applicant's character and capability.

FILE. Upon completion of the examination process, copies of the applications of those candidates placed on the eligibility list shall be turned over to the police department to become part of the department's files.

Section 401. Examination Process

These rules are applicable to both the promotion and initial appointment procedures. The Police Commission shall approve a process which may include any of the following:

- (a) Written examination
- (b) Validated physical performance tests
- (c) Assessment center skills testing
- (d) Medical examination
- (e) Background investigation
- (f) Oral interviews
- (g) Psychological examination
- (h) Finger printing

- (i) Any other test the Commission may deem of assistance in the selection of personnel.

GRADING. The Commission may determine what score is a passing grade on each segment of the examination process or assign that responsibility to a designated person or entity. The Commission ~~shall apply~~shall -the apply the appropriate veteran's preference as provided by Section 62.13(4)(d) of the Wisconsin Statutes.

Section 402. Probation

A person appointed to the position of police officer under the process outlined above shall be on probation for an eighteen month period from the date on which the appointment takes effect.

ARTICLE 5 DISCIPLINARY PROCEDURES

Section 500. ~~Discipline of Chief, Scope and Authority~~

~~a. GENERALLY; The Commission may discipline the Chief, including suspension, reduction-in-rank or discharge, pursuant to Wis. Stat. §62.13(5) and Article 6.~~

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~~b. SUSPENSION PENDING CHARGES; The Commission may suspend the Chief upon its own initiative or pending the investigation of written charges under Wis. Stat. §62.13(5). The suspension shall be with pay and benefits and shall be for the shortest reasonable duration within which the charges may be investigated and resolved.~~

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~~The provision of this article govern the administration of disciplinary procedures over which the Commission has jurisdiction pursuant to Section 62.13(5) of the Wisconsin Statutes. These rules are adopted pursuant to the authority granted to the Commission under Section 62.13(5)(g) to promulgate rules for the administration of disciplinary actions.~~

~~The provisions of the article do not apply to probationary police officers, who may be summarily discharged from the police department and unsworn employees of the police department.~~

~~DEFINITIONS. "Compliant" means the person or entity who signs the statement of charges against the respondent. "Respondent" means the person charged in the statement of charges.~~

Section 501. ~~Discipline of subordinates, Suspension as a Penalty~~

~~a.~~

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~~A subordinate may only be discharged, reduced-in-rank, or suspended as provided by Wis. Stat. §62.13(5). A subordinate may otherwise be disciplined consistent with the terms of any applicable labor agreement. Such other discipline may be~~

imposed by the Chief. A “subordinate” for purposes of Articles 5 and 6 is a non-probationary, sworn law enforcement officer.

b. CHARGES GENERALLY: Charges under Article 6 may be filed against a subordinate by the Chief, by member of the Commission, by the Commission as a body, or by any aggrieved person. The Commission or the Chief may suspend the subordinate with pay pending disposition of charges. Except for extenuating circumstance, the Commission or any Commission member should not be the charging party so as to preserve the fairness of the hearing process outlined in Article 6. For the purpose of Chapter 6, the Village Manager is an “aggrieved person” in the Village Manager’s role in overseeing the administration of Village employees, ordinances and policies.

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c. CHARGE FORM: The Commission shall make a form available for the filing of formal charge under Wis. Stat. §62.13(5), and Article 6. Charges, however, need not be filed on the Commission-prepared form. All charge should be signed by the charging party. The sources of all information supporting the charges should be stated in the complaint or in accompanying documents. The complaint must identify the person who is charged, and specify the date, place, and nature of the alleged offense.

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d. COMPLAINT GENERALLY: When a person files a complaint about the conduct of a member of the Department but does not invoke the formal disciplinary process by filing a statement of charges that meets statutory requirements, it does not fall under the jurisdiction of the Commission. The Department shall accept, investigate, and resolve complaints by any person regarding the conduct of Department subordinates, probationary officers and civilian employees related to their status as Department employees in accordance with Policy #1010 Personnel Complaints. If the Commission or any of its members receives a complaint against any Department subordinates, probationary officers and civilian employees, the complaint should be forwarded to the Chief. If the complaint is about the Chief, it should be forwarded to the Village Manager.

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~~The Police Chief or the Commission may suspend a member of the police department as penalty. Such suspensions may be imposed only for just cause, as defined by Wisconsin Statutes and case law.~~

~~If a suspension is imposed by the Police Chief, the Chief shall file a report with the President of the Commission immediately.~~

~~REQUEST FOR HEARING. A request for a hearing shall be in writing and shall be filed with the President of the Commission within ten calendar days of the date on which the written order of suspension was received by the member. If a request for hearing is received, the Commission shall require the complainant or Chief to file a written statement of charges upon which the suspension is based.~~

~~Section 502. Pre-Hearing Procedures~~

~~PRE HEARING CONFERENCE. The Commission may conduct or authorize the President or the Commission's counsel to conduct, a pre-hearing conference to schedule any further proceedings, to identify issues, stipulate to facts and law and to consider any other matter relating to the administration of future proceedings in the case.~~

~~DISCOVERY. At least seven calendar days before the date scheduled for the hearing, both parties shall furnish each other and the Commission with the names and addresses of the witnesses each intends to call at the hearing. Except as otherwise allowed by the Commission, there is no right to any additional pre-hearing discovery.~~

~~SUBPOENAS. Both parties may compel the attendance of witnesses by subpoena, which shall be issued by the President of the Commission on request. The service of subpoenas shall be the responsibility of the party requesting the subpoenas, and the cost of any service fees, witness fees and other related expenses shall be borne by the party requesting the subpoenas.~~

~~Section 503. Hearing Procedures~~

~~COMMENCEMENT. The hearing shall be commenced not less than 10 days nor more than 30 days following the service of charges on the respondent, unless said deadlines are waived by the respondent and the Commission.~~

~~NOTICE OF HEARING. The Commission shall furnish written notice of the hearing to the complainant and to the respondent promptly upon scheduling the hearing, with at least five business days of advance notice. The notice shall state the date, time and location of the hearing.~~

~~RIGHTS OF RESPONDENT. The respondent has the right to attend the hearing in person, be represented by an attorney at respondent's expense, to respond to the charges, to cross-examine the witnesses against him under oath, to present witnesses under oath on his own behalf, to testify on his own behalf and to subpoena witnesses.~~

~~Hearings may be closed to the public, by a vote of the Commission, unless requested to be open by the respondent. (See 19.85(1)(b), Stats.) All hearings shall be recorded.~~

~~PRESENTATION OF EVIDENCE. The complainant presents evidence in support of charges first. The respondent may then present evidence. Thereafter, each side may offer evidence in rebuttal until both sides rest. All testimony shall be under oath. The Commission may question any witnesses and may call witnesses of its own. Witnesses may be sequestered by order of the Commission.~~

~~DECISION BY THE COMMISSION. If the Commission determines that one or more of the charges have been proved, it may sustain such charges and order any of the following:~~

- ~~1. That the respondent be suspended.~~
- ~~2. That the respondent be reduced on rank.~~
- ~~3. That the respondent be both suspended and reduced in rank; or~~
- ~~4. That the respondent be removed from the Department.~~

~~If the Commission determines that the charges are not sustained, the respondent if suspended, shall be reinstated and all lost pay restored.~~

~~FINDINGS OF WRITTEN FACTS. Findings and determinations rendered at the conclusion of the hearing and orders of suspension, reduction or removal, shall be in writing and shall be filed within three days of their rendering with the Secretary of the Commission. The Village Attorney or designee may offer assistance to the Commission in the drafting of such findings and orders.~~

~~ADDITIONAL HEARING AND RULES. The Commission may make such additional rules for the conduct of the hearing for purposes of assured fairness to the parties or promoting the orderly administration of the proceedings as it deems necessary.~~

~~APPEAL AND JUDICIAL REVIEW. Appeals and other forms of judicial review of Commission findings and orders shall be as provided for by Wisconsin Statutes and case law.~~

~~Section 504. Informal Citizen Complaint Process~~

~~When a citizen files a written complaint with the Commission about the conduct of a member of the Department but does not invoke the formal disciplinary process by filing a statement of charges that meets statutory requirements, the Commission may, in its discretion, either refer the matter to the Police Chief for investigation and possible disciplinary action or cause its own investigation of the matter to be conducted. In either event, the citizen shall be notified of the results of any investigation conducted in response to his or her complaint. Forms for complaints are available from the Village Clerk or the Police Department.~~

~~Pursuant to Section 66.312, Stats., aggrieved persons may also file a complaint about the conduct of Shorewood law enforcement officer with the Shorewood Police Chief.~~

~~Section 505. Discharge or Suspension of the Chief~~

~~The Commission may suspend the Chief for just cause pending the investigation of written charges filed with the President of the Commission by the Village President, a commissioner or other appropriate complainant. The Commission shall follow the procedures outlined in this article in conducting a suspension or discharge hearing for the Chief.~~

ARTICLE 600. DISPOSITION OF §62.13(5) CHARGES LAYOFF, RE-EMPLOYMENT AND COMPENSATION

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Section 600 Procedure.

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a. Filing Charges;

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1. Charges may be filed against the Chief or Subordinate by the Chief, the Commission, any Commission member or by an aggrieved person. Except for extenuating circumstance, the Commission or any Commission member should not be the charging party to preserve the fairness of the hearing process outlined in Article 6. For the purpose of Chapter 6, the Village Manager is an "aggrieved person" in the Village Manager's role in overseeing the administration of Village employees, ordinances and policies.

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2. All charges filed with the Commission shall be recorded on a docket list and assigned a number in sequence of filing with the date of filing added in parenthesis.

b. Representation;

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1. The accused may be represented by counsel at any meeting, conference, or hearing conducted by or on behalf of the Commission.

2. The attorney assigned to serve as General Counsel shall act as legal advisor for the Commission. If the Chief is the complainant, separate counsel may be retained to act as legal advisor to the Chief, if needed. If the Commission is the complainant, it shall retain separate legal counsel to prosecute such charges on the Commission's behalf. If any member of the Commission files and actively prosecutes such charges, such member shall not participate in deliberating the charges or determining whether they are sustained.

3. Citizen complainants shall prosecute their complaints before the Commission either by themselves or by counsel they retain at their own expense.

c. Pre-hearing;

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1. If charges against the Chief or a Subordinate are filed with the Chair more than ten (10) days prior to the next regular meeting of the Commission, the Chair shall call a special meeting of the Commission. If the charges are filed within ten (10) days of the regular meeting, the Chair need not call a special meeting provided the subject of the charges is made a part of the agenda for that upcoming meeting. The hearing shall be noticed and held

in closed session unless the accused requests that the hearing be held in open session.

2. Notice of the Pre-hearing shall be given, by personal service or by certified mail, return receipt requested, to the person charged and to the complainant, if the complainant is not the Chief, the Commission, or a Commission member thereof. A copy of the charges shall be furnished with the notice to the person charged with explanation that delivery of the charges does not constitute service under state law. If the Pre-hearing is set to be conducted in closed session, the person charged shall also be advised that the person has the right to demand that the meeting be conducted in open session.
3. At the pre-hearing, the Commission shall read and examine the charges to assure that the charges are sufficiently specific, related to the duties of the person charged, sufficient to warrant imposition of discipline within the scope of Wis. Stat. §62.13(5), and not defamatory in nature. The Commission shall also determine whether the person charged should be suspended with pay pending the hearing on the charges.
4. The person charged, the complainant, and/or their attorneys may address the Commission at the Pre-hearing, however the Commission shall not hear or evaluate evidence at the Pre-hearing.

d. Action:

1. If the Commission finds the charges to be sufficient as to form and nature at the Pre-hearing, it shall then proceed to consider those administrative details set forth in Section 6.02 for the purpose of processing of the charges.
2. If at the Pre-hearing the Commission finds the charges to be so insufficient as to form and nature that even if proven no disciplinary action would be appropriate, it shall summarily dismiss the charges. However, if the Commission deems the defective charges to be curable by the providing of additional detail or facts, it may grant the complainant up to thirty (30) days in which to supplement the complaint. If the Commission concludes that even if the allegations are proven, the discipline would not reach the level of suspension, reduction-in-rank, or termination, the Commission shall refer the complaint to the Chief for further handling as warranted or, if involving the Chief, shall determine whether lesser discipline is warranted.

Section 601 Administration Matters: The Commission shall consider the following administrative matters in proceeding toward disposition of charges filed with it.

- a. Set hearing date within the time frame provided by state law i.e. not less than ten (10) days or more than thirty (30) days following the date of service of charges on

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the person charged. The Commission shall have the authority to extend such time period(s) if circumstances so dictate.

- b. Establish the mechanics for causing the charges and the notice of hearing to be served.
- c. Resolve any representational issues and the need, if any, for the employment of special counsel.
- d. Make provision for the preparation of a record of the proceeding (e.g., tape recording, court reporter, etc.).
- e. Establish the mechanics for issuance of subpoenas by the Chair and the policy as to the payment of witness fees.
- f. Direct the development of the format of the public hearing and direct the furnishing of relevant information to the parties and their attorneys, if any.
- g. Direct the giving of any required notice of public hearing.
- h. Nothing contained herein precludes the parties from reaching a mutual agreement as to a recommended disposition of the charges. The parties shall submit any such Agreement to the Commission in writing. Any such Agreement shall be subject to an approval of the Commission members.

Section

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Service of Charges: Following the Pre-hearing, the Commission shall cause there to be served on the accused and the complainant, if the complainant is neither the Chief nor the Commission, notice of the date, time and place of the hearing on the charges. A copy of the filed charges shall accompany the served notice. Service of the notice and the charges on the accused shall be by personal service if practical, otherwise by certified mail, return receipt requested. Service of the notice on the complainant shall be by certified mail, return receipt requested.

Section 603, Scheduling Conference:

- a. Scheduling: At the discretion of the Commission, a Scheduling Conference may be conducted. If required, the Scheduling Conference shall be held at least five (5) days before the hearing. The charged person and the complainant shall be notified in writing of the date, time, and place of the pre-hearing conference.

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b. Purpose: The following matters shall be accomplished at the Scheduling Conference:

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1. Witness lists and any prior written or recorded statements or reports of witnesses shall be exchanged by the parties and/or legal counsel.

2. Exhibits, if any, shall be exchanged.

3. Witness or exhibits not submitted at the Scheduling Conference may be introduced at the hearing only if the Commission determines that there was a satisfactory or sufficient reason for such exclusion from the pre-hearing conference.

e. Failure to Appear: If the complainant or the complainant's counsel does not appear, the Commission may dismiss the charges unless a satisfactory reason for the nonappearance is provided. Such dismissal shall be documented in writing to each of the parties and/or counsel within two (2) days of such dismissal. If the accused or designated counsel does not appear, and no satisfactory reason for non-appearance is provided, the Commission may impose sanctions prohibiting the introduction of exhibits or witnesses on behalf of the accused and reimbursing other parties (including the Commission) for expenses incurred in attending the pre-hearing conference.

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Section 604. Evidentiary Hearing:

a. The Evidentiary Hearing may be held at a regular or special meeting of the Commission at such time as shall be determined by the Commission. All hearings shall be open to the public, except that the Commission may deliberate in closed session.

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b. If the accused or legal counsel fails to appear at the Evidentiary Hearing, the Commission shall proceed to dispose of the matter on such evidence as may be before it.

c. All testimony of witnesses at hearing shall be given under oath, administered by the Secretary or any other Commission member, in the form and manner provided by Wis. Stats. Ch. 887. The accused and the complainant may compel the attendance of witnesses by subpoenas which shall be used by the Chair on the request and shall be served in the manner provided by Wis. Stats. Ch. 885.

d. At the Evidentiary Hearing, the order shall be as follows:

1. Reading of the charges by Secretary.

2. Opening statements by the complainant and the accused.

3. Testimony and introduction of evidence by the complainant to substantiate the charges with the right of cross-examination by the accused.

4. Testimony and introduction of evidence by the accused with the right to cross-examination by the complainant.
5. Complainant's closing arguments.
6. Accused's closing arguments.

In lieu of closing argument, the Commission may direct the parties to file briefs within a prescribed time period summarizing their legal and factual arguments. This order may be modified, added to or deleted from by a majority of the Commission.

Section 605. Decision:

- a. In determining whether there is just cause for discipline, the Commission shall apply the standards set forth in Wis. Stats. § 62.13(5).
- b. The Commission shall, within five (5) business days after the close of the record (i.e., the conclusion of closing arguments or the submission of briefs), by a majority vote of its members in open or closed session, determine whether by the preponderance of the evidence the charges are sustained. Its written decision and findings shall thereafter be filed with the Secretary.
- c. If the Commission determines that the charges are sustained against the accused, it shall determine whether the good of the service requires disciplinary action by termination, suspension without pay for a period not exceeding sixty (60) days, reduction-in-rank, or suspension and reduction in rank.
- d. If the Commission determines that the charges were not sustained, the accused, if suspended pending disposition of the charges, shall be immediately reinstated in the accused's former position.

Section 606. Appeal: Any person suspended, reduced-in-rank, suspended and reduced-in-rank, or terminated after hearing may appeal from the order to the Circuit Court by serving written notice of appeal, stating the grounds on which the appeal is based, on the Secretary within ten (10) days after the decision is filed. Within five (5) days thereafter, the Secretary shall certify to the Clerk of Circuit Court the record of the proceedings, including all documents, testimony, and minutes. After the taking of such appeal, the proceedings shall be governed by the provisions of Wis. Stat. §62.13(5)(i).

Section 607

Record Keeping: The Secretary shall keep a record of each hearing; the name and address of the accused and complainant; a brief description of the charges involved; and, the final disposition of the case. The Secretary shall also maintain all other important data and dates concerning the case, such as the date of filing of notice of appeal; date of sending out notices and to whom sent; date of posting of notice of hearing; and, dates of hearings, continuances, and final determination.

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ARTICLE 700 LAYOFF, RE-EMPLOYMENT AND COMPENSATION.

Section ~~7~~600. Layoff and re-employment

Layoffs and re-employments will be conducted according to pertinent union contract provisions and the provisions of current Section 62.13(5)(m), Wis. Stats. or its successor statute.

Section ~~7~~601. Decrease in Chief's salary

It shall be the duty of the Commission to consider and to recommend to the Village Board in writing whether it approves or disapproves of any decrease in salary of the Chief, pursuant to current Section 62.13(7), Wis. Stats. or its successor statute.

These rules were approved by vote of the Commission on 12-2-99, updated INSERT DATE.

VILLAGE OF SHOREWOOD

RULES AND REGULATIONS OF THE POLICE COMMISSION

(Approved 12-2-99, updated **INSERT DATE**)

ARTICLE 1 ORGANIZATION OF THE POLICE COMMISSION

Section 100. Powers of the Commission

The Commission exercises those powers specified in section 62.13(2) through (5) and (7) through (12) of the Wisconsin Statutes. The Commission has not been granted the optional powers set forth in section 62.13(6), Wis. Stats.

Section 101. Officers of the Police Commission

At the first regular meeting of the Commission held after July 1st, annually, the Commission shall elect one of its members to act as President and one to act as Secretary for a term of one year or until successors are duly elected.

Section 102. Rules of the Police Commission

These Rules shall apply to all entrance and promotional positions in the Shorewood Police Department which are under the jurisdiction of the Commission, and to the conduct of all business relating to the functions and responsibilities of the Commission.

These Rules are subject to the applicable provision of state and federal law. It is the express intention of the Commission to comply with all applicable state and federal laws as they relate to hiring, promotion, discipline, and termination.

Should any provision of these Rules be declared unlawful by a court of competent jurisdiction, all other provisions shall remain in full force and effect.

REPEAL OF RULES. These Rules shall not be repealed, amended, or modified except by majority action of the Commission at a regular meeting of the Commission.

Section 103. Records of the Police Commission.

Records of the Police Commission will be stored securely in such a place as the Commission may from time to time designate. Access to the stored records will be limited to Officers of the Police Commission or their designee and the Attorney for the Police Commission.

ARTICLE 2 POLICE COMMISSION MEETINGS

Section 200. Schedule of Meetings

The Police Commission shall meet at least annually in July to elect officers. The Commission shall also meet at any time set by the Commission during an official business meeting, at the call of the President or upon the written request of at least two members of the Commission.

Section 201. Location of Meetings

The Police Commission meets in the Committee Room of the Village Hall or at such other location as shall be designated by the President or his designee.

Section 202. Notice of Meetings

Public notice of every meeting shall be given in accordance with Section 19.84 of the Wisconsin Statutes.

Upon request, the Commission will make reasonable accommodations for individuals of all abilities who wish to attend the meeting.

Section 203. Meetings Subject to Wisconsin Open Meetings Law

The Police Commission meetings shall conform to the requirements of Wisconsin's Open Meetings law, currently subchapter IV, Chapter 19, Wis. Stats. or its successor statute.

The Commission will have and post the required agenda, will meet in open session and will discuss matters in closed session only when authorized to do so under law.

Section 204. Quorum

Three members of the Commission shall constitute a quorum to do business.

Section 205. Rules of Order

The most current edition of *Robert's Rules of Order* shall be the rules of order for the conduct of business at Police Commission meetings, unless stated by the Commission, these rules or Wisconsin law.

ARTICLE 3 APPOINTMENT AND PROMOTION OF POLICE CHIEF, CAPTAINS AND LIEUTENANTS

Section 300. Appointments

The Commission shall appoint the Police Chief. The Chief shall hold office during good behavior, subject to suspension or removal by the Commission for cause.

Whenever there is a vacancy in the Office of Police Chief, the Police Commission shall devise and implement, with the input and assistance of Village staff and personnel, a search process to recruit and appoint a Police Chief. Any cost incurred in the search must be approved by the Village Board in advance.

The Commission may appoint someone to be the Acting Police Chief when the permanent chief has been unable to perform his/her duties for a three day period and is incapacitated and the nature of his incapacity indicates he or she will continue to be incapacitated for more than a 20 day period. The Village Manager will notify the President of the Commission as soon as possible when a chief has been incapacitated.

Except when the appointment can be made with advantage by promotion from within the department, the chief shall make appointments to all positions from an eligibility list approved by the Commission. All appointments shall be subject to approval by the Commission.

When an eligibility list is needed to fill a subordinate position because promotion within cannot be made with advantage from within the department's ranks, the Commission may devise and implement an appropriate process to develop said list.

The eligibility list shall expire at the end of one year from the date approved unless extended or discontinued by the Commission.

Section 302. Probation

A person promoted to a higher position within the police department under the process outlined above shall be on probation for a one year period from the date on which the appointment takes effect subject to any requirements under Wisconsin law.

ARTICLE 4. QUALIFICATIONS, EXAMINATION AND APPOINTMENT OF ENTRY-LEVEL POLICE OFFICERS

Section 400. Minimum Qualifications

Every applicant for appointment to the police service shall:

- (a) Be a citizen of the United States.
- (b) Be able to communicate effectively in the English language.
- (c) A high school diploma or GED equivalent.

- (d) An associate degree or 60 college credits hours.
- (e) Not have been convicted of a felony, unless subsequently pardoned.
- (f) Not have been previously rejected by the Commission for medical reasons that remain uncorrected.
- (g) Be at least twenty-one years old at the time of making application.
- (h) Be in good health and sound mental, emotional and physical condition.
- (i) Possess an unrestricted Wisconsin Motor Vehicle Operator's license.
- (j) Any other qualification which the Commission may spell out in each examination announcement bulletin.
- (k) The minimum requirements set forth in the Law Enforcement Standards of the Wisconsin Administrative Code.

Section 400. Application Process

FORMS. The Commission shall authorize the issuance of application forms. Notice of the times and places that applications are available may be made in the daily newspapers or other media, or in such a manner as the Commission may determine.

MISREPRESENTATION. Any misrepresentation regarding any material fact contained in the application shall be sufficient cause for excluding the applicant from the examination, removing the same from the eligibility list, or being discharged from the service. Applications must be signed and sworn to by the applicant.

REFERENCES. An applicant shall furnish as references the names and addresses of at least three adult persons not holding Village of Shorewood positions and not related by blood or marriage. These references shall have been personally acquainted with the applicant for at least one year and shall be able to verify to applicant's character and capability.

FILE. Upon completion of the examination process, copies of the applications of those candidates placed on the eligibility list shall be turned over to the police department to become part of the department's files.

Section 401. Examination Process

These rules are applicable to both the promotion and initial appointment procedures. The Police Commission shall approve a process which may include any of the following:

- (a) Written examination
- (b) Validated physical performance tests
- (c) Assessment center skills testing
- (d) Medical examination
- (e) Background investigation
- (f) Oral interviews
- (g) Psychological examination
- (h) Finger printing

- (i) Any other test the Commission may deem of assistance in the selection of personnel.

GRADING. The Commission may determine what score is a passing grade on each segment of the examination process or assign that responsibility to a designated person or entity. The Commission shall apply the appropriate veteran's preference as provided by Section 62.13(4)(d) of the Wisconsin Statutes.

Section 402. Probation

A person appointed to the position of police officer under the process outlined above shall be on probation for an eighteen month period from the date on which the appointment takes effect.

ARTICLE 5 DISCIPLINARY PROCEDURES

Section 500. Discipline of Chief

- a. **GENERALLY:** The Commission may discipline the Chief, including suspension, reduction-in-rank or discharge, pursuant to Wis. Stat. §62.13(5) and Article 6.
- b. **SUSPENSION PENDING CHARGES:** The Commission may suspend the Chief upon its own initiative or pending the investigation of written charges under Wis. Stat. §62.13(5). The suspension shall be with pay and benefits and shall be for the shortest reasonable duration within which the charges may be investigated and resolved.

Section 501. Discipline of subordinates

- a. A subordinate may only be discharged, reduced-in-rank, or suspended as provided by Wis. Stat. §62.13(5). A subordinate may otherwise be disciplined consistent with the terms of any applicable labor agreement. Such other discipline may be imposed by the Chief. A "subordinate" for purposes of Articles 5 and 6 is a non-probationary, sworn law enforcement officer.
- b. **CHARGES GENERALLY:** Charges under Article 6 may be filed against a subordinate by the Chief, by member of the Commission, by the Commission as a body, or by any aggrieved person. The Commission or the Chief may suspend the subordinate with pay pending disposition of charges. Except for extenuating circumstance, the Commission or any Commission member should not be the charging party to preserve the fairness of the hearing process outlined in Article 6. For the purpose of Chapter 6, the Village Manager is an "aggrieved person" in the Village Manager's role in overseeing the administration of Village employees, ordinances and policies.

- c. CHARGE FORM: The Commission shall make a form available for the filing of formal charge under Wis. Stat. §62.13(5), and Article 6. Charges, however, need not be filed on the Commission-prepared form. All charge should be signed by the charging party. The sources of all information supporting the charges should be stated in the complaint or in accompanying documents. The complaint must identify the person who is charged, and specify the date, place, and nature of the alleged offense.

- d. COMPLAINT GENERALLY: When a person files a complaint about the conduct of a member of the Department but does not invoke the formal disciplinary process by filing a statement of charges that meets statutory requirements, it does not fall under the jurisdiction of the Commission. The Department shall accept, investigate, and resolve complaints by any person regarding the conduct of Department subordinates, probationary officers and civilian employees related to their status as Department employees in accordance with Policy [#1010 Personnel Complaints](#). If the Commission or any of its members receives a complaint against any Department subordinates, probationary officers and civilian employees, the complaint should be forwarded to the Chief. If the complaint is about the Chief, it should be forwarded to the Village Manager.

ARTICLE 600. DISPOSITION OF §62.13(5) CHARGES

Section 600. Procedure

a. FILING CHARGES:

- 1. Charges may be filed against the Chief or Subordinate by the Chief, the Commission, any Commission member or by an aggrieved person. Except for extenuating circumstance, the Commission or any Commission member should not be the charging party to preserve the fairness of the hearing process outlined in Article 6. For the purpose of Chapter 6, the Village Manager is an “aggrieved person” in the Village Manager’s role in overseeing the administration of Village employees, ordinances and policies.

- 2. All charges filed with the Commission shall be recorded on a docket list and assigned a number in sequence of filing with the date of filing added in parenthesis.

b. REPRESENTATION:

- 1. The accused may be represented by counsel at any meeting, conference, or hearing conducted by or on behalf of the Commission.

- 2. The attorney assigned to serve as General Counsel shall act as legal advisor for the Commission. If the Chief is the complainant, separate counsel may be retained to act as legal advisor to the Chief, if needed. If the Commission

is the complainant, it shall retain separate legal counsel to prosecute such charges on the Commission's behalf. If any member of the Commission files and actively prosecutes such charges, such member shall not participate in deliberating the charges or determining whether they are sustained.

3. Citizen complainants shall prosecute their complaints before the Commission either by themselves or by counsel they retain at their own expense.

c. PRE-HEARING:

1. If charges against the Chief or a Subordinate are filed with the Chair more than ten (10) days prior to the next regular meeting of the Commission, the Chair shall call a special meeting of the Commission. If the charges are filed within ten (10) days of the regular meeting, the Chair need not call a special meeting provided the subject of the charges is made a part of the agenda for that upcoming meeting. The hearing shall be noticed and held in closed session unless the accused requests that the hearing be held in open session.
2. Notice of the Pre-hearing shall be given, by personal service or by certified mail, return receipt requested, to the person charged and to the complainant, if the complainant is not the Chief, the Commission, or a Commission member thereof. A copy of the charges shall be furnished with the notice to the person charged with explanation that delivery of the charges does not constitute service under state law. If the Pre-hearing is set to be conducted in closed session, the person charged shall also be advised that the person has the right to demand that the meeting be conducted in open session.
3. At the pre-hearing, the Commission shall read and examine the charges to assure that the charges are sufficiently specific, related to the duties of the person charged, sufficient to warrant imposition of discipline within the scope of Wis. Stat. §62.13(5), and not defamatory in nature. The Commission shall also determine whether the person charged should be suspended with pay pending the hearing on the charges.
4. The person charged, the complainant, and/or their attorneys may address the Commission at the Pre-hearing, however the Commission shall not hear or evaluate evidence at the Pre-hearing.

d. ACTION:

1. If the Commission finds the charges to be sufficient as to form and nature at the Pre-hearing, it shall then proceed to consider those administrative details set forth in Section 6.02 for the purpose of processing of the charges.

2. If at the Pre-hearing the Commission finds the charges to be so insufficient as to form and nature that even if proven no disciplinary action would be appropriate, it shall summarily dismiss the charges. However, if the Commission deems the defective charges to be curable by the providing of additional detail or facts, it may grant the complainant up to thirty (30) days in which to supplement the complaint. If the Commission concludes that even if the allegations are proven, the discipline would not reach the level of suspension, reduction-in-rank, or termination, the Commission shall refer the complaint to the Chief for further handling as warranted or, if involving the Chief, shall determine whether lesser discipline is warranted.

Section 601. Administration Matters

The Commission shall consider the following administrative matters in proceeding toward disposition of charges filed with it.

- a. Set hearing date within the time frame provided by state law i.e. not less than ten (10) days or more than thirty (30) days following the date of service of charges on the person charged. The Commission shall have the authority to extend such time period(s) if circumstances so dictate.
- b. Establish the mechanics for causing the charges and the notice of hearing to be served.
- c. Resolve any representational issues and the need, if any, for the employment of special counsel.
- d. Make provision for the preparation of a record of the proceeding (e.g., tape recording, court reporter, etc.).
- e. Establish the mechanics for issuance of subpoenas by the Chair and the policy as to the payment of witness fees.
- f. Direct the development of the format of the public hearing and direct the furnishing of relevant information to the parties and their attorneys, if any.
- g. Direct the giving of any required notice of public hearing.
- h. Nothing contained herein precludes the parties from reaching a mutual agreement as to a recommended disposition of the charges. The parties shall submit any such Agreement to the Commission in writing. Any such Agreement shall be subject to an approval of the Commission members.

Section 602. Service of Charges

Following the Pre-hearing, the Commission shall cause there to be served on the accused and the complainant, if the complainant is neither the Chief nor the Commission, notice of the date, time and place of the hearing on the charges. A copy of the filed charges shall accompany the served notice. Service of the notice and the charges on the accused shall be by personal service if practical, otherwise by certified mail, return receipt requested. Service of the notice on the complainant shall be by certified mail, return receipt requested.

Section 603. Scheduling Conference

- a. SCHEDULING: At the discretion of the Commission, a Scheduling Conference may be conducted. If required, the Scheduling Conference shall be held at least five (5) days before the hearing. The charged person and the complainant shall be notified in writing of the date, time, and place of the pre-hearing conference.
- b. PURPOSE: The following matters shall be accomplished at the Scheduling Conference:
 1. Witness lists and any prior written or recorded statements or reports of witnesses shall be exchanged by the parties and/or legal counsel.
 2. Exhibits, if any, shall be exchanged.
 3. Witness or exhibits not submitted at the Scheduling Conference may be introduced at the hearing only if the Commission determines that there was a satisfactory or sufficient reason for such exclusion from the pre-hearing conference.
- c. FAILURE TO APPEAR: If the complainant or the complainant's counsel does not appear, the Commission may dismiss the charges unless a satisfactory reason for the nonappearance is provided. Such dismissal shall be documented in writing to each of the parties and/or counsel within two (2) days of such dismissal. If the accused or designated counsel does not appear, and no satisfactory reason for nonappearance is provided, the Commission may impose sanctions prohibiting the introduction of exhibits or witnesses on behalf of the accused and reimbursing other parties (including the Commission) for expenses incurred in attending the pre-hearing conference.

Section 604. Evidentiary Hearing

- a. The Evidentiary Hearing may be held at a regular or special meeting of the Commission at such time as shall be determined by the Commission. All hearings shall be open to the public, except that the Commission may deliberate in closed session.
- b. If the accused or legal counsel fails to appear at the Evidentiary Hearing, the Commission shall proceed to dispose of the matter on such evidence as may be

before it.

- c. All testimony of witnesses at hearing shall be given under oath, administered by the Secretary or any other Commission member, in the form and manner provided by Wis. Stats. Ch. 887. The accused and the complainant may compel the attendance of witnesses by subpoenas which shall be used by the Chair on the request and shall be served in the manner provided by Wis. Stats. Ch. 885.
- d. At the Evidentiary Hearing, the order shall be as follows:
 - 1. Reading of the charges by Secretary.
 - 2. Opening statements by the complainant and the accused.
 - 3. Testimony and introduction of evidence by the complainant to substantiate the charges with the right of cross-examination by the accused.
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 - 5. Complainant's closing arguments.
 - 6. Accused's closing arguments.

In lieu of closing argument, the Commission may direct the parties to file briefs within a prescribed time period summarizing their legal and factual arguments. This order may be modified, added to or deleted from by a majority of the Commission.

Section 605. Decision

- a. In determining whether there is just cause for discipline, the Commission shall apply the standards set forth in Wis. Stats. § 62.13(5).
- b. The Commission shall, within five (5) business days after the close of the record, (i.e., the conclusion of closing arguments or the submission of briefs), by a majority vote of its members in open or closed session, determine whether by the preponderance of the evidence the charges are sustained. Its written decision and findings shall thereafter be filed with the Secretary.
- c. If the Commission determines that the charges are sustained against the accused, it shall determine whether the good of the service requires disciplinary action by termination, suspension without pay for a period not exceeding sixty (60) days, reduction-in-rank, or suspension and reduction in rank.
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appeal, stating the grounds on which the appeal is based, on the Secretary within ten (10) days after the decision is filed. Within five (5) days thereafter, the Secretary shall certify to the Clerk of Circuit Court the record of the proceedings, including all documents, testimony, and minutes. After the taking of such appeal, the proceedings shall be governed by the provisions of Wis. Stat. §62.13(5)(i).

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The Secretary shall keep a record of each hearing; the name and address of the accused and complainant; a brief description of the charges involved; and, the final disposition of the case. The Secretary shall also maintain all other important data and dates concerning the case, such as the date of filing of notice of appeal; date of sending out notices and to whom sent; date of posting of notice of hearing; and, dates of hearings, continuances, and final determination.

ARTICLE 700 LAYOFF, RE-EMPLOYMENT AND COMPENSATION

Section 700. Layoff and re-employment

Layoffs and re-employments will be conducted according to pertinent union contract provisions and the provisions of current Section 62.13(5)(m), Wis. Stats. or its successor statute.

Section 701. Decrease in Chief's salary

It shall be the duty of the Commission to consider and to recommend to the Village Board in writing whether it approves or disapproves of any decrease in salary of the Chief, pursuant to current Section 62.13(7), Wis. Stats. or its successor statute.

These rules were approved by vote of the Commission on 12-2-99, updated **INSERT DATE**.

**Village of Shorewood Police Department
Police Officer Hiring Process
2021**

Applications are being accepted to establish an eligibility list for the position of Village of Shorewood Police Officer. Please note the minimum qualifications listed below. Applications must be returned no later than **October 15, 2021 by Noon.**

Steps for Establishing Eligibility List:

1. Complete written application provided by the Village of Shorewood
2. Written Test
3. Oral Interview with Field Training Officers
4. Oral Interview with Command Staff
5. Oral Interview with Police Commission

Post Conditional Offer of Employment:

1. Background Investigation
2. Psychological exam
3. Medical exam (to include drug screen)
4. Vision and hearing exam
5. Physical fitness/Physical agility exam

Tentative Timeline (subject to change):

- | | |
|----------------------------------|--|
| 1. Applications due: | October 15, 2021 by Noon |
| 2. Written Test: | October 19, 2021 at 10:00 a.m. and 6:00 p.m. |
| 3. FTO Interviews: | October 25, 2021 5:30 p.m.- 11 p.m. |
| 4. Command Staff Interviews: | October 28, 2021 5:30 p.m. - 11 p.m. |
| 5. Police Commission Interviews: | TBD, 2021 |
| 6. Eligibility List established: | TBD 2021 |

Minimum Qualifications:

1. United States Citizens
2. Minimum 21 years of age at date of hire
3. Valid Wisconsin Driver's License with a good driving record
4. Minimum of 60 college credits
5. No felony convictions or disqualifying criminal history
6. Mental and physical ability to perform essential functions of a police officer
7. Must be of good moral character
8. Ability to possess and use all standard law enforcement equipment, techniques, and use of force options

Desired Qualification:

1. Certified or certifiable by the Wisconsin Law Enforcement Standards Board
2. Meet the eligibility requirements to complete the Reciprocity Examination
3. Bachelor's Degree

The Village of Shorewood is an equal opportunity employer

Police Officer - Shorewood Police Department

Applications are now being accepted to fill a vacancy and establish an eligibility list.

Position Responsibilities - Provide police services, including but not limited to, responding to emergency and non-emergency calls for service, conducting preventative and directed patrols, enforcement of municipal ordinances and state laws, and performing community engagement activities.

Salary \$63,802.72 - \$80,952.52 per year

Benefits

Clothing Allowance	Paid Holidays: 11
Deferred Compensation	Sick Leave
Dental	Vacation
Health Insurance	Wisconsin Retirement Fund
Life Insurance	

Qualifications:

Ability to handle several tasks simultaneously	Driver's license
Ability to perform essential functions of this position	Eligibility for Wisconsin LESB Certification
Ability to possess a firearm	Good verbal and written communication skills
Ability to use all standard law enforcement equipment	No domestic abuse convictions
Able to work evenings, weekends, and holidays	No felony convictions
Clear and concise speech	Vision correctable to 20/20

Education Requirements

High school diploma

60 college credits / Associate's degree

Notes:

Background Check	Physical Fitness/Agility Screening
Drug Screening	Vision Examination
Medical Examination	Written Exam
Oral Interviews	