



NOTICE

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

Join the meeting via zoom

Click this link: <https://us02web.zoom.us/j/87245353005>

Or phone: 1 312 626 6799

Meeting ID: 872 4535 3005

AGENDA

1. Call to order.
2. Consider November 2, 2021 meeting minutes.
3. Review of Police Chief recruitment timeline.
4. 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 captain eligibility list.
 - A. Interview captain candidates to establish an eligibility list for the position of captain.
 - B. Discuss captain candidates.
5. Reconvene into open session.
6. Establish eligibility list for the captain position.
7. Adjournment.

DATED at Shorewood, Wisconsin, this 23rd day of November, 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
November 2, 2021**

1. Call to Order

President Cole called the meeting of the Police Commission to order at 5:31 p.m. Village Manager Ewald noted that the meeting was posted in accordance with law.

Present: President Richard Cole; Commissioners Anderson, Bulluck and Moore.

Others Present: Attorney Steven Zach, Interim Chief Liebenthal and Village Manager Rebecca Ewald.

2. Approve minutes of September 15, 2021,

Commissioner Bulluck moved, President Cole seconded to approve the September 15, 2021 minutes. Motion approved 4-0.

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.**

The Commission discussed the matters posted for going into closed session.

4. Reconvene into open session

President Cole moved, seconded by Commissioner Anderson to reconvene into open session at 6:37 p.m. Motion carried 4-0.

5. Establish eligibility list for police officer.

President Cole moved, seconded by Commissioner Bulluck to approve the eligibility list for promotion in no particular order, expiring in one year: Jacob Metzger and Luke Sleman.

Commissioner Moore departed the meeting at 6:40 p.m. The Commission recessed at 6:40 p.m. and returned at 6:47 p.m.

6. Review proposed amendments to Police Commission bylaws.

Atty. Zach noted that the purpose of updating the bylaws is to conform with State law. Section 5.04 did not conform with State Statute. The amendments to the bylaws now refer only to matters that fall within the Commissions jurisdiction under State Statute. The amendments do not change the Chiefs complaint policy, a village policy that does not fall under the jurisdiction of the Commission. The amendments do not change the Commissions role with respect to charges before the Commission.

7. Public comment on proposed amendments to Police Commission bylaws.

Elly Pick, 4411 N Stowell Avenue – relayed it was a very detailed review of the bylaws and thanked the Commission for performing this task.

8. Possible consideration of proposed amendments to Police Commission bylaws.

President Cole moved, seconded by Commissioner Anderson to approve the proposed Police Commission Rules and Regulations amendments pursuant to Section 102. Motion carried 3-0.

9. Adjournment

President Cole moved, seconded by Commissioner Bulluck to adjourn at 7:04 p.m. Motion carried 3-0.

Respectfully submitted,

Rebecca Ewald
Village Manager

To: Village of Shorewood Police Commission

From: Deb Hettrick, The Riseling Group

Subject: Timeline for Police Chief Recruitment

Week 1, November 15-19

- Adoption of the final proposal and contract for services.
- Whenever the Village is ready the consultant can begin work.

Weeks 2-5, November 22-26, November 29-December 3, December 7-10, 13-17

- Initial meeting with Police Commission. (November 30, 2021 via zoom)
- Zoom interviews
 - Village Manager/Ast. Village Manager
 - Village Board (December 13 – 5:30 p.m.)
 - Human Relations Commission (December 9 - via zoom)
 - Village Department Heads (minus Interim Chief) + Chief Whitaker, NSHD
 - Faith leaders/St. Robert's School (December 7 – 10 a.m.)
 - Shorewood School District and Business Improvement District (BID)
- Phone interviews with adjoining jurisdictions.
- Police department in-person listening sessions/interviews. (prior to December 13)
- Public in-person listening session. (December 13 – 7:00 p.m.)

Weeks 6-7, Dec 20-22, 27-30

- Finalize selection criteria, job description, recruitment information and application materials.
- Village Board to approve updated job description. (December 20 – 7:30 p.m.)
- Interim oral and bulleted written report to Police Commission on feedback from listening sessions and interviews. (December 21 or 22 - 5:30 p.m.)

Weeks 8-11, January 3-7, 10-14, 17-21, 24-28

- Advertise the position, facilitate in distributing application packets, if needed.
- Develop semi-finalist interview schedule, establish panelists.
- Draft questions, and criteria for panels.
- Schedule interviews with Village panel and Law Enforcement Executive panel.

Week 12, January 21-February 4

- Screen applications, resumes, pre-interview questions based on developed criteria.
- Contact successful semi-finalist candidates.

Weeks 13-14, February 7-11, 14-18

- Conduct preliminary background and reference checks on semi-finalists.
- Hold panel interviews on same day, meet with panels to determine list of finalists to send forward to Police Commission.
- Assist PC with strategy, questions and scoring criteria.

Week 15, February 21-25

- Police Commission interviews finalists and selects candidate.
- Hold candidate public presentation and question session, if desired.

Week 16-19, February 28-March 4, March 7-11, 14-18, 21-25

- Make Conditional Offer, assist in salary negotiations, if desired.
- Coordinate and complete comprehensive background investigation.
- Psychological, physical, and drug testing, previously arranged by the Village, occur.
- If all testing is successful, present final candidate to Village Board as requested by PC.

Week 20, March 28-April 1

- Public Announcement.

Dates to be determined:

- Mutually Agreed Upon Police Chief begins work.
- Work with new Police Chief to assist in transition.