



NOTICE

PLEASE TAKE NOTICE that a meeting of the **POLICE COMMISSION** of the Village of Shorewood will be held via teleconference on **Wednesday, December 22, 2021** at **5:30 p.m.**

Join the meeting via zoom

Click this link: <https://us06web.zoom.us/j/84412554728>

Or phone: 1 312 626 6799

Meeting ID: 844 1255 4728

1. Call to order.
2. Consider November 30, 2021 meeting minutes.
3. Received feedback on police chief recruitment – Riseling Group.
4. Progress report on police chief recruitment – Riseling Group.
5. Adjournment.

DATED at Shorewood, Wisconsin, this 17th day of December, 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 30, 2021**

1. Call to order.

President Cole called the meeting to order at 5:31 p.m.

Present: President Cole and Commissioners: Anderson, Bulluck and Moore (arrived at 6:06 p.m.)

2. Consider November 2, 2021 meeting minutes.

Commissioner Anderson moved, seconded by Commissioner Bulluck by to approve the November 2, 2021 meeting minutes. Motion carried 3-0.

3. Review of Police Chief recruitment timeline.

Ms. Hettrick reviewed the police chief recruitment timeline and team. Wayne Strong, Riseling team member, introduced himself as well. Ms. Hettrick reviewed the methods of advertisement for the position. The Commission requested that a questionnaire be developed for public participation and an in person listening session be held in January 2022.

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, and B. Discuss captain candidates.

Commissioner Anderson moved, seconded by Commissioner Bulluck to 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, and B. Discuss captain candidates. Motion carried 3-0 by roll call vote.

The Commission interviewed candidates for the Captain position and discussed the captain candidates.

5. Reconvene into open session.

Commissioner Anderson moved, seconded by Commissioner Moore to reconvene into open session at 7:52 p.m.

6. Establish eligibility list for the captain position.

President Cole moved, seconded by Commissioner Anderson to establish a Captain eligibility list with the two names in no particular order: Christopher Moews and Fernando Santiago. Motion carries 4-0.

7. Adjournment

President Cole moved, seconded by Commissioner Bulluck to adjourn at 7:56 p.m. Motion carried 4-0.

Respectfully submitted, Rebecca Ewald, Village Manager

Interview and Listening Sessions Questions

1. What are the best things about the Shorewood PD?
2. If you could change or improve one or two things about the department, what would they be and why those specifically?
3. What characteristics do you consider to be most important for the next Chief of Police to possess?
4. Describe your perception of the relationship between the police department and the community.
5. What would you say is the most important criminal issue for the police department to address in Shorewood?
6. What do you feel is the most important issue for the new Chief of Police to deal with regarding the community?
7. What would be a good first step for the police department to address issues of equity, diversity, systemic racism, and implicit bias in the community?
8. How important is it to you that the police engage in Community Policing?

From: Deb Hettrick, The Riseling Group

Subject: Progress Report on Police Chief Recruitment

Date: December 17, 2021

Here is an update on what we have done so far. I have not provided you with themes from the listening sessions as your listening session occurs 12/22, and the last police department sessions are being held today (12/17/2021). It is hoped that an in-person session can be held with the public when it is allowed by the Village.

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) **Done**
- Zoom interviews
 - Village Manager/Asst. Village Manager **Done**
 - Village Board (December 13 – 5:30 p.m.) **Done**
 - Human Relations Commission (December 9 - via zoom) **Done**
 - Village Department Heads (minus Interim Chief) + Chief Whitaker, NSHD **Done**
 - Faith leaders/St. Robert's School (December 7 – 10 a.m.) **Done**
 - Shorewood School District and Business Improvement District (BID) **Done**
- Phone interviews with adjoining jurisdictions. **Done**
- Police department in-person listening sessions/interviews. (prior to December 13) **½ done, ½ occurring today, 12/17/2021**
- Public in-person listening session. (December 13 – 7:00 p.m.) **Done**

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

- Finalize selection criteria, job description, recruitment information and application materials. **Job description done-to be approved, application materials in progress**
- Village Board to approve updated job description. (December 20 – 7:30 p.m.)
 - [See pg. 47 of Village Board Packet.](#)
- Interim oral and bulleted written report to Police Commission on feedback from listening sessions and interviews. (December 22 - 5:30 p.m.) **2 listening sessions to be done, PD 12/17/2021 and Police Commission 12/22**

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 **Law enforcement executive panelists established, scheduled for 2/15,16 or 17**
- Draft questions, and criteria for panels. **In progress**
- 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. **February 16, 17 or 18**
- 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