



AGENDA OF THE POLICE AND FIRE COMMISSION

THURSDAY, FEBRUARY 25, 2021, 3:30 PM
Virtual Meeting. Public may join via Zoom.

A. Zoom Meeting Information.

1. This item contains documents which provide call in information and instructions for the Zoom meeting.

B. Roll Call.

C. Approval of the Agenda.

D. Regular Business.

1. Consideration and possible action regarding the Police Chief recruitment and selection process (Review of 2015 Process).
2. Interim Police Chief Discussion. The Commission may convene in closed session pursuant to Section 19.85 (1) (c), Wisconsin Statutes, for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Commission may thereafter reconvene in open session pursuant to Section 19.85 (2), Wisconsin Statutes, to report the results of the closed session and consider the balance of the agenda.

E. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.

- 3) **QUORUM:** Please take notice that a majority or quorum of the Common Council will attend this Police and Fire Commission meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) **REPRESENTATION:** The party requesting the communication, or their representative, should be present at this meeting.

Virtual Meeting Instructions



Police & Fire Commission

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/88991125727?pwd=cWEyNUd5dHZaNfhlWFVFMW9oWXRTQT09>

Meeting ID: 889 9112 5727

Passcode: 109101

One tap mobile

+13126266799,,88991125727#,,,,*109101# US (Chicago)

+19292056099,,88991125727#,,,,*109101# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 889 9112 5727

Passcode: 109101

Find your local number: <https://us02web.zoom.us/j/88991125727?pwd=cWEyNUd5dHZaNfhlWFVFMW9oWXRTQT09>

Additional Information

1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
3. Please log into the Zoom meeting 10 minutes before the meeting starts to ensure proper technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
4. Once you are in the meeting please mute yourselves.
 - a. You may unmute yourself when you are called upon to speak.
5. Waiting room
 - a. When you call in, all callers/participants will be placed in a “waiting room.”
 - b. Persons on the agenda will be admitted to the meeting, and then once the item is concluded, the host will permanently mute you from the meeting (you can still hear the meeting).
6. Using Zoom with a tablet or computer
 - a. Tablet—you will be asked to sign in. Download the app either with the Apple Store or the Play Store
 - b. Computer—you will be asked to sign in. You may download the app or click on the link to open Zoom in your browser.
7. Registering
 - a. The host may ask you to register for the meeting. A registration link will be sent to you along with the invite. You’ll receive another email confirming that you’re registered for the meeting.
 - b. If you’re using a phone, your registration will still be tied to an email.
8. Raising your hand
 - a. Committee members—you can either use CivicClerk and request to speak or you can “raise your hand” in the zoom meeting (you’d need to use a computer or tablet) to let the host know you’d like to speak. You can also un-mute yourselves and start speaking.
 - b. Persons on the agenda—you can “raise your hand” but you’d need to use a computer. You will be allowed to speak, per Wisconsin Open Meetings Rules, once the committee has “opened the floor for interested parties to speak.” Once the committee is finished with your agenda item, the host will mute you permanently, unless the committee opens the floor again.
9. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—well in advance of the meeting, please download the Zoom Meeting app before you join a meeting by using either the Apple Store or the Play Store. You will be asked to input your name, thus identifying you for the meeting. You’ll also be asked to verify your email.
 - d. Computer—well in advance of the meeting, please download the Zoom Meeting app, but you can also click on a link to open the Zoom Meeting in your browser. You will be asked to input your name, thus identifying you for the meeting.
 - e. For tablet and computer users—if you download the app you will be asked to verify your email.
10. Zoom etiquette
 - a. Muting yourselves when you’re not talking will prevent your background noise from interfering with others’ ability to listen to and participate in the meeting.
 - b. If you’re using a telephone, please identify yourself with your phone number and name before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourselves.
11. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching live on YouTube will see a gray screen with the City logo during closed session.
12. Persons interested in attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number above.

Calling into the Zoom meeting using a smartphone

1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by #
 - a. If you're using a smartphone, you can access the keypad by clicking "Keypad" on your screen



3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not need to talk, please make sure your phone is on **Mute**
 - a. If you're using a smartphone, look at your screen and click the Mute button



- b. If you're using a computer, you should see a Mute button in the Zoom application



MEMORANDUM



Human Resources Department

To: City of Green Bay Police and Fire Commission

From: Melanie Falk, PHR
HR Operations Manager

Re: Police Chief Recruitment/Selection Process

Date: June 23, 2015

At the June 4, 2015 Police and Fire Commission meeting, it was requested that Human Resources prepare a timeline and proposed selection process for the anticipated Police Chief vacancy as a result of Chief Tom Molitor's retirement effective July 31, 2015. The following is the recommendation for consideration:

Applications: Applications will be accepted for 6-8 weeks beginning in early July. This timeframe is recommended based upon the advertising deadline and publication dates of various statewide and national advertising sources, and because the Commission will be conducting a national search. As part of the application process, the Commission may request that candidates respond to a supplemental question(s) as an additional screening tool. Human Resources would be available to assist the Commission with drafting these questions.

Advertising: Advertising will encompass various statewide and national publications and websites (see attached advertising options). Human Resources will also directly recruit potential candidates.

Selection to Interview: It is recommended that applications be screened after 6-8 weeks of advertising, and first round interviews conducted in mid to late September. The Commissioners will screen the applications using the City's on-line application program (NeoGov). Training on this program will be made available to Commissioners.

Candidates invited to interview should possess the minimum qualifications for the position (see attached job description).

Interviews: Those candidates selected to interview, will be scheduled to interview with the Police and Fire Commission. Working with the Commission, Human Resources will develop interview questions and facilitate the interviews. Following the first round of interviews, the candidate's selected to proceed in the process, will be scheduled for the final interview with the Commission and the Mayor. The final interviews are targeted for mid to late October.

Background Investigation: After the interview process, the top candidate(s) will be determined

and those individuals would be required to submit to a background investigation before a final hiring decision is made. The backgrounds will be conducted immediately following the final interviews.

Employment Offer: The employment offer would be extended to the top candidate in November contingent upon passing a pre-employment psychological exam.

This is the proposed timeline and selection process for the Police Chief recruitment. The process is identical to the selection process used to fill the previous Police Chief vacancy in 2012.

Recommendation:

Based upon the information provided above, I recommend that the Police Chief recruitment process be approved with the following timeline:

- **Applications accepted:** Early July – Early September
- **First Round Interviews:** Mid – Late September, 2015
- **Second Interviews:** Mid - Late October, 2015
- **Background Investigation:** Late October, 2015
- **Employment Offer:** November, 2015

c: Mayor Jim Schmitt

JOB DESCRIPTION

City of Green Bay

Position Title	CHIEF OF POLICE
Department	Police
Reports To	Mayor
Supervises	Police Department employees
Salary	Grade R
Position Status	Exempt
Job Summary	Under administrative direction of the Mayor, Common Council, and Board of Police & Fire Commissioners, this position performs work of unusual difficulty in planning and directing the function of the Police Department.
Essential Functions	1) Plans, organizes, and directs the maintenance of law and order, the protection of life and property, the regulation of traffic, the apprehension, arrest, and detention of law violators, and the maintenance of police records and communication systems. Determines policies to be followed by department personnel with respect to enforcement of laws and ordinances, cooperation with other law enforcement agencies, and public relations. Determines proposed policies and training requirements, and directs special studies and the preparation of comprehensive reports. Coordinates law enforcement activities with other agencies. 2) Determines disciplinary action based on internal investigations by staff. Provides input to labor negotiator and is a participant in collective bargaining and grievance resolution. Contract interpretation. 3) Confers with municipal officials, civic groups, and citizens on law enforcement problems. Represents the department in all other matters related to police services and conducts press conferences on major problems or police problems. Attends Council and committee meetings that consider police budget, department, or personnel matters. Meets regularly with Board of Police & Fire Commissioners. 4) Analyzes budgetary problems within department and submits a budget for consideration. Assists in the development of regulatory ordinances and laws regarding public safety. 5) Performs other duties as assigned.
Knowledge, Skills And Abilities	▪ Comprehensive knowledge of the principles, practices, and methods of local police administration. Considerable knowledge of municipal, county, state, and federal law, statutes, ordinances, and codes. ▪ Comprehensive skill in the application of modern law enforcement principles and practices through planning, organizing, assigning, directing, and inspecting the work of varied police functions. Considerable skill in the analysis of the community's law enforcement needs and the implementation of plans to satisfy their needs. Considerable skill in establishing and maintaining effective working relationships with other officials, departmental employees, and the general public. Considerable skill in analyzing police problems and developing policies, plans and procedures. Considerable skill in expressing oneself clearly and concisely. Considerable skill in planning, organizing, setting goals and objectives, forecasting future needs, and

	establishing priorities. ▪ Ability to draft and administer a multi-million dollar budget. Ability to plan and manage department personnel. Ability to command respect from subordinates. Ability to interpret and administer contracts and deal effectively with unions. Ability to utilize a computer and the required software. Ability to work the required hours of the position.
Minimum Education And Experience	▪ Bachelor's degree in Criminal Justice, Police Science, Public Administration, Sociology, or related field and a Master's degree preferred. ▪ Seven years of progressively responsible supervisory and managerial experience including union labor relations experience. ▪ Certified or the ability to be certified as a law enforcement officer by the Wisconsin Law Enforcement Training Standards Board within one year of employment. ▪ Graduate of F.B.I. National Academy, Senior Management Institute of Police (PERF), Southern Police Institute, Northwestern Management (long) Program, or Executive Development Institute Program (State of Wisconsin program) desired. ▪ Valid driver's license and excellent driving record. ▪ U.S. citizen with no felony convictions. A combination of equivalent experience and/or education may be considered. Must have acceptable personal and professional history as determined by successfully completing a background investigation.
Physical Requirements	Ability to perform the following activities: ▪ Lifting up to 10-20 pounds. ▪ Carrying up to 10-20 pounds. ▪ Frequent standing, walking, and sitting. ▪ Ability to focus for long periods of time on projects. ▪ Ability to reach.
The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements. I have read the above position description and understand the duties and responsibilities of the position. _____ Employee Name (please print) Date _____ Employee Signature	

POLICE CHIEF ADVERTISING – 2015

Publication	Contact	Phone	Publish	Deadline	Ad type	Cost	Submitted
Badger Sheriff's Association	www.badgersheriff.com badgersheriff@brucetel.net	715-415-2412	Daily	N/A	Email to (72) WI Sheriffs	Free	
Career Builder	www.careerbuilder.com		Daily	N/A	Web (30 days)	\$419	
International Police Chiefs Association	www.theiacp.com		Daily	N/A	Web (60 days)	\$200	
League of Wisconsin Municipalities	classified@lwm-info.org		Daily	N/A	Web (until application deadline or 4 weeks) As of 1/1/15 ads no longer run in the magazine	Free	
LinkedIn	www.linkedin.com		Daily	N/A	Web (30 days)	\$199	
Police Executive Research Forum	www.policeforum.org bcockrell@policeforum.org		Daily Daily	N/A N/A	Web Email to list of (3000) police executives	Free \$500	
Public Sector Jobs Bulletin	www.govtjobs.com	860-437-5700	Daily	N/A	Web (60 days) Web + Civil Service Job Board Network	\$150 \$500	
Wisc.Jobs (Current Job Opportunities Bulletin)	www.wisc.jobs wpp@wisconsin.gov		Daily	N/A	Web (3 months)	\$140	

Wisconsin Chiefs of Police Association (WCPA)	www.wichiefs.org dthaves@shawanonet.net (Ad should be emailed as a PDF file or Word document)	715-524-8283	Daily	Daily	Web and email to Wisconsin Chiefs and Command Staff (500)	\$50	
Wisconsin Law Enforcement Network (WILENET)	www.wilenet.org		Daily First Friday of each month	N/A 15 th of the month preceding publication with application deadline on or after the 3 rd Friday of the month of publication	Web Law Enforcement Bulletin	Free	

Municipality	Education	Experience	Other
Appleton	Bachelor's degree in Police Science, Criminal Justice, Law Enforcement, Public Administration or related field. Master's degree preferred.	8-9 years broad and extensive municipal police management and administrative experience.	
Fond du Lac	Bachelor's degree.	Uncompromised record of increasing responsibility and achievement and a record of Administrative and Law	FBI National Academy, Northwestern School of Police Staff and Command, Southern Police Institute or similar
Green Bay	Bachelor's degree in Criminal Justice, Police Science, Public Administration, Sociology or related field. Master's degree preferred.	7 years progressively responsible supervisory and managerial experience including union labor relations experience.	FBI National Academy, Senior Management Institute of Police (PERF), Southern Police Institute, Northwestern Management (long) Program or
Kenosha	Bachelor's degree in Criminal Justice, Public Administration, Sociology or related field. Master's degree preferred.	Rank of Captain or higher. 10 years progressively responsible supervisory and managerial experience, including labor relations experience, with 2	FBI National Academy, Senior Management Institute of Police (PERF), Southern Police Institute, Northwestern Management (long) Program or
Madison	Bachelor's degree in Police Science, Criminal Justice or related field.	3 years responsible and varied managerial experience within a local law enforcement agency.	FBI National Academy or Southern Police Institute preferred.
Manitowoc	Bachelor's degree in Police Science, Law Enforcement, Criminal Justice, Public Administration or closely related field.	10 years experience in police work, 5 of which must have been equivalent to a Police Sergeant or management position.	FBI National Academy or similar law enforcement oriented university level staff and command courses.
Milwaukee	Bachelor's degree in Criminal Justice, Public Administration, Business Administration or related field. Master's degree preferred.	3 years of executive leadership experience in a law enforcement agency serving a multi-cultural population of at least 300,000 residents or be the rank of Captain or above in	FBI National Academy, Northwestern Police Command School, Southern Police Institute or comparable course of study is preferred.
Oshkosh	Bachelor's degree in Criminal Justice, Police Science, Law Enforcement, Public Administration or related field.	10 years experience in law enforcement. 5 years experience in police management positions.	Graduate of advanced police administration training course.
Racine	Emailed 2/19		

Sheboygan	Bachelor's degree in Business Management, Public Administration, Law Enforcement or Criminal Justice. Master's degree preferred.	Preferred experience to a minimum of 15 years in law enforcement with at least 6 years of which have been served in a management/ command level capacity (Sergeant level or above), in a City of at least 20,000 population.	
Waukesha	Bachelor's degree.	10 years in police enforcement, with at last 5 of those in a supervisory capacity.	FBI National Academy or equivalent.