



AGENDA OF THE POLICE AND FIRE COMMISSION

THURSDAY, JANUARY 23, 2025, 2:00 PM

In person at City Hall, Room 310.

Virtual attendance also available via Zoom.

A. Zoom Meeting Information.

I. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/88991125727?pwd=cWEyNUd5dHZaNFhIWfVFMW9oWXRTQT09>

Or call in by phone: +1 312 626 6799

Meeting ID: 889 9112 5727

Passcode: 109101

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting. More detailed [Zoom Instructions](#) can be found online.

B. Roll Call.

C. Approval of the Agenda.

D. Informational.

1. Police Department Sergeant Promotional Process.
2. Police Department Lieutenant Promotional Process.

E. Regular Business.

1. Consideration with possible action on the review of Firefighter candidate background(s). The Commission may convene in closed session pursuant to Sections 19.85(1) (c) and (f), Wisconsin Statutes, to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise 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.

2. Consideration with possible action on the review of Patrol Officer candidate background(s). The Commission may convene in closed session pursuant to Sections 19.85(1) (c) and (f), Wisconsin Statutes, to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise 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.
3. Interviews with Patrol Officer candidate(s). Please take notice that pursuant to §19.85 (1) (c) and (f) Wisconsin Statutes, the Commission may convene in closed session for the purpose of interviewing, evaluating and considering employment of Patrol Officer candidates.

F. 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.



Report to the
**Police and Fire
Commission**

MEETING DATE

January 23, 2025

PREPARED BY

AGENDA ITEM # D.I

Police Department Sergeant Promotional Process.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Letter to PFC
2. Labor Agreement - GBPPA 2023-2024



TITLETOWN, USA

Green Bay Police Department
307 South Adams Street
Green Bay, Wisconsin 54301-4582
www.gbpolice.org

Phone 920.448.3200
Fax 920.448.3248

Date: January 16th, 2025

Ref: Sergeant promotional process

Police/Fire Commission,

The Sergeant eligibility list has been exhausted, with remaining candidates not wishing to promote. With a current opening within the patrol sergeant rank, we are looking to hold another Sergeant promotional process. This process will also house a new eligibility list, that will be good for two years, commencing on the date of the first appointment to the position.

We currently have six candidates wishing to take the test, which will be administered in accordance to 30.5 of the Green Bay Professional Police Association contract. See attached for further.

Thanks,

Commander Rick Belanger
Professional Standards Division
Phone: 920-448-3200 Ext 0928
Email: rick.belanger@greenbaywi.gov

2002 this minimum, the department shall assign Advanced Officers on the basis of inverse
 2003 seniority.

2004 30.2.4 For purposes of this section power shift shall be considered part of the afternoon shift.

2005 30.3 ADVANCEMENT TO SPECIALIST I POSITION.

2006 30.3.2 Officers shall be advanced to the position of Specialist I upon completion of 10-years
 2007 effective as an officer with the Green Bay Police Department.

2008 30.3.3 Upon being appointed as a Specialist I, an officer shall thereafter, and until advancement
 2009 to Specialist II, be considered as a Specialist I and receive compensation as outlined in
 2010 the Wage Schedule.

2011 30.4 ADVANCEMENT TO SPECIALIST II POSITION.

2012 30.4.1 Officers holding the position of Specialist I shall be advanced to the position of Specialist
 2013 II upon the completion of 15-years with the Green Bay Police Department.

2014 30.4.2 On appointment as a Specialist II, an officer shall thereafter be considered as a Specialist
 2015 II and receive compensation as outlined in the Wage Schedule.

2016 30.5 PROMOTION TO SERGEANT.

2017 30.5.1 In order to be eligible for promotion to Sergeant, a member must have at least 6-years'
 2018 experience as a Green Bay Police Officer, or at least 4-years' experience as a Green Bay
 2019 Police Officer and at least 2-years' experience as a full-time, sworn police officer in a
 2020 comparably-sized or larger agency.

2021 30.5.2 The selection process for promotions to Sergeant shall be as follows:

2022 a. A written examination, scored on a 100-point scale. A score of 70% is required
 2023 to pass this examination and continue in the promotional process.

2024 b. An assessment center evaluation, developed with an external consultancy
 2025 specializing in promotional processes. The Association shall be meaningfully
 2026 involved in the selection of individuals serving on evaluation panels and the
 2027 specific performance dimensions to be measured. The assessment center shall
 2028 be scored on a 100-point scale. The candidate must receive a score of 70 percent
 2029 or higher to continue in the process.

2030 c. A Peer review consisting of:

2031 • Peer review forms will be sent to 12 individuals with whom the
 2032 candidate currently works. Reviewers will be randomly selected. A
 2033 GBPPA representative shall observe the reviewer selection process.

2034 • Reviews will be in the form of a survey using a 5-point Likert scale to
 2035 measure peers' opinions of specific skills and abilities related to the
 2036 Sergeant position.

2037 • The Peer Review shall be scored on a 100-point scale. The reviews with
 2038 the highest and lowest scores for each candidate will be discarded,
 2039 then the remaining scores shall be averaged to determine the final
 2040 score.

2041 d. Each candidate's cumulative score shall be determined by weighting the
 2042 assessment center score at 80 percent and the peer review score at 20 percent.

2043 e. Upon successful completion of the selection process, the candidate's seniority
 2044 points shall be added to their cumulative score for the assessment center and

2045 peer review to reach a final score. Using the member's seniority date, the
 2046 member shall receive one point for every 3-complete years of service.

2047 f. Candidates shall be ranked by their final overall score and placed on a ranked
 2048 eligibility list. The eligibility list shall be good for two (2) years or until all eligible
 2049 candidates have been promoted, whichever comes first. The City shall allow the
 2050 Association to review the list prior to its posting.

2051 g. Candidates shall be selected for promotion into vacant Sergeant positions in
 2052 order of their ranked position on the eligibility list. In the event of a tie the
 2053 candidate with the highest seniority shall be offered the position.

2054 h. Notwithstanding subsection (g) above, a vacant Sergeant position responsible
 2055 for supervising Detectives shall be offered first to the highest-scoring Detective
 2056 on the Sergeant promotional list.

- 2057 • A sergeant so promoted to a Detective Sergeant position may not bid
- 2058 to fill a vacant Sergeant position outside Detectives until the eligibility
- 2059 list they were promoted from has expired or has been exhausted.
- 2060 • If there are no Detectives on the Sergeant promotional list, the position
- 2061 shall be filled using the selection process in Article 7.4 to choose from
- 2062 among incumbent sergeants with at least one (1) year experience in
- 2063 the Sergeant rank.

2064 i. The Chief may skip a candidate on the eligibility list for sustained allegations of
 2065 serious policy violations. The decision to skip a member on an eligibility list for
 2066 promotion is subject to the grievance procedure outlined in Article 3, but such
 2067 grievance does not include the right to grieve prior discipline.

2068 30.6 SERGEANTS' DUTIES AND ASSIGNMENTS

2069 30.6.1 In addition to all duties of a patrol officer, Sergeants shall perform certain supervisory
 2070 duties including, but not limited to:

- 2071 a. Conducting performance appraisals
- 2072 b. Participating in selection processes for specialty assignments and promotions to
- 2073 Sergeant or Detective
- 2074 c. Receiving complaints from community members and making recommendations
- 2075 regarding case handling
- 2076 d. After-action review of significant incidents such as pursuits, uses of force, and
- 2077 damage to city property

2078 30.6.2 Effective January 1, 2023, sergeants selected to serve in specialty units shall perform
 2079 supervisory functions, and the number of sergeants selected to serve in specialty units
 2080 shall be limited to that necessary to provide adequate supervision to the unit. The
 2081 parties recognize that it will take some amount of time to transition to Sergeants
 2082 performing the role of team leader on the SWAT team.

2083 30.6.3 Sergeants already serving on the SWAT and Dive Teams as of January 1, 2023 shall be
 2084 allowed to continue in their current team role until such time as they leave the
 2085 team. Any sergeant serving on both the SWAT and Dive Teams shall be required to
 2086 choose one (1) team to continue serving on; no sergeant shall be authorized to serve on
 2087 both the SWAT and Dive Teams from January 1, 2023 forward. The parties agree that it



Report to the
**Police and Fire
Commission**

MEETING DATE

January 23, 2025

PREPARED BY

AGENDA ITEM # D.2

Police Department Lieutenant Promotional Process.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. PFC Memo Lieutenant Promo Process I.2025



Human Resources Department
100 North Jefferson Street - Room 500
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3147
Fax 920.448.3128

MEMORANDUM

To: Police and Fire Commission

From: Jennifer Smits, Human Resources Generalist

Re: Informational Item Police Department Lieutenant Promotional Process

Date: January 16, 2025

The following is a summary of the Police Department Lieutenant promotional process, which will be used to create an eligibility list. The promotional process includes the same minimum requirements and evaluation methods as the prior promotional process.

The minimum requirements are as follows:

- Associate's degree or Bachelor's degree in Criminal Justice, Police Science, Public Administration, Sociology or a related field. Candidates with an Associate's degree may be considered.
- Minimum of 7-years of experience as a police officer. Must be a current sworn full-time officer for the City of Green Bay for the preceding consecutive 5-years with the remaining 2-years being satisfied with any combination of the following: full-time sworn Green Bay police officer, full-time sworn police officer with another law enforcement agency, or full-time military police officer with an honorable discharge.

The evaluation methods include:

- Written exam, weighted at 50%
- Interview, weighted at 50%

Candidates must receive a minimum score of 70% in each step of the process in order to be considered for promotion.



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AGENDA ITEM # E.I

Consideration with possible action on the review of Firefighter candidate background(s). The Commission may convene in closed session pursuant to Sections 19.85(1) (c) and (f), Wisconsin Statutes, to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise 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.

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None



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AGENDA ITEM # E.2

Consideration with possible action on the review of Patrol Officer candidate background(s). The Commission may convene in closed session pursuant to Sections 19.85(1) (c) and (f), Wisconsin Statutes, to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise 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.

BACKGROUND

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FISCAL IMPACT

ATTACHMENTS

None



Report to the Police and Fire Commission

MEETING DATE

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AGENDA ITEM # E.3

Interviews with Patrol Officer candidate(s). Please take notice that pursuant to §19.85 (1) (c) and (f) Wisconsin Statutes, the Commission may convene in closed session for the purpose of interviewing, evaluating and considering employment of Patrol Officer candidates.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None