



AGENDA OF THE POLICE AND FIRE COMMISSION

TUESDAY, JULY 22, 2025, 11:00 AM
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=cWEyNUd5dHZaNHhIWfVFMW9oWXRTQT09>

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.

- I. Members: Rod Goldhahn, Marian Boyle-Rohloff, Rashad Cobb, Ed Dorff, John Laux

C. Approval of the Agenda.

- I. Approval of the agenda for the Tuesday, July 22, 2025, meeting of the Police and Fire Commission.

D. Informational.

- I. Police Department Captain Promotional Process.
2. Police Department Commander Promotional Process.

E. Regular Business.

- I. Consideration with possible action on request to approve the Police Lieutenant promotional

list.

2. Consideration with possible action on the request to approve the revised Patrol Officer recruitment process.
3. 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.
4. 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. Adjournment of the Tuesday, July 22, 2025, meeting of the Police and Fire Commission.

- 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

July 22, 2025

PREPARED BY

AGENDA ITEM # D.I

Police Department Captain Promotional Process.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. PFC Memo Captain Promo Process 7.2025



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 Captain Promotional Process

Date: July 22, 2025

The following is a summary of the Police Department Captain 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:

- Sworn police professional with at least five years of progressively responsible experience in a supervisory role in the Green Bay Police Department.
- Sixty (60) college credits, with an Associate's degree or higher. A Bachelor's or Master's degree is strongly preferred.

The selection process will consist of the following:

- Formation of a selection committee comprised of at least one Police and Fire Commission member, a command officer from another police agency, a community member, a member of the City's Human Resources Department, and the director of another City department.
- A candidate interview by the selection committee, scored according to a standardized rubric designed to measure the candidates' knowledge, skills, and abilities relevant to the position.
- A resume review by the selection committee.
- A final interview with the Chief and a member of the City's Human Resources Department.

The weighted values for each element of the selection process are as follows:

- Interview 80%
- Resume review 20%

Candidates receiving a score of 70% or above on both the interview and resume review will be placed on an equally ranked eligibility list. The Chief will make final promotional recommendations to the Police and Fire Commission, considering the selection committee's recommendation and the Chief's interview.

The process was initiated in July with a posting for eligible candidates.



Report to the
**Police and Fire
Commission**

MEETING DATE

July 22, 2025

PREPARED BY

AGENDA ITEM # D.2

Police Department Commander Promotional Process.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. PFC Memo Commander Promo Process 7.2025



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 Commander Promotional Process

Date: July 22, 2025

The following is a summary of the Police Department Commander 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:

- Sworn police professional with at least six years of progressively responsible experience in a supervisory role in the Green Bay Police Department or a police agency of similar or larger size and complexity.
- Sixty (60) college credits, with an Associate's degree or higher. A Bachelor's or Master's degree is strongly preferred.

The selection process will consist of the following:

- Formation of a selection committee comprised of at least one Police and Fire Commission member, a command officer from another police agency, a community member, a member of the City's Human Resources Department, and the director of another City department.
- A candidate interview by the selection committee, scored according to a standardized rubric designed to measure the candidates' knowledge, skills, and abilities relevant to the position.
- A resume review by the selection committee.
- A final interview with the Chief and a member of the City's Human Resources Department.

The weighted values for each element of the selection process are as follows:

- Interview 80%
- Resume review 20%

Candidates receiving a score of 70% or above on both the interview and resume review will be placed on an equally ranked eligibility list. The Chief will make final promotional recommendations to the Police and Fire Commission, considering the selection committee's recommendation and the Chief's interview.

The process was initiated in June with a posting for eligible candidates. Applications are also being accepted from external candidates.



Report to the
**Police and Fire
Commission**

MEETING DATE

July 22, 2025

PREPARED BY

AGENDA ITEM # E.I

Consideration with possible action on request to approve the Police Lieutenant promotional list.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. PFC Lt Memo and List 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: Police Department Lieutenant Promotional List

Date: July 22, 2025

The process for the Green Bay Police Department Lieutenant promotional list is complete. Attached is an alphabetical list of candidates who successfully completed the process.

All three candidates successfully completed the two steps of the process; a written essay (weighted at 50%) and an interview (weighted at 50%). Candidates must have received a minimum score of 70% in each step of the process to be considered for promotion.

This list will have an effective date of July 22, 2025 and will expire on July 22, 2027 at 12:00 a.m.

Recommendation:

I recommend that the attached Lieutenant promotional list be approved and placed into effect July 22, 2025 through July 22, 2027 at 12:00 a.m.

City of Green Bay
Alphabetical Police Lieutenant Promotional List

Brian Krueger
Erik O'Brien
Jacob Wallner

Adopted: July 22, 2025
Effective Date: July 22, 2025
Expires: July 22, 2027 at 12:00 a.m.

Rod Goldhahn
President
Police and Fire Commission

Marian Boyle-Rohloff
Vice President
Police and Fire Commission



Report to the
**Police and Fire
Commission**

MEETING DATE

July 22, 2025

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action on the request to approve the revised Patrol Officer recruitment process.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. PFC Memo Patrol Officer Recruitment Process



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: Request to approve revised Patrol Officer recruitment process

Date: July 22, 2025

The Police Department has approximately 15 vacant Patrol Officer positions and 7 forecasted retirements in the next 12 months. Recruiting quality candidates has become increasingly difficult due to a limited number of qualified candidates, competition with other police agencies, and a current process that can take 5-6 months from the date a candidate applies to the date of the final interview and approval to hire by the Police and Fire Commission (PFC).

As a result of these issues, changes are being recommended to the testing and interview process, including bringing the PFC into the recruitment process sooner, and eliminating the PFC final interview.

The recommended revised recruitment process will allow us to engage with qualified candidates more quickly, reduce delays, and expedite candidates through the hiring process. It is recommended that the PFC approve a revised Patrol Officer recruitment process as outlined below.

I. Current Process:

- A. Applications/ Minimum Requirements: Applications are reviewed by Human Resources and the Professional Standards Division of the Police Department. Applications are screened quarterly based on the minimum requirements outlined below and disqualifications including an OWI conviction or driver's license revocation within the last 3 years, domestic violence related offenses, recent terminations, and recent involuntary removal from the hiring process.
- Associate's Degree or 60 college credits
 - 18 years of age or older
 - U.S. Citizen with no felony convictions
 - Valid driver's license and excellent driving record

If candidates apply shortly after the prior testing date, they could wait 8-10 weeks to hear from us for the current quarterly testing process.

- B. Written Exam (Report Writing Test): The report writing test is administered quarterly at the Police Department and assesses the candidates' ability to write reports using proper

sentence structure, grammar, spelling and punctuation. The tests are scored and weighted at 20% of the candidates' total composite score.

- C. First Interviews: The first round of interviews is conducted quarterly by a panel of Police Department representatives. The interviews are scored and weighted at 40% of the candidates' total composite score.
- D. Background Investigations: Professional Standards conducts the candidate background investigations, and the Police Chief makes a recommendation to hire or not to hire to the PFC. The background investigation reports are made available to the Commissioners through the eSOPH background investigation software.
- E. Police and Fire Commission Interviews: Candidates recommended for hire by the Police Chief are interviewed by the PFC. The Commission also has the option to interview candidates not recommended by the Chief if they choose. These interviews are scored and weighted at 40% of the candidates' total composite score. Following approval by the PFC, a conditional offer of employment is extended to the candidate.

II. Proposed Process:

- A. Applications/Minimum Requirements: Applications will be reviewed weekly by Human Resources and Professional Standards.

For candidates who have not yet completed the law enforcement academy, it is recommended that the minimum number of college credits be reduced from 60 to 40. The law enforcement academy entry requirements have been reduced to 40 college credits, and the remaining 20 college credits are awarded with successful completion of the academy. Candidates who have already completed the law enforcement academy are required to have 60 college credits at the time of hire.

All of the remaining Patrol Officer job requirements will remain the same.

Upon passing the application review process, candidates will be directed to complete the revised written exam and interview process.

- B. Written Exam: It is recommended that we eliminate the current report writing test and replace it with a written exam administered by Public Safety Answers (vendor that the City currently uses for the Fire Fighter testing). The report writing test is completed on paper and focuses on writing ability, rather than the broader competencies and behaviors required for success in law enforcement.

Candidates invited to test will take the TalentSorter Assessment System online. The TalentSorter is comprised of cognitive and behavioral items intended to measure an individual's characteristics to determine the applicants who are best suited for employment as a law enforcement officer. For example, the test evaluates the ability to handle high stress environments, problem-solving skills, and reading comprehension.

The written exam will be weighted at 40% of the candidates' total composite score.

The cost to the City of Green Bay is \$45 for each exam that is administered. This cost includes a custom recruitment website and social media advertising, the TalentSorter, and video interview (described below). There is no cost to the candidates. The Police Department has stated that there are sufficient funds in the budget to cover this expense. In addition, we anticipate the cost will be offset by a reduction in staff time required to coordinate, schedule and conduct in-person testing and interviews.

- C. Interviews: It is also recommended that we eliminate the in-person interviews with Police Department personnel. Online interviews will be facilitated by Public Safety Answers using interview questions developed by Human Resources, Professional Standards, and the PFC. These interviews are video recorded and will be reviewed and evaluated by Professional Standards, Human Resources, and member(s) of the PFC remotely. This change is recommended to prevent delays that candidates experience due to interview scheduling challenges. It is recommended that PFC member(s) participate in this step in the process. There is no additional cost for the video interviews.

This step in the selection process will be weighted at 60% of the candidates' total composite score.

- D. Background Investigations: Commissioners will continue to receive the background investigations for review via eSOPH. This will be the final step in the revised recruitment process. We are recommending removal of the PFC interview and bringing the PFC into the process earlier with the initial interview scoring. Following approval of the background investigations by the Commissioners, which will be completed in eSOPH, a conditional offer of employment will be extended to the candidate.

We expect the proposed changes will engage candidates more quickly and result in a more timely and efficient recruitment process, with implementation anticipated in August.



Report to the Police and Fire Commission

MEETING DATE

July 22, 2025

PREPARED BY

AGENDA ITEM # E.3

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

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the Police and Fire Commission

MEETING DATE

July 22, 2025

PREPARED BY

AGENDA ITEM # E.4

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