



Village of Mount Horeb

138 E Main St
Mount Horeb, WI 53572
Phone (608) 437-6884/Fax (608) 437-3190
Email: mhinfo@mounthorebwi.info Website: www.mounthorebwi.info

REVISED

POLICE COMMISSION
JANUARY 17, 2012

The Police Commission of the Village of Mount Horeb will meet on the above date at 5:30pm in the Conference Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order- Roll Call
- 2) Public appearances, if any
- 3) Consider October 17, 2011 meeting minutes
- 4) Old Business
 - A. Discuss and consider revisions to by-laws
 - B. Discuss and consider Complaint Forms
- 5) Items for future agendas
- 6) Adjournment

A quorum of the Village Board/Village committee members may be present at this meeting. Only noticed agenda items will be acted on by the governmental body specified above.

Please note that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Cheryl Sutter, Clerk, at 138 E. Main Street, Mount Horeb, WI (608) 437-6884.

Mt. Horeb Police Commission
Minutes of the January 17, 2012 Meeting

Call to Order

Harley called the meeting to order at 5:32 P.M.

Roll Call

Members present: Marlene Harley, Mike McNall, Randy Parker and Rollie Schraepfer.
Member absent: Melissa Austin.

Public Appearances

Dave Ross, Village Administrator
Jeff Veloff, Village Police Chief

Consider October 17, 2011 meeting minutes

McNall moved to approve the October 17, 2011 minutes as written. Schraepfer seconded. Harley, McNall, Parker and Schraepfer voted to approve.

Old Business

Discuss revisions to By-Laws

Ross presented a draft of the By-laws that he prepared with the assistance of the Mt. Horeb Police Chief, Jeff Veloff. Ross stated that he used the By-laws of other municipalities and comments from the last Police Commission meeting to develop the new draft. Ross asked if there were any questions or concerns regarding the document.

Harley indicated that she had several issues that needed to be addressed. On page 8, section 5.5 (b) (i) in the first sentence, the word "thorough" should be changed to "thoroughly". Ross agreed. On page 10, section 5.6 (e) regarding the retention of examination papers, Harley asked who did this now. Parker indicated that he retained the records and would continue to do so through the remainder of his term on the Commission. Ross offered the house these records at the Village Offices or the Police Department. The Commission agreed that Parker should continue to be the record custodian. On page 16, section 7.3 (f) (i) in the first sentence, the word "the" should be inserted between the words "filed" and "following". Ross agreed.

Harley asked if the Certification List dated 2009 was the most recent. Veloff indicated that it was.

Harley moved to accept the new draft as the official Police Commission By-laws with the changes agreed to by Ross. The motion was seconded by Parker and passed by a unanimous vote of the Commission members.

Discuss Complaint Forms

Ross presented a pamphlet he developed that explains the Citizen Complaint Process. Ross indicated that it would provide citizens with a simple explanation of how the process works and how to file a complaint. The pamphlet also lets them know that all complaints will be taken seriously and investigated. Ross indicated that the complexity of the complaint would determine the level of investigation.

Veloff stated the majority of citizen concerns received by his Department are resolved very quickly. Veloff indicated that citizens are not necessarily complaining, but rather asking for an explanation for an Officer's conduct. Veloff stated that once the citizen understood the reasons for an Officer's actions, which were usually Police Department procedures and practices, the citizen was satisfied. Veloff stated that his philosophy was to sell the services of the Police Department and treat citizens like customers.

Schraepfer moved to accept the pamphlet as an official document of the Police Department. The motion was seconded by McNall and passed unanimously by the Commission members.

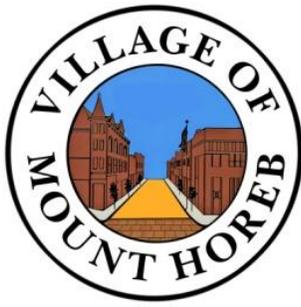
Items for future agendas

None. Harley mentioned that the new By-laws required an election of Officers at the first meeting of the year. The Commission agreed that since Officers were elected several months ago, the current Officers would continue in that role throughout 2012.

Adjournment

McNall moved to adjourn, which was seconded by Schraepfer and passed unanimously by the Commission members. The meeting adjourned at 5:48 PM.

Respectfully submitted,
Randall Parker



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POLICE COMMISSION APRIL 23, 2012

The Police Commission of the Village of Mount Horeb will meet on the above date at 6:30pm in the Conference Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order- Roll Call
- 2) Public appearances, if any
- 3) Consider January 17, 2012 meeting minutes
- 4) Items for future agendas
- 5) Adjournment

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Mt. Horeb Police Commission
Minutes of the April 23, 2012 Meeting

Call to Order

Harley called the meeting to order at 6:36 P.M.

Roll Call

Members present: Melissa Austin, Marlene Harley, Mike McNall, and Randy Parker.
Member absent: Rollie Schraepfer.

Public Appearances

None

Consider January 17, 2012 meeting minutes

Parker indicated that Village Administrator Dave Ross contacted him about the fifth sentence of the second paragraph of the "Discussion of the By-Laws" section of the January 17, 2012 minutes. The sentence is: "Ross offered the house these records at the Village Offices or the Police Department." Parker wanted to verify what the issue was with Administrator Ross before that part of the minutes could be approved. McNall moved to approve the January 17, 2012 minutes as written with the exception of that sentence. Parker seconded. All members present voted to approve. Parker agreed to get clarification from Administrator Ross so that this item could be considered at the next meeting.

Items for future agendas

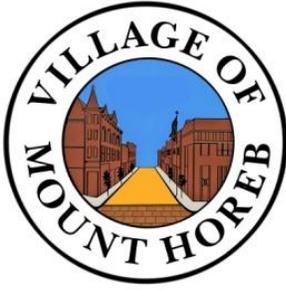
None

Adjournment

Austin moved to adjourn, which was seconded by McNall and passed unanimously by the Commission members. The meeting adjourned at 6:38 PM.

Respectfully submitted,

Randall Parker



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POLICE COMMISSION

JULY 24, 2012

The Police Commission of the Village of Mount Horeb will meet on the above date at 5:30pm in the Conference Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order- Roll Call.
- 2) Public appearances, if any.
- 3) Consider April 23, 2012 meeting minutes.
- 4) Adjourn to executive closed session as allowed by WI State Statute 19.85 (1)(c) to discuss interview questions and matters relating to the employment of part-time police officers.
- 5) Confirm date and time to interview part-time officer applicants.
- 6) Items for future agendas.
- 7) Adjournment.

A quorum of the Village Board/Village committee members may be present at this meeting. Only noticed agenda items will be acted on by the governmental body specified above.

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Mt. Horeb Police Commission
Minutes of the July 24, 2012 Meeting

Call to Order.

Harley called the meeting to order at 5:35 P.M.

Roll Call.

Members present: Melissa Austin, Marlene Harley, Mike McNall, Randy Parker and Rollie Schraepfer.

Public Appearances.

None

Consider April 23, 2012 meeting minutes.

Harley asked if Parker contacted Village Administrator David Ross about his concern with the January 17, 2012 minutes. Parker indicated that there was a typo in the fifth sentence of the second paragraph of the "Discussion of the By-Laws" section of the January 17, 2012 minutes. The sentence was: "Ross offered the house these records at the Village Offices or the Police Department." The sentence should have read: "Ross offered to house these records at the Village Offices or the Police Department." McNall moved to approve the April 23, 2012 minutes, which was seconded by Harley. Members Austin, Harley, McNall and Parker voted to approve. Schraepfer abstained.

Adjourn to executive closed session as allowed by WI State Statute 19.85(1)(c) to discuss interview questions and matters relating to the employment of part-time police officers.

McNall moved to adjourn to closed session, which was seconded by Schraepfer and passed unanimously by the Commission members. The Commission adjourned to closed session at 5:37 PM. At 6:03 PM Schraepfer moved to go back to open session, which was seconded by Austin and passed unanimously by the Commission members.

Confirm date and time to interview part-time officer applicants.

The Commission set August 21, 2012 as the interview date with the first candidate to be interviewed at 5:45 PM. Candidates will be scheduled at 15 minute intervals. Harley agreed to ask Chief Veloff to send the interview invitations to the candidates. Harley also indicated that she would coordinate the preparation of the exam materials.

Items for future agendas.

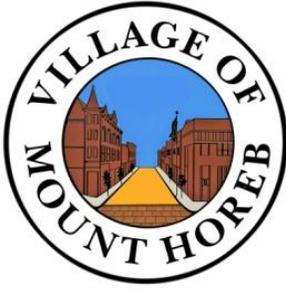
None

Adjournment.

Austin moved to adjourn, which was seconded by McNall and passed unanimously by the Commission members. The meeting adjourned at 6:15 PM.

Respectfully submitted,

Randall Parker



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POLICE COMMISSION

AUGUST 21, 2012

The Police Commission of the Village of Mount Horeb will meet on the above date at 5:30pm in the Conference Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order- Roll Call.
- 2) Consider July 24, 2012 meeting minutes.
- 3) Adjourn to closed session as allowed by WI State Statute 19.85 (1)(c) to interview part-time police officer candidates and consider approval for certified list.
- 4) Adjourn to open session for any action from closed session.
- 5) Consider items for future agendas.
- 6) Adjournment.

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Mt. Horeb Police Commission
Minutes of the August 21, 2012 Meeting

Call to Order.

Harley called the meeting to order at 5:30 P.M.

Roll Call.

Members present: Melissa Austin, Marlene Harley, Mike McNall, Randy Parker and Rollie Schraepfer.

Public Appearances.

None

Consider July 24, 2012 meeting minutes.

McNall moved to approve the July 24, 2012 minutes, which was seconded by Austin. The motion was passed unanimously by the Commission members.

Adjourn to closed session as allowed by WI State Statute 19.85(1)(c) to interview part-time police officer candidates and consider approval for certified list.

Austin moved to adjourn to closed session, which was seconded by Schraepfer and passed unanimously by the Commission members. The Commission adjourned to closed session at 5:32 PM.

Adjourn to open session for any action from closed session.

At 8:19 PM Schraepfer moved to go back to open session, which was seconded by McNall and passed unanimously by the Commission members. Harley made a motion to certify candidates Bradley Graff, Paul Johnson, Michael Andrews, Ashley Hellenbrand and Josh Cornell and not certify candidate Barrett Erwin. The motion was seconded by Austin and passed unanimously by the Commission members. Harley agreed to coordinate the candidate notification process with Chief Veloff and also provide him with the certified list.

Items for future agendas.

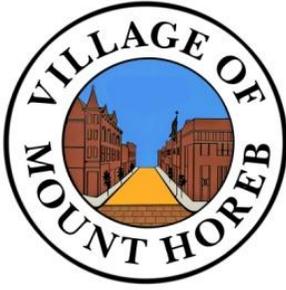
A discussion of the concept of Community Policing.

Adjournment.

McNall moved to adjourn, which was seconded by Schraepfer and passed unanimously by the Commission members. The meeting adjourned at 8:35 PM.

Respectfully submitted,

Randall Parker



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POLICE COMMISSION

NOVEMBER 29, 2012

The Police Commission of the Village of Mount Horeb will meet on the above date at 5:30pm in the Conference Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order- Roll Call
- 2) Consider August 21, 2012 meeting minutes
- 3) Public Appearances
 - a. Chief Jeff Velloff to present information on Mount Horeb's current version of Community Policing
- 4) Consider items for future agendas
- 5) Adjournment

A quorum of the Village Board/Village committee members may be present at this meeting. Only noticed agenda items will be acted on by the governmental body specified above.

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Mt. Horeb Police Commission
Minutes of the November 29, 2012 Meeting

Call to Order.

Harley called the meeting to order at 5:38 P.M.

Roll Call.

Members present: Melissa Austin, Marlene Harley, Mike McNall and Randy Parker. Member Absent: Rollie Schraepfer.

Consider August 21, 2012 meeting minutes.

McNall moved to approve the August 21, 2012 minutes, which was seconded by Austin. The motion was passed unanimously by the Commission members.

Public Appearances.

Chief Veloff provided the following information on how the Mount Horeb Police Department practices Community Policing:

The number one goal of the police department is to provide excellent customer service. This can be achieved when working with victims and arrested persons. Treating everyone with respect and courtesy is the expectation of staff. The Mount Horeb Police Department is budgeted for only minimal staffing on all shifts. The Department's caseload has become more time consuming and increased time is spent on investigations and District Attorney/Court mandated activities. But, the Department routinely engages in:

Community presentations on drugs, heroin, identity theft, senior safety.

Co-sponsoring and participating in the bike rodeo with the Boy Scouts each year.

Half time (completely unfunded by school district) juvenile officer to engage in school activities and investigate juvenile crimes.

During the school year responding to the schools approximately 3-5 times per week.

Presentations at rotary functions.

Personal response/contact for almost all calls for service. These are rarely handled by phone.

No self-reports filled out by residents (as some communities do for property crimes), always handled by and officer, except occasional self-accident reports.

An officer sits on the local Eagle Scout advisory panel.

Providing finger printing services free for residents and those working in Mount Horeb and K-9 demonstrations.

Member of Chamber of Commerce.

Officers stop in at local business on a routine basis and engage in conversations.

Officers perform security checks.

Ongoing home and business security survey options.

Concentrated additional patrols in areas where residents have indicated a concern for traffic violations. At the conclusion of the patrols, the resident is provided a written report of the actions taken and results. This may also include deployment of the speed board trailer.

Due to the length of time that officers have been working for the PD, many of them are familiar with residents by name, know what cars people drive (law abiding and not). Residents routinely call and ask for an officer they know or have worked with in the past and provide the officer with information that may not have been received if the officers did not have that connection with them. Officers routinely stop and talk to residents when they see them in public.

An example of where officers go above and beyond related to providing service is recently a resident called to complain that construction was still going on at a commercial building at 7:00pm. Instead of just telling the resident that they could work until 8:00pm. per ordinance. (which would have been perfectly acceptable). The officer came back to the PO, printed that page from the ordinances and gave it to the resident.

Provide services exceeding those by other agencies (almost all other agencies, large and small, no longer do these):

- vehicle lock outs
- home checks when residents are on vacation
- picking up stray dogs
- bad check investigations for local businesses
- investigating gas drive offs
- responding to all fire calls
- responding to all EMS calls to assist EMS and positive community relations
- responding to all alarm calls and do not fine for false alarms.
- performing school crossing duties when a crossing guard is not available.

The Mount Horeb Police Department works closely with the Dane County Narcotics and Gang task force. The Department has worked with them several times in the past and shares information with them on a regular basis. The Department's lead drug officer attends their monthly meetings when possible and the Department hosted one of the meetings in the Summer of 2012.

The Department works closely with the "corridor" drug task force that consists of officers from Black Earth PO (DCSO), Mazomanie PD (DC50), Cross Plains PD, Mount Horeb PO, and West Dane County community deputies. The Department hosted one of the meetings here in November 2012.

The Department has an excellent working relationship, and works closely with members of the Dane County Sheriff's Office on a daily basis, providing mutual aid and information as needed. Just this week (11-27-12) the Department requested mutual aid from the Dane County Sheriff's Office to work on an attempted homicide investigation. (The victim is not expected to recover). Approximately 16 detectives, deputies and crime scene investigators responded to provide assistance.

The suspect in the attempted homicide investigation had fled the scene prior to the arrival of our officers. When an acquaintance of the suspect called the suspect on the phone he turned the phone over to Officer Hall, who then spoke with the suspect. The suspect knew Officer Hall from past professional contacts and said, because he felt Officer Hall would be fair with him, he would turn himself in to Officer Hall only, which he did a short time later.

Harley asked the Chief what he would wish for if he could get it. Chief Veloff responded that he would like a full time School Officer with partial funding from the School Board. The Chief stated that there is not an Officer present all the time. An Officer goes to the High School three to four times a week. The Chief indicated that the Village should not have to provide all the funds for the position.

The Chief also mentioned that he would like two Officers per shift. It could be accomplished on the weekends by assigning the new Officer to the 4:30 am – 11:30 am shift. Any thing else would create overtime.

The Chief asked the Commission members to let him know if they hear any concerns from the citizens and he would discuss their issues with them. The Chief said it is his philosophy that there should open communication between the citizens and his Office.

McNall asked if there were drug problems in the Village. The Chief responded that there were nine to ten cases in 2011, but only two in 2012. The Chief stated that a major reason was that the two primary dealers were out of picture. One left the Village and the other was in jail. Currently, there is no evidence that Heroin is being sold in the Village. The Chief also indicated that the average user is out of High School and in his/her 20's.

Police Commission Minutes
November 29, 2012
Page 4

Items for future agendas.
None.

Adjournment.
Parker moved to adjourn, which was seconded by McNall and passed unanimously by the Commission members. The meeting adjourned at 6:10 PM.

Respectfully submitted,

Randall Parker