

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

POLICE COMMISSION

MARCH 7, 2011

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 27, 2010 meeting minutes.
- 3) Review and discuss Village Attorney correspondence relating to inactive part-time police officers.
- 4) Discuss status of revisions to by-laws and finalization.
- 5) Adjourn.

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 March 7, 2011 Meeting

Call to Order

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

Roll Call

Members present: Marlene Harley, Shannon Paprocki, Randy Parker and Rollie Schraepfer.

Member absent: Bob Hunter.

Consider July 27, 2010 meeting minutes.

Harley moved to approve the July 27, 2010 meeting minutes, which was seconded by Schraepfer and passed by a unanimous vote of the Commission members.

Review and discuss Village Attorney correspondence relating to inactive part-time police officers.

Paprocki explained that about two years ago a part-time officer, who was also a full time officer in Verona, was prevented from working for the Mt. Horeb Police Department based on a policy change by the Verona Police Chief. Verona decided that its officers could not work for other Police Departments. Mt. Horeb Police Chief Veloff placed the officer on "inactive" status with the understanding that if Verona changed its policy, the officer could resume working for Mt. Horeb. Paprocki indicated that there is currently no Police Commission by-law or Village policy relating to this action. Paprocki suggested that the Police Commission not create a new by-law regarding "inactive" status. Paprocki indicated that since the Police Chief Veloff makes the part-time hiring decisions and does the scheduling, any policy on this matter should be developed by the Police Department.

The Commission had a general discussion on the hiring process and all agreed that "inactive" status should be a Mt. Horeb Police Department policy issue. Schraepfer moved that the Commission take no action on this issue and let the Police Chief establish a policy on "inactive" status for part-time officers. The motion was seconded by Parker and passed by a unanimous vote of the Commission members.

Discuss status of revisions to by-laws and finalization.

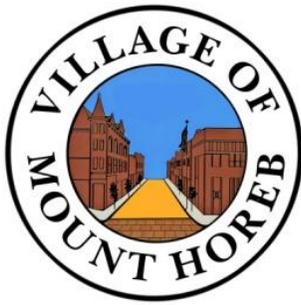
Paprocki indicated that the Village Attorney was still reviewing the draft of the revised by-laws and would provide comments within the next 60 days. All Commission members agreed that finalization could not occur until the Village Attorney's comments were reviewed.

Adjourn

On a motion by Parker, seconded by Harley and passed unanimously by the Commission members, the meeting adjourned at 5:42 P.M.

Respectfully submitted,

Randall Parker



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POLICE COMMISSION AUGUST 30, 2011

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) Election of Chair and Secretary
- 3) Consider March 7, 2011 meeting minutes
- 4) Overview of duties for new Commission members
- 5) Discuss status of revisions to by-laws and finalization
- 6) Adjourn

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Mt. Horeb Police Commission
Minutes of the August 30, 2011 Meeting

Call to Order

Parker called the meeting to order at 5:33 P.M.

Roll Call

Members present: Melissa Austin, Marlene Harley, Mike McNall, Randy Parker and Rollie Schraepfer. The two new members, Austin and McNall were introduced.

Matt Dregne, the Village of Mt. Horeb Attorney, was also present to review proposed changes to the Police Commission By-Laws (See attached). Harley made a motion to take Agenda Item #5 on the status of the By-Law revisions as the first order of business. The motion was seconded by McNall and passed by a unanimous vote of the Commission members.

Discuss status of revisions to By-Laws and finalization.

Dregne explained that he developed his version of the revised By-Laws based on conversations with former Police Commission member, Shannon Paprocki, and a review of By-Laws from other municipalities. Paprocki was particularly interested in developing a more clear and efficient complaint process. Dregne indicated that he incorporated what he considered best practice items from the other municipalities in his draft.

McNall asked what version of the By-Laws was currently in effect. Parker responded that the June 26, 2004 version was the correct one.

Dregne explained that many of his proposed changes were made to ensure consistency with state statutes and municipal code. In his review of the Jurisdiction Section, Dregne noted that the appointment of the Chief did not require Village Board approval, so he removed that language. Dregne also took out references to Part time Officers because all Officers, part time or full, should be treated the same under the By-Laws. The sections on recruitment were revised to reflect best practices of other municipalities. Regarding probation, Dregne indicated that only the Officers can be put on probation because the statutes do not require probation for the Chief. Dregne suggested that the Commission contact the Chief to determine the probation length for the Officers. Parker noted that the draft changed the definition of a quorum from three to four members. Dregne indicated that three is the appropriate number and that he would change his draft.

The remainder of the discussion focused on the revised complaint process. The biggest change is the replacement of Sections 7.01 and 7.02 in the current By-Laws with a process that provides more detail and guidance on how to file and handle complaints. Dregne recommended that the Police Department develop an informal complaint process. This would provide more clarity and improve the efficiency of the process. Dregne suggested that the Commission discuss this with the Chief before revised By-Laws are adopted. The proposed complaint process would require new forms, a citizen complaint form for the Police Department informal process and one for charges presented to the Commission. The Commission form could also include an addendum explaining the process. Dregne indicated that he would help develop the new forms. Under the proposed process, complaints could also be oral. Dregne indicated that they did not necessarily have to be in writing if the complaint was a minor one. He further explained that verbal complaints would need to be documented and would require a written disposition. He also stated that formal charges to the Commission would always have to be in writing.

Harley asked what a person should do if s/he wanted to file a complaint against the Chief. Dregne advised that the person should file the complaint with the Department or file charges with the Commission. He further stated that the Commission should not investigate complaints brought to them, but rather refer the person back to the Police Department. Schraepfer asked what a person should do if they did not want to go to the Chief. Dregne responded that the complainant could approach the Commission, but again advised against it doing an investigation. McNall asked if the person could go to the Village Administrator. Dregne indicated that it would be best for the person to either file with the Police Department or bring charges to the Commission. However, if the person went to the Board or the Village Administrator, they could decide on how they wanted to handle the issue. Dregne indicated that if the Commission wanted to bring charges against the Chief, they would have to meet with legal counsel to determine what steps should be taken. He also stated that the statutes allow any Commission member to pursue charges, but that person would be doing it on his or her own.

Dregne suggested that the Commission review the draft and make any changes it felt were necessary. He also recommended that the Commission send the final draft to him and the Chief and schedule a meeting so that all can discuss it. The Commission indicated it would do so.

Dregne left the meeting at 6:20 PM.

There was a general discussion on what the next steps should be in finalizing the By-Laws. The Commission agreed to review the material and schedule a meeting in two to three weeks for further discussion. When a final draft is developed, another meeting will be scheduled with the Chief and Dregne.

At 6:25PM, the Commission was visited by the new Village Administrator, David Ross. He indicated that his purpose was to introduce himself and meet the Police Commission members. Administrator Ross left the meeting at 6:30 PM.

Election of Chair and Secretary

Parker asked for nominations for the Chair vacated by former Police Commission member, Shannon Paprocki. Schraepfer nominated Harley, which was seconded by McNall. Harley was elected as Chair by a unanimous vote of the Commission members. An election for Secretary was not conducted because it was not required by the current By-Laws.

Consider March 7, 2011 meeting minutes.

Schraepfer moved to approve the March 7, 2011 meeting minutes, which was seconded by Harley and passed with the following vote: Harley, Parker and Schraepfer voted aye. Austin and McNall abstained.

Overview of duties for new Commission members.

Parker discussed the Commission's overall responsibility, which was to provide for the recruitment and appointment of the Chief and its Officers in accordance with state law and municipal code. Parker explained that the Commission also heard and resolved complaints and had the power to exercise disciplinary authority with respect to the Chief and subordinates.

Harley indicated that training and a manual are available for the new members and that she would look for the training schedule and see if she could get more copies of the manual. Austin, McNall and Schraepfer stated that they would like to participate in the training.

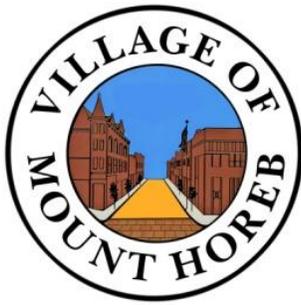
Adjourn

On a motion by Harley, seconded by Schraepfer and passed unanimously by the Commission members, the meeting adjourned at 6:40PM.

Respectfully submitted,

Randall Parker

Attachment



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POLICE COMMISSION SEPTEMBER 26, 2011

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 August 30, 2011 meeting minutes
- 4) Old business
 - a. Discuss Attorney Dregne's proposed revisions to by-laws
 - b. Training for new commissioners
- 5) Items for future agendas
- 6) Adjournment

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Mt. Horeb Police Commission
Minutes of the September 26, 2011 Meeting

Call to Order

Harley called the meeting to order at 5:30PM.

Roll Call

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

Public Appearances

None

Consider August 30, 2011 Meeting Minutes

McNall moved to approve the minutes as written. Schraepfer seconded. The motion passed unanimously.

Old Business

- a. Discuss Attorney Dregne's proposed revisions to the bylaws
 - Harley questioned 1.2(a) where the commission hires the Police Chief totally independent of the Village Board – a change from past by-laws. The discussion was that in the past the Commission made the recommendation and the Board always approved; this change in the by-laws merely re-emphasizes the purpose of the Commission: to hire a Chief insulated from local politics and personalities.
 - **2.2 Commission meetings are to be held quarterly at a minimum.**
 - **2.4(c) To read: Three members of the Commission shall constitute a quorum to transact business. A majority of the quorum is required to vote in the affirmative of the motion for passage.**
 - **6.4 As recommended by Chief Velloff- the probationary period for a new employee is one year (no change).**
 - **10.08 This entire section with reference to Legal Counsel, which is in the bylaws dated 03-02-10 and before, has been deleted. The Commission would like it to be reinserted in its entirety.**

The items in **BOLD** are the items the Commission wishes to be included in the final draft.

- b. Training for new Commissioners
The Role of the Police and Fire Commission is a two-session training which is available annually. The next sessions will be in 2012. The cost is \$75 for a half-day session; \$138 for both sessions (plus lunch). Harley will keep the Commission informed as to the next available dates.

Items for Future Agendas

None

Adjournment

On a motion by Austin, seconded by McNall and passed unanimously by the Commission, the meeting adjourned at 6:05 PM.

Respectfully submitted,

Marlene Harley



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POLICE COMMISSION OCTOBER 17, 2011

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 September 26, 2011 meeting minutes
- 4) Old Business
 - A. Discuss revisions to by-laws
 - B. Discuss Complaint Forms
- 5) Items for future agendas
- 6) Adjournment

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Mt. Horeb Police Commission
Minutes of the October 17, 2011 Meeting

Call to Order

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

Roll Call

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

Public Appearances

David Becker, Village President
Dave Ross, Village Administrator
Jeff Veloff, Village Police Chief

Consider September 20, 2011 meeting minutes

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

Old Business

Discuss revisions to By-Laws

Ross asked that any further action by the Commission on the By-Laws be tabled until he and the Police Chief Veloff had an opportunity to review and make recommendations for the Commission's consideration. Ross explained that as the new Village Administrator he would be looking at and rewriting all current Village policies.

McNall asked what version of the By-Laws was currently in effect. Parker responded that the version dated June 26, 2004 was the correct one. Parker also indicated that draft dated March 2, 2010 was a work in progress and contained changes the Commission originally suggested.

Parker shared his concerns about some of the items in the draft prepared by Village Attorney Dregne (attached) as follows:

Sections 6.1(a) and 6.1(b) would require the Commission to rate and rank candidates based on an exam score and appoint the person with the highest score. Parker stated that technically the exam's purpose is to determine whether a candidate meets the job qualifications. Parker suggested that should also be an interview step to determine which candidate is the "best fit".

Section 6.2(b) would require the Commission to certify candidates for subordinate Officer positions to the Chief based on weighted scores. Parker stated the development of weighted scores was a little more than was needed to determine which candidates were qualified to be a Police Officer.

Section 6.3(h) would require the Commission to conduct oral examinations for promotions using a panel consisting of the Chief and two Commission members. Parker stated that it was the Commission's duty to conduct the examination in determining which candidates were qualified and certify them to the Chief. The Chief would then be responsible for interviewing and determining the "best fit".

Police Commission Minutes

Section 6.3(i)(ii) would require rating and ranking of promotional candidates and the certification of a restricted number for the Chief's consideration. Parker stated that it is the Commission's duty to identify qualified applicants and certify all to the Chief. This would provide the Chief with more flexibility in hiring.

Section 6.4(f) would require the Chief to discuss a subordinate probationary Officer's performance with the Commission and make a recommendation to retain, terminate or extend probation. Parker asked if this was necessary language. Chief Veloff indicated his preference would be to discuss probation extensions with the Commission.

Section 7.3(g)(iii)(e) mentions the term "Garrity Warning" regarding internal disciplinary purposes. Parker asked that if this term is included in the new By-Laws, it should be defined in detail. Ross agreed.

Section 8.1(a)(ii) would require the Commission to record any charges filed against the Chief on an official docket list. Parker asked if this was necessary. Ross indicated that he would consider not including it in his By-Laws recommendations.

There was a general discussion on the comments regarding the Dregne draft. Ross indicated that he and the Chief would consider the issues discussed at this meeting in their By-Laws recommendations.

Harley moved to table any further discussion regarding the By-Laws until the next meeting, which would be held in January 2012. The motion was seconded by Parker and passed unanimously by the Commission members.

Discuss Complaint Forms

Ross presented a brochure, "A Guide To The Citizen Complaint Process" (attached) that was used by the Cottonwood, Arizona Police Department to help citizen understand how to file a complaint. Ross indicated that it was a good example of how to explain the process and asked the Commission to consider the use of such a tool for Mount Horeb.

Ross indicated that he reviewed the current forms (attached) used for the Mount Horeb complaint process. Ross stated the form used by MHPD was preferable to him and the Chief. Ross recommended all forms should be abolished and the MHPD form should be adopted as the official form.

Harley moved to abolish all complaint forms, which was seconded by Parker and passed unanimously by the Commission members.

Parker moved to adopt the MHPD complaint form as the official form, which was seconded by McNall and passed unanimously by the Commission members.

Police Commission Minutes
October 17, 2011
Page 3

Items for future agendas

None

Public Appearance - Dave Becker

Mount Horeb Village President Dave Becker thanked the Commission for its efforts. He indicated that public service should be recognized and that it was a privilege to work with the Commission.

Adjourn

On a motion by Harley, seconded by Parker and passed unanimously by the Commission members, the meeting adjourned at 6:10PM.

Respectfully submitted,

Randall Parker

Attachment