

**CITY OF EDGERTON  
POLICE COMMISSION MEETING**

**EDGERTON CITY HALL  
12 ALBION ST**

Wednesday, September 12, 2018 at 6:30 PM

1. Call to Order; Roll Call
2. Confirmation of Appropriate Meeting Notice posted on Friday, September 7, 2018.
3. Approve Police Commission Meeting Minutes.
  - a. August 28, 2018
  - b. August 29, 2018
4. Consider Police Chief recruitment process.
5. Closed Session Pursuant to Wisconsin Statute 19.85(1)(c): Considering Employment, Promotion, Compensation or Performance Evaluation Data of any Public Employee Over Which the Governmental Body has Jurisdiction of Exercises Responsibility". Consider appointment of Interim Police Chief Position.
6. Adjourn.

CC: City Administrator                      All Council Members  
Department Heads                      Posted

Notice: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Administrator's office at least 6 hours prior to the meeting to request adequate accommodations. Telephone (608) 884-3341



**CITY OF EDGERTON**  
**POLICE COMMISSION MEETING MINUTES**  
**August 28, 2018**

Chairman Terry Dickinson called the meeting to order at 5:45 pm. Commission Members present were Paul Davis, Terry Dickinson, Mike Drought and Lisa Venske. Joe Zanter was excused. Also present was Police Chief Tom Klubertanz.

Chairman Dickinson confirmed the agenda was posted properly for the meeting.

**MINUTES:**

A Paul Davis/Mike Drought motion to approve the August 6, 2018 Police Commission Meeting Minutes passed, all voted in favor.

**POLICE CHIEF REPORT:**

Chief Klubertanz reported that there are four interviews scheduled for this meeting and four for the meeting scheduled on Wednesday, August 29<sup>th</sup>.

**CLOSED SESSION:**

Terry Dickinson/Mike Drought moved to go into closed session Pursuant to Wisconsin Statute 19.85(1)(c): "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility". Purpose being to conduct interviews and discuss and consider candidates for Police Patrol Officer position. The motion passed, all voted in favor. Closed Session began at 5:48 p.m.

A Terry Dickinson/Paul Davis motion to return to open session at 7:50 p.m. passed. All voted in favor.

Being no other business before the Police Commission, a Terry Dickinson/Paul Davis motion to adjourn at 7:51 p.m. passed. All voted in favor.

Respectfully submitted,  
Lisa Venske  
Police Commission Secretary

**CITY OF EDGERTON  
POLICE COMMISSION MEETING MINUTES  
August 29, 2018**

Chairman Terry Dickinson called the meeting to order at 5:45 pm. Commission Members present were Paul Davis, Terry Dickinson, Mike Drought and Lisa Venske. Joe Zanter was excused. Also present was Police Chief Tom Klubertanz.

Chairman Dickinson confirmed the agenda was posted properly for this meeting.

**CLOSED SESSION:**

Terry Dickinson/Lisa Venske moved to go into closed session Pursuant to Wisconsin Statute 19.85(1)(c): "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility". Purpose being to conduct interviews and discuss and consider candidates for Police Patrol Officer position. The motion passed, all voted in favor. Closed Session began at 5:50 p.m.

A Lisa Venske/Paul Davis motion to return to open session at 8:56 p.m. passed. All voted in favor.

Being no other business before the Police Commission, a Lisa Venske/Mike Drought motion to adjourn at 8:57 p.m. passed. All voted in favor.

Respectfully submitted,  
Lisa Venske  
Police Commission Secretary

# Memo

**To:** Police Commission  
**From:** Staff  
**Date:** 9/7/2018  
**Re:** September 12, 2018 Meeting

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**Outside Consultant:** During the last Police Chief hiring process, the Commission requested the assistance of a retire police administrator to assist with the Chief hiring process. The Commission should determine if it would like an outside professional and how to select one.

**Hiring Process:** Included in your packet is a list of questions the Commission should consider for the Chief hiring process. The Commission should determine which, if any, of the tasks it wishes to complete before the consultant is on board.



## Police Chief Hiring Process

- Should there be an outside consultant?
  - Paid consultant
  - Qualified law enforcement volunteer
- Hiring Tasks and who will complete them? Any completed before we have a consultant?
  1. Develop advertisement \_\_\_\_\_
  2. Place ad \_\_\_\_\_
  3. Develop and send out applications \_\_\_\_\_
  4. Accept applications/resumes and distribute to Commission \_\_\_\_\_
  5. Answer applicants questions \_\_\_\_\_
  6. Select a short list for phone interviews and perform interviews (optional) \_\_\_\_\_
  7. Set up in person interviews \_\_\_\_\_
  8. Develop interview questions and run the interview \_\_\_\_\_
  9. Develop and grade written test (if any) \_\_\_\_\_
  10. Complete reference checks \_\_\_\_\_
  11. Complete background investigation \_\_\_\_\_
  12. Negotiate contract \_\_\_\_\_

## Police Chief Advertisement

1. Years of law enforcement experience \_\_\_\_\_
2. Years of supervisory experience \_\_\_\_\_
3. Education
  - Bachelor's degree in Criminal justice or related field
  - Associates degree in Criminal justice or related field
  - A combination of equivalent experience and/or education may be considered
4. Qualifications
  - Ability to have firearms license
  - No felony convictions
  - Ability to be certified WI LESB
  - Skills in personnel management, communications skills, investigations, crime preventions, computer skills, ability to operate all standard law enforcement equipment, and community relations
5. Salary:
  - \$ \_\_\_\_\_
  - DOQ + excellent benefits

6. Testing

- Written exam
- Drug test
- Psychological exam
- Medical exam
- Background Check

7. Deadline \_\_\_\_\_

8. Contact

- Name:
- Address:
- Phone:
- Email:

Where should place advertisements

- Wilinet (Police network online)
- League of Municipalities website
- City website
- Facebook
- Edgerton Reporter - \$100
- State Journal/Cap Times/Ziprecruiter/Shopper/Facebook - \$725 (Sunday)
- Janesville Gazette -\$308 (Sunday) \$139 (gazetteextra and job network online)
- Milwaukee Journal - \$122.25 (Sunday)
- Milwaukee Journal online - \$399-\$1,199
- Governmentjobs.com - \$175 online only

# Memo

**To:** Police Commission  
**From:** Staff  
**Date:** 9/7/2018  
**Re:** September 12, 2018 Closed Session

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**Interim Chief:** The Commission will have to appoint an interim Chief. The Commission can select from either of the two Lieutenants or select someone from outside of the department. Policy questions to consider are:

- If someone from outside the department is to be appointed, how should the Commission select that individual, what would the compensation be, and what qualifications are required?
- If one of the Lieutenants is appointed, should the Commission ask for letters of interest; have a Commissioner speak with the Lieutenants; or simply appoint one of the Lieutenants?

