



AGENDA
City of Milton
Police Commission
Thursday, November 14, 2013
6:00 p.m.
SHAW MUNICIPAL CENTER
Council Chambers
430 E. High Street

1. Call to order
2. Approve Agenda
3. Approve Minutes – October 16, 2013
4. Chief's Informational Report to Commission
 - a) Monthly Report Summary/Highlights
 - b) Updates on Issues or Incidents as necessary
5. Discussion and possible action to authorize the amendment of Police Commission Bylaw 5.01(a)(1) "Promotions"
6. Discussion and possible action on police officer hiring process
7. Next Meeting Date – December 18, 2013
8. General Items
9. Motion to Adjourn

****Please note that upon reasonable notice, at least 48 hours in advance, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information to request this service, please contact the City Clerk's office at 868-6900, 430 E. High Street, Milton, WI 53563.**

Notice is hereby given that a majority of the Common Council may be present at this committee meeting at the above mentioned date and time to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the City Council will not take any formal action at this meeting.

Posted by: Michelle Ebbert
11/08/13

City of Milton
Police Commission ~ Wednesday, October 16, 2013

Call to order

Chairperson Burt called the meeting to order at 6:00 p.m.

Present: Chairperson Jennie Burt, Comm. Marlys Howe, Comm. Sharon Rozelle, Comm. Dave Schumacher, and Comm. Jerry Turner.

Also Present: Chief Dan Layber and Acting City Clerk Leanne Schroeder.

Approve Agenda

Comm. Howe moved to approve the agenda. Comm. Schumacher seconded the motion and carried unanimously.

Approve Minutes – September 25, 2013

Comm. Turner moved to approve the minutes. Comm. Rozelle seconded the motion and carried unanimously. Comm. Burt abstained.

Chief's Informational Report to Commission

Monthly Report Summary/Highlights

Chief Layber updated the Commission on the monthly report that included September, 2013. There were no questions or comments.

Updates on Issues or Incidents as necessary

No action taken.

Discussion and possible action on recruitment of two additional part-time police officers

Chief Layber reviewed the certification list and discussed the expense of twelve weeks of training for an officer without experience. Chief Layber asked the Commission if they wanted to form a new list or pursue the top five candidates from the prior list. Discussion followed.

Comm. Howe asked if the Commission is required to use candidates from the certified list.

Chief Layber stated that, according to the Police Commission by-laws, the Commission must use the candidates from the certified list if the list is less than a year old. The current list is less than a year old. Discussion continued.

Chief Layber stated that he felt the top three candidates on the certified list were good candidates.

Comm. Howe motioned to authorize Chief Layber to contact the top three candidates on the certified list and bring back any potential candidate(s) to the Commission's next meeting. Comm. Turner seconded the motion and carried.

Discussion and possible action on the promotional process for filling the supervisory vacancy created by the resignation of former Lieutenant Brad Smith

Chief Layber explained the Commission bylaws on promotion to the Lieutenant position. Chief Layber stated that the promotion can be made from within if there are two internal candidates. If only one employee applies then the position must be opened to the public.

Comm. Howe asked if Chief Layber intended to change the Lieutenant's job duties.

Chief Layber stated no, if there were to be any changes they would be very minimal. Chief Layber also asked the Commission if they wanted to stay with the Lieutenant position, which is not in the union, versus a Sargeant position which would be in the union. The Commission agreed that the position should remain a Lieutenant position, outside of the union, to avoid any conflicts.

Chief Layber stated that with the Commission's approval he would start the promotional process for Lieutenant. His first step will be to review the promotional requirements, post the promotional announcement for ten days, and then give the written exam to the applicants. After the written exam is given the Commission would convene and discuss the applicants.

Comm. Howe motioned to authorize Chief Layber to begin the promotional process for the Lieutenant position. Comm. Schumacher seconded the motion and carried.

Next Meeting Date – Thursday, November 14, 2013 at 6:00 p.m.

General Items

There were no general items.

Motion to Adjourn

Comm. Howe moved to adjourn the meeting at 6:44 p.m.

Comm. Turner seconded the motion and carried unanimously.

Respectfully submitted,

Leanne Schroeder
Acting City Clerk



OFFICE OF THE POLICE CHIEF

MEMORANDUM

To: Commissioner Jennie Burt - Chairperson
Police Commission
From: Daniel Layber, Police Chief
Subject: Agenda Review – November 14, 2013 Police Commission Meeting

Agenda Item #5 Discussion and possible action to authorize the amendment of Police Commission Bylaw 5.01(a)(1) “Promotions”

Submitting Staff Member: Daniel Layber, Police Chief

Recommended Action: To authorize the amendment of Police Commission Bylaw 5.01(a)(1) “Promotions”.

Discussion: The Milton Police Department currently has two vacant Lieutenant positions, due to a resignation and a sudden death. The City Council has authorized filling these positions effective December 1st, 2013, and January 1st, 2014. The City of Milton Police Commission Bylaws under 5.01(a)(1) “Promotions”, states that Commission policy is to fill vacancies in non-entry level positions by internal promotion, provided that at least two candidates from within the Department, for each position, can be certified to the Police Chief for promotion. If at any point there are less than two internal candidates then the Commission shall open the process to candidates from outside the Department. The Chief of Police would request that the Police Commission amend the bylaws to allow one internal candidate for each position. Section 10.02 “Repeal of Rules” allows for the amendment of rules by a majority action of the Commission at a Commission meeting. The Police Chief is requesting this one time amendment of the rules due to only having two internal candidates available for the promotion process. The two officers applying for this position are well qualified and appear well suited for promotion to Lieutenant. If the process were opened to the outside, the promotion process would be delayed by months due to the process necessary to advertise, screen, and test applicants. Even then, the Commission would not be guaranteed to have additional candidates capable of being certified by the Commission for consideration by the Chief. With the current vacancies, the Police Department only has one supervisor which is not ideal for a police department of this size.

Attachments: None.