

Madison Board of Police and Fire Commissioners  
**Minutes of the Meeting of February 13, 2017**

Meeting convened at approximately 5:15 p.m. Commissioners present: Sparkman, Yapp, Hamdan, Enemuoh-Trammell, Kamperschroer (for closed session only, by phone)

Staff also present: Chief Davis, DC Stedman, Capt. Schauf; Board Counsel Scott Herrick

**PUBLISHED AGENDA**

- |                   |                                |                                 |
|-------------------|--------------------------------|---------------------------------|
| 1. Agenda         | 4. Monthly Fire Dept. Report   | 7. Correspondence               |
| 2. Minutes        | 5. Monthly Police Dept. Report | 8. Agenda and Calendar Planning |
| 3. Public Comment | 6. Report of Counsel           | 9. Disciplinary Matters         |
|                   |                                | 10. Adjourn                     |

*Published agenda items shown in the order considered.*

1. Agenda: **Unanimous consent: to approve the agenda, subject to adjustment of sequence by the chair.**
2. Minutes: **Motion: to approve the minutes of the meetings of January 9, 2017, and special meetings of January 24, 26, 27, 30, 31, and February 2, 2017.** (Hamdan/ Yapp: unanimous)
3. Public Comment: none.
4. Fire Dept. Report: DC Stedman summarized the attached monthly report, highlighting the current hiring process, and presented the promotional recommendations of the Fire Chief.

**Motion: to approve the final recommendations of the Fire Chief for the promotions of Division Chiefs Tracy Burrus and Paul Ripp, each effective January 17, 2017.** (Yapp/ Hamdan: unanimous)

**Motion:**

**1. to approve the initial recommendations of the Fire Chief for the promotion of Scott Bavery to the rank of Division Chief, effective January 22, 2017, on a probationary basis pursuant to Rule 4.v, and with continuing appointment subject to a final recommendation by the Chief and final Board approval pursuant to Rule 4.v and WS 62.13(4)(a), which are reserved for 12 months from effective date; and**

**2. to direct the Chief to advise the named individual of the stated conditions to the Board's approval of the preliminary recommendation to promote and to advise them further that any unsatisfactory performance or conduct occurring or coming to the attention of the department during the during the 12 months following the effective date of the Chief's preliminary recommendation shall be sufficient basis for reversion to the rank held prior to the preliminary recommendation to promote, whether by the Chief's determination in his sole discretion not to include the name in his final recommendation, or by rescission of the Board's preliminary approval of the Chief's recommendation, or otherwise.** (Yapp/ Enemuoh-Trammell: unanimous)



## Police and Fire Commission Meeting Report from the Fire Department



February 13, 2017

### Promotions, Probationary Status, and Reclassifications

#### **Division Chief Scott Bavery**

- Chief Davis recommends the promotion of Lieutenant Scott Bavery to the rank of Division Chief with the normal probationary period of 1 year pursuant to State Statute 62.13, section 4, paragraph a. The members personnel file review was completed by Commissioner Yapp on January 24, 2017. Lt. Bavery conducted a meet and great discussion with members of the Madison Police and Fire Commission on February 2, 2017.
  - Effective January 22, 2017

#### **Division Chief Paul Ripp**

- Chief Davis recommends the permanent placement of Division Chief Paul Ripp after the successful completion of the 12 month probationary period. Semi-annual evaluations were conducted by an Assistant Chief and no discrepancies were brought to the attention of the Personnel Chief.
  - Effective January 17, 2017

#### **Division Chief Tracy Burrus**

- Chief Davis recommends the permanent placement of Division Chief Tracy Burrus after the successful completion of the 12 month probationary period. Semi-annual evaluations were conducted by an Assistant Chief and no discrepancies were brought to the attention of the Personnel Chief.
  - Effective January 17, 2017

### 2016/2017 Firefighter Hiring Process

#### **Community Oral Board**

- 360 Candidates were invited to participate (Band B)
- 270 scheduled an oral board interview
- 13 withdrew prior to their interview
- 23 did not show up or showed up late for their interview
- 234 participated in the oral board interview
- 151 passed the oral board interview
- The Fire Department Oral Board is scheduled for March 8 & 9

### Firefighter Class 5

Upon completion of the Fire Academy on January 13, 2017, thirteen members entered the field and five members began EMT-Basic Training.

### Personnel Investigations

- One internal investigation pending.



# Madison Police and Fire Commission Monthly Report

Submitted by Mary A. Schauf, Captain of Police

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February 2017

## Probationary Police Officers Class of 2015-2016

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### Final PFC Approval, Completion of Probationary Period

**February 2017:** The following officers have come to the end of their probationary period, which ends March 12, 2017. Chief Koval has received memos from their respective commanders recommending permanent appointment. Please refer to attachments. The Chief agrees with these recommendations. Chief Koval, through his designee requests that you take official action to approve the officers below to permanent status.

Casey Assmann	Damion Figueroa	Molly McManus
Kiel Baitinger-Peterson	Christopher Hagen	Amanda Poli
Katherine Bland	Hamp Johnson	Cruz Ramirez
Lars Bland	Samuel Kirby	Andres Rivera
Tucker Braunschweig	Luke Leiterman	Alyssa Souza
Keith Brown	Alexander Lewein	Lisa Wedekind

### Review of Previous Actions

**May 5, 2015:** PFC Approval of the Hiring List

### Pending Actions

Three officers were unable to complete their probationary field work. Two officers are due to Military Leave, James T. Brennan, and Jason Spielbauer, and one is due to medical issues, Alexander Vogelzang.

These officers will be presented to the PFC prior to the completion of their probationary period.

### Designated Promotions in the Second (2<sup>nd</sup>) Step of the PFC Review Process

**February 2017:** The PFC had the opportunity to review the files of each designee. If needed I am prepared to move into closed session to discuss the review of the personnel file of each designee.

Name, Current Rank	Promoted Rank	Effective Date
Jennifer L. Krueger Favour, Lieutenant of Police	Captain of Police	January 15, 2017
Timothy L. Radke, Sergeant of Police	Lieutenant of Police	January 15, 2017
Matthew R. Baker, Police Officer	Sergeant of Police	January 15, 2017

### Review of Previous Actions

**January 2016:** The Chief introduced the designees for promotion with a formal preliminary recommendation to the Board. Resumes for the designees were provided.

### Pending Actions

**March 2017:** Request for approval by the PFC of the Chief's Preliminary Promotional Designation.

**December 2017:** The Chief will request that continuing appointment to the promoted rank be subject to a final recommendation by the Chief and final Board approval pursuant to WS 62.13(4)(a). Effective dates for each promotion are based upon actual position vacancies. The Chief requests that the effective dates of the promotions be as indicated above.



CITY OF MADISON POLICE DEPARTMENT



**INTRA-DEPARTMENTAL CORRESPONDENCE**

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DATE: February 13, 2017

TO: Mary Schauf, Captain of Police  
FROM: Edward Marshall, Sergeant of Police  
SUBJECT: **PS&IA Open Cases**

Good Morning Captain,

As of 02/01/2017, PS&IA has the following open cases concerning sworn MPD employees:

1. Performance of Duties
2. Use of Force

Please contact me if you have any questions.

Sincerely,  
Sgt. Ed Marshall, #3689  
Professional Standard and Internal Affairs



CITY OF MADISON POLICE DEPARTMENT



**INTRA-DEPARTMENTAL CORRESPONDENCE**

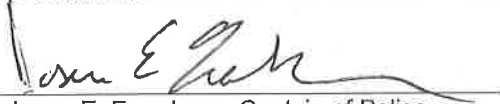
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DATE: January 30, 2017

TO: Michael C. Koval, Chief of Police  
FROM: Jason E. Freedman, Captain of Police  
SUBJECT: **Final Recommendation for Police Officer Lars S. Bland**

I have reviewed the documented work performance for Police Officer L. Bland and discussed his work performance with supervisory staff. It is my belief that he has successfully carried out the duties of a probationary police officer.

Based upon this review it is my recommendation that Police Officer Bland be granted permanent status with the Madison Police Department effective March 12, 2017.



Jason E. Freedman, Captain of Police  
Central District



CITY OF MADISON POLICE DEPARTMENT



**INTRA-DEPARTMENTAL CORRESPONDENCE**


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DATE: January 30, 2017

TO: Michael C. Koval, Chief of Police  
FROM: Jason E. Freedman, Captain of Police  
SUBJECT: **Final Recommendation for Police Officer Hamp E. Johnson**

I have reviewed the documented work performance for Police Officer H. Johnson and discussed his work performance with supervisory staff. It is my belief that he has successfully carried out the duties of a probationary police officer.

Based upon this review it is my recommendation that Police Officer Johnson be granted permanent status with the Madison Police Department effective March 12, 2017.

  
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Jason E. Freedman, Captain of Police  
Central District



CITY OF MADISON POLICE DEPARTMENT



**INTRA-DEPARTMENTAL CORRESPONDENCE**

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DATE: January 30, 2017

TO: Michael C. Koval, Chief of Police  
FROM: John R. Patterson, Captain of Police  
SUBJECT: **Final Recommendation for Police Officer Tucker J. Braunschweig**

I have reviewed the documented work performance for Police Officer Braunschweig and discussed his work performance with supervisory staff. It is my belief that he has successfully carried out the duties of a probationary police officer.

Based upon this review it is my recommendation that Police Officer Braunschweig be granted permanent status with the Madison Police Department effective March 12, 2017.

*John R. Patterson*

John R. Patterson, Captain of Police  
South District





CITY OF MADISON POLICE DEPARTMENT



**INTRA-DEPARTMENTAL CORRESPONDENCE**

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DATE: January 30, 2017

TO: Michael C. Koval, Chief of Police  
FROM: John R. Patterson, Captain of Police  
SUBJECT: **Final Recommendation for Police Officer Andres C. Rivera**

I have reviewed the documented work performance for Police Officer A. Rivera and discussed his work performance with supervisory staff. It is my belief that he has successfully carried out the duties of a probationary police officer.

Based upon this review it is my recommendation that Police Officer A. Rivera be granted permanent status with the Madison Police Department effective March 12, 2017.

A handwritten signature in cursive that reads "Capt. John Patterson".

John R. Patterson, Captain of Police  
South District



CITY OF MADISON POLICE DEPARTMENT



**INTRA-DEPARTMENTAL CORRESPONDENCE**


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DATE: January 30, 2017

TO: Michael C. Koval, Chief of Police  
FROM: Cory S. Nelson, Captain of Police  
SUBJECT: **Final Recommendation for Police Officer Katherine M. Bland**

I have reviewed the documented work performance for Police Officer K. Bland and discussed her work performance with supervisory staff. It is my belief that she has successfully carried out the duties of a probationary police officer.

Based upon this review it is my recommendation that Police Officer K. Bland be granted permanent status with the Madison Police Department effective March 12, 2017.

  
Cory S. Nelson, Captain of Police  
West District



CITY OF MADISON POLICE DEPARTMENT



INTRA-DEPARTMENTAL CORRESPONDENCE


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DATE: January 30, 2017

TO: Michael C. Koval, Chief of Police  
FROM: Cory S. Nelson, Captain of Police  
SUBJECT: **Final Recommendation for Police Officer Alyssa G. Souza**

I have reviewed the documented work performance for Police Officer Souza and discussed her work performance with supervisory staff. It is my belief that she has successfully carried out the duties of a probationary police officer.

Based upon this review it is my recommendation that Police Officer Souza be granted permanent status with the Madison Police Department effective March 12, 2017.

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Cory S. Nelson, Captain of Police  
West District



CITY OF MADISON POLICE DEPARTMENT



INTRA-DEPARTMENTAL CORRESPONDENCE

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DATE: January 30, 2017

TO: Michael C. Koval, Chief of Police  
FROM: Thomas M. Snyder, Captain of Police  
SUBJECT: **Final Recommendation for Police Officer Keith M. Brown**

I have reviewed the documented work performance for Police Officer Brown and discussed his work performance with supervisory staff. It is my belief that he has successfully carried out the duties of a probationary police officer.

Based upon this review it is my recommendation that Police Officer Brown be granted permanent status with the Madison Police Department effective March 12, 2017.

A handwritten signature in cursive script that reads "Thomas M. Snyder".

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Thomas M. Snyder, Captain of Police  
East District



CITY OF MADISON POLICE DEPARTMENT



INTRA-DEPARTMENTAL CORRESPONDENCE

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DATE: January 30, 2017

TO: Michael C. Koval, Chief of Police  
FROM: Thomas M. Snyder, Captain of Police  
SUBJECT: **Final Recommendation for Police Officer Christopher M. Hagen**

I have reviewed the documented work performance for Police Officer Hagen and discussed his work performance with supervisory staff. It is my belief that he has successfully carried out the duties of a probationary police officer.

Based upon this review it is my recommendation that Police Officer Hagen be granted permanent status with the Madison Police Department effective March 12, 2017.

A handwritten signature in cursive script that reads "Thomas M. Snyder".

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Thomas M. Snyder, Captain of Police  
East District



CITY OF MADISON POLICE DEPARTMENT



INTRA-DEPARTMENTAL CORRESPONDENCE


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DATE: January 31, 2017

TO: Michael C. Koval, Chief of Police  
FROM: Jay J. Lengfeld, Captain of Police  
SUBJECT: **Final Recommendation for Police Officer Luke J. Leiterman**

I have reviewed the documented work performance for Police Officer Leiterman and discussed his work performance with supervisory staff. It is my belief that he has successfully carried out the duties of a probationary police officer.

Based upon this review it is my recommendation that Police Officer Leiterman be granted permanent status with the Madison Police Department effective March 12, 2017.

  
Jay J. Lengfeld, Captain of Police  
North District