

Madison Board of Police and Fire Commissioners
Minutes of the Meeting of May 8, 2017

Meeting convened at approximately 5:20 p.m. Commissioners present: Sparkman, Kamperschroer, Yapp, Hamdan, Enemuoh-Trammell (by phone)

Staff also present: AC 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. 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: approval of minutes of meeting of March 13, April 10, and April 25, 2017. (Kamperschroer/Yapp: unanimous, with Enemuoh-Trammell abstaining as to April 10 due to absence)
3. Public Comment: none.
4. Fire Dept. Report: AC Stedman presented the monthly report, with special attention to the lieutenant promotions process and the current hiring process which is nearing completion.
5. Monthly Police Dept. Report: Capt. Schauf summarized the monthly report, beginning with promotional recommendations. **Motion to approve the final recommendations of the Police Chief for the promotions of Sgt. Jennifer J. Ryan and Detective Kemberly D. Meyer, each effective June 5, 2017.** (Kamperschroer/ Yapp: unanimous)

Capt. Schauf noted the promotional and hiring process timelines. She anticipates a general presentation regarding promotional procedures for the June meeting.

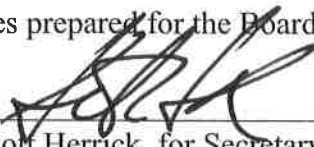
6. Report of Counsel: Herrick reported that a "citizen complaint" has been filed by Khaled Shabani but has not yet been formally served on the respondent officer, who will be represented by counsel provided by the WPPA. Commissioners directed Herrick to schedule the Initial Hearing for the regular June meeting.
5. Police Department Report, and 6., Report of Counsel: **Motion: to convene in closed session for the following purposes, authorized as noted by Wisconsin Statutes: deliberating concerning a case which was the subject of a quasi-judicial hearing, WS 19.85(1)(a); considering employment, promotion, compensation or performance evaluation of a public employe, WS 19.85(1)(c); considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons, WS19.85 (1)(f); and conferring with legal counsel with respect to litigation, WS 19.85(1)(g); and more specifically, to receive and discuss commissioners' and staff reports regarding review of**

personnel files in anticipation of action on promotional recommendations, and to receive the report of counsel regarding charges recently filed by Khaled Shabani. (Kamperschroer/Hamdan: unanimous) Commissioners then convened in closed session with counsel at approximately 5:50 p.m., with Capt. Schauf present for consultation regarding personnel files only.

At approximately 6:20 p.m. Capt. Schauf left the closed session and commissioners heard the report of counsel.

Meeting adjourned at approximately 6:30 p.m., without action taken except as may be reflected in the records of quasi-judicial matters, which are separately maintained.

Minutes prepared for the Board by Scott Herrick



Scott Herrick, for Secretary Craig Yapp



Madison Police and Fire Commission Monthly Report

Mary A. Schauf, Captain of Police

May 2017

Promotions

Designated Promotions for Final PFC Approval, Completion of Probationary Period

May 2017: The following designees will soon come to the end of their interim probationary periods. Chief Koval has received memos from their respective commanders recommending permanent appointment to the ranks as listed below. Please refer to attachments. The Chief agrees with these recommendations. Chief Koval, through his designee requests that you take official action to approve the candidates below to permanent appointments on the dates indicated.

Name, Previous Rank	Promoted Rank	Effective Date
Jennifer J. Ryan, Detective	Sergeant of Police	June 5, 2017
Kimberly D. Meyer, Police Officer	Detective of Police	June 5, 2017

Review of Previous Actions

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

June 2016: The PFC had the opportunity to review the files of each designee. During the meeting there was the opportunity to move into closed session to discuss the review of the personnel file of each designee.

July 2016: Approval by the PFC of the Chief's Preliminary Promotional Designation.

Pending Actions

None

Designated Promotion in the First (2nd) Step of the PFC Review Process

Current Request

May 2017: PFC file review is complete. When the PFC is ready I will invite the above candidate to the next business meeting where Chief Koval will request that you approve his preliminary promotional recommendations.

Name, Current Rank	Promoted Rank	Effective Date
Manuel Gatdula	Detective	June 4, 2017

Review of Previous Actions

April 2017: On March 14, 2017 Chief Koval made a promotional designation due to a position vacancy. The Chief respectfully requests that the PFC initiate the review process for the designated acting promotion. The resume for the candidate is attached. The Chief is requesting that you review personnel and complaint files of the candidate prior to the next business meeting.

Pending Actions

June 2017: Request for approval by the PFC of the Chief's Preliminary Promotional Designation (Acting to Interim). The candidate attends the meeting.

June 4, 2018: Pursuant to WS 62.13(4)(a) the Chief will request the continuing appointment to the promoted rank, subject to a final recommendation by the Chief and final Board approval. 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.

Designated Promotions in the Second (2nd) Step of the PFC Review Process

Current Request

May 2017: The additional review material will be presented to the Commissioners. Chief Koval requests that you move this promotion to the 3rd and Final Step to continue the appointment. If this action is taken I will invite the candidate to attend the next regular business meeting.

Name	Promoted Rank	Effective Date
R. Cameron Friday, Police Officer	Detective of Police	January 29, 2017

Review of Previous Actions

December 2016: The Chief introduced the designee for promotion with a formal preliminary recommendation to the Board. Resume was provided.

January 2017: The PFC had the opportunity to review the file. There was a closed session discussion. Other PFC members chose to review the file so additional time will be provided.

February 2017: The entire PFC has had the opportunity to review the files. After a closed session, additional time was requested by commissioners to review the personnel record.

March 2017: The entire PFC has had additional opportunities to review this file. If needed I am prepared to move into closed session to discuss this file.

April 2017: The PFC requested additional information and checks to be completed prior to approval. Information has been gathered and was ready for further discussion. The item was tabled until the May meeting.

Pending Actions

June 2017: Request for approval by the PFC of the Chief's Preliminary Promotional Designation (Acting to Interim).

January 2018: Pursuant to WS 62.13(4)(a) the Chief will request the continuing appointment to the promoted rank, subject to a final recommendation by the Chief and final Board approval. 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.

Recruiting and Hiring

2017 Pre-Service Academy Hiring Process Timeline

- **Application Deadline:** November 2, 2016
- **Written & Physical Agility Testing:** November 6, December 11
- **Consolidated Testing for Distant Candidates** (those living more than 6 hours from Madison) - January 8, 2017
- **Oral Board Interviews:** December -Early February
- **Background Investigations:** May begin immediately after an Oral Board interview, but no later than February, 2017
- **Seek PFC Approval of Eligibility Hiring List - March 2017**
- **Trilogy:** Chief's Interview, Personality Assessment and Ride-Along with a Field Training Officer – March and April, 2017
- **Special Meeting—Seek PFC Approval of Hiring List Candidates and Contingency List – May, 12, 2017**
- **Tentative Job Offers:** May, 2017
- **Medical Clearance:** Mid-July, 2017
- **Final Job Offers:** Early August, 2017
- **Academy begins:** September 11, 2017

The applications are already arriving for the 2018-2019 Academy. The physical agility testing began April 30, 2017. Oral Boards begin May 31, 2017.

2018 Pre-Service Academy Hiring Process Timeline

- **Application Deadline:** October 20, 2017
- **Written & Physical Agility Testing:** April 30, 2018 through January 7, 2018
- **Consolidated Testing for Distant Candidates** (those living more than 6 hours from Madison) - January 7, 2018
- **Oral Board Interviews:** May-June, October-January 201~~8~~⁸
- **Background Investigations:** May begin immediately after an Oral Board interview, but must be complete by February 7, 2018.
- **Seek PFC Approval of Eligibility List – February 12, 2018** (Regular Business Meeting)
- **Trilogy:** Chief's Interview, Personality Assessment and Ride-Along with a Field Training Officer – February 26, 2018 through March 20, 2018.
- **Special Meeting—Seek PFC Approval of Hiring List of Candidates and Contingency List – Date to be determined between, May, 26-28, 2018**
- **Tentative Job Offers:** March 29, 2018
- **Medical Clearance:** April 9-20, 2018
- **Final Job Offers:** May 7, 2018
- **Academy begins:** TBD

Oral Board Composition

I have secured commitments for the Oral Boards. Returning from last year are panelists Neil Gleason, Patrick Grady, Susan Carnell, and January Vang. Also assisting this year will be Luis Yudice and Pia Kinney James. Dates have been scheduled to the end of the calendar year. I continue to be grateful for their generous donation of their time.

Attachments and Notices

- There were no suspensions requiring notification to the PFC
- Professional Standards Open Case Memo
- Update on the 2018 Promotional Process Steps will be in the June Report.

CC

Scott Herrick, Attorney for PFC
Marci Paulsen, Assistant City Attorney
Michael C. Koval, Chief of Police



CITY OF MADISON POLICE DEPARTMENT



INTRA-DEPARTMENTAL CORRESPONDENCE

DATE: May 1, 2017

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

Good Morning Captain,

As of 05/01/2017, PS&IA has the following open cases concerning sworn MPD employees:

1. Performance of Duties, SOP-Domestic Abuse
2. Off-Duty Officer Responsibilities
3. 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

DATE: April 24, 2017

TO: Michael C. Koval, Chief of Police
FROM: Jennifer L. Krueger Favour, Captain of Police
SUBJECT: **Final Recommendation for Kimberly D. Meyer, Detective of Police**

It is my belief that Kimberly D. Meyer has successfully performed her duties as a detective during her interim promotional period. Her interim period will be completed on June 5, 2017.

I recommend her for final appointment to the rank of Detective of Police.

A handwritten signature in cursive script, reading "Captain J. L. Krueger Favour".

Jennifer L. Krueger Favour, Captain of Police
Investigative Services

cc: Mary A. Schauf, Captain of Police, Training Team
MPD Payroll/Finance Section
Personnel Folder



CITY OF MADISON POLICE DEPARTMENT



INTRA-DEPARTMENTAL CORRESPONDENCE

DATE: May 1, 2017

TO: Michael C. Ková, Chief of Police
FROM: Cory S. Nelson, Captain of Police
SUBJECT: **Final Recommendation for Jennifer J. Ryan, Sergeant of Police**

It is my belief that Jennifer J. Ryan has successfully performed her duties as a sergeant during her interim promotional period. Her interim period will be completed on June 5, 2017.

I recommend her for final appointment to the rank of Sergeant of Police.

Capt Cory Nelson 2257
Cory S. Nelson, Captain of Police
West District

cc: Mary A. Schauf, Captain of Police, Training Team
MPD Payroll/Finance Section
Personnel Folder



Police and Fire Commission Meeting Report from the Fire Department



May 8, 2017

Promotions, Probationary Status, and Reclassifications

Lieutenants Process

- 24 candidates took the written exam on April 19, 2017
- 4 failed the exam and 20 are scheduled to participate in the assessment center scheduled May 9 & May 10, 2017

2016/2017 Firefighter Hiring Process

Fire Department Oral Board

- 149 signed up for the interview on March 8 & 9
- 3 cancelled, 2 did not show and 2 were late
- 142 completed the interview
- 91 passed

Chief's Interview

- 89 were interviewed from April 17 to April 26, 2017 (one showed up late and one did not sign up)
- 39 have received notifications that they will be moving onto the physical agility test

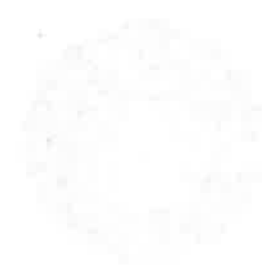
Physical Agility

- Scheduled for June 20, 2017 with practice sessions being offered from May 30 to June 16, 2017
- In the July PFC meeting, we will be requesting action be taken on accepting the names of the candidates that will be moving on to the background investigations

Personnel Investigations

- One internal investigation pending.

REPORT OF THE
COMMISSIONER OF THE GENERAL LAND OFFICE



The following is a list of the lands owned by the United States in the Territory of New Mexico, as of the 1st day of January, 1880.

Section	Tract	Acres
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50