

Madison Board of Police and Fire Commissioners
Minutes of the Meeting of October 8, 2018

Meeting convened at approximately 5:20 p.m. Commissioners present: Enemuoh-Trammell, Findley (by phone), Jackson, Hamdan; Gundlach joined the meeting in progress
Staff also present: Asst Chief Stedman, Capt. Schauf, Capt. Krueger Favour, ACA Marci Paulsen, Finance Dept. staff Brian Pittelli, Board Counsel Scott Herrick

PUBLISHED AGENDA

- | | | |
|-------------------|--|-------------------------|
| 1. Agenda | 4. Fire Department | 7. Report of Counsel |
| 2. Minutes | 5. Police Department | 8. Election of Officers |
| 3. Public Comment | 6. Staffing and Legal Counsel Arrangements | 9. Adjourn |

Published agenda items shown in the order considered.

1. Agenda: **Unanimous consent: to approve the agenda.**
2. Minutes **Motion: to approve the minutes of the meetings of September 10 and 18, 2018.**
[Jackson/Findley: unanimous]
3. Public Comment: none
5. Police Department Report
 - b. Action items:

Motion:

1. **to approve the preliminary recommendation of the Police Chief for the promotion of Police Officer Adam J. Kneubuhler to the rank of Detective, effective September 9, 2018, 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 the 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 him further that any unsatisfactory performance or conduct occurring or coming to the attention of the department 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.** [Hamdan/Jackson: unanimous]

Motion: to approve the final recommendation of the Police Chief for the promotion of Detective Daniel J. Hamilton, effective November 15, 2018. [Hamdan/ Jackson: unanimous]

- a. Monthly Staff Report: Anticipated promotional recommendations continue in process, and multiple file reviews are now needed; Commissioners Jackson and Enemuoh-Trammell will each conduct four reviews in the near future. Capt. Schauf discussed current promotional and other recruitment efforts, which emphasize social media resources. Discussion of recent file reviews was deferred to a single closed session later in the meeting.

4. Fire Department: Monthly Staff Report: Asst. Chief Stedman noted that a Division Chief promotional process is underway, with a recommendation anticipated before the end of the year, and presented the monthly report which contains a demographic summary of current staff.
6. Staffing and Legal Counsel Arrangements: Commissioners reviewed responses received to the RFP and extended the period for response to October 22, 2018, with further review and discussion to be scheduled for the November meeting. Commissioners and Herrick agreed that Herrick will continue as legal counsel into 2019 in order to allow optimum flexibility in the RFP process.

[Comm. Gundlach joined the meeting.]

In order to conduct a single closed session to consider personnel file reviews and appointment matters for both departments, **Motion: to convene in closed session for the purposes, authorized as noted by Wisconsin Statute, of considering employment, promotion, compensation or performance evaluation of a public employe, WS 19.85(1)(c), and 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 more specifically to receive the report of commissioner review of the personnel files of candidates for promotion in both departments and to receive the comments of Comm. Gundlach regarding recent Board actions. The Commission may thereafter reconvene into open session to continue its proper business.** [Jackson/ Gundlach: unanimous] The board then convened in closed session with counsel and Police Department staff, at approximately 6:06 p.m. Comm. Findley discontinued his telephone participation and left the meeting at approximately 7:07 p.m. **Motion: to reconvene in open session.** [Gundlach/ Hamdan: unanimous] The board reconvened in open session at approximately 7:12 p.m. During closed session the Board took no action but agreed informally to continue current personnel file review.

Comm. Gundlach, with unanimous consent, announced that he changes his vote at the September 18, 2018 meeting from Aye to Nay on the following motion: **Motion: Without prejudice to the eligibility of Firefighter Trevor Wiggins to seek promotion to any rank at any time in the future, and without prejudice to the eligibility of Firefighter Trevor Wiggins to serve in acting capacity as Apparatus Engineer, we decline to approve the preliminary recommendation of the Fire Chief that Firefighter Trevor Wiggins be promoted to the rank of Apparatus Engineer.** [Findley/ Jackson] With that change of vote the motion prevails by the vote of 4 to 1.

7. Report of Counsel: Herrick distributed a draft records-retention policy adopting City of Madison staff advice, suggesting action at the regular November meeting.
9. Meeting adjourned at 7:20 p.m.

Minutes prepared for the Board by Scott Herrick



Scott Herrick



Madison Police and Fire Commission Monthly Report

Mary A. Schauf, Captain of Police

October 2018

Promotions and Probationary Status

PFC Approval—Interim Approval for Promoted Position (Step 3)

Name, Promoted Rank	Current Rank	Effective Date
Adam J Kneubuhler, Detective	Police Officer	September 9, 2018

PFC Approval—Completion of Probationary Period (Step 4)

Name, Promoted Rank	Current Rank	Effective Date
Daniel J Hamilton	Detective	November 5, 2018

Attachments

- Promotional Designation Worksheet: PFC Process Dates

Recruiting and Hiring

2019 Pre-Service Academy Hiring Process Timeline

- **Application Deadline:** **October 19, 2018**
- **Written & Physical Agility Testing:** October 7, 2018, November 18, 2018,
- **Consolidated Testing for Distant Candidates:** January 7-11, 2019
- **Oral Board Interviews:** June, November –January 2019
- **Background Investigations:** Immediately after an Oral Board, but no later than February, 2019
- **Seek PFC Approval of Eligibility Hiring List** – February 11, 2019
- **Trilogy: Interview, Personality Assessment and Ride-Along with a Field Training Officer:** February 25, 2018 through March 19, 2019.
- **Seek PFC Approval of Hiring List Candidates and Contingency List** – March 21, 2019
- **Tentative Job Offers:** March 28, 2019
- **Medical Clearance:** April 9-19, 2019
- **Final Job Offers:** May 6, 2019
- **Academy begins:** May 28, 2019

Recruiting

1. Billboard on Beltline
2. Buzzed into Madison info-mercial
3. Career Fairs
 - a. MN, WI, IA, IL MI
 - b. 11 recruiters
 - c. Several conducted onsite testing as well
4. Facebook advertising
5. Facebook postings
6. Snapchat posts
7. Twitter posts
8. Several in house videos made
9. K9 Fuzz goes to the academy
10. News Coverage of Efforts

https://wkow.com/news/top-stories/2018/10/02/mpd-canvassing-for-officers-while-facing-recruitment-challenge/?utm_medium=social&utm_source=facebook_WKOW_27

MPD Social Media Plan (Facebook, Instagram, and Twitter)

We have put forth a significant amount of effort recruiting in the social media world. For the full effect, it is recommended that you follow our MPD efforts on the various social network platforms. The current plan follows.

Week of September 10:

- *Buzzed Into Madison* recruiting video posted
- Advanced Placement post (including Blotter post) and a recruiting photo

Week of September 17:

- Recruiting Fair dates/time *Coming To a City Near You!*
- *Find Your Blue Calling* post , links back to Join The Team Page
- Recruit fair photos on Twitter

Week of September 24:

- #K9Fuzz goes to the police academy
- 30 second Training Center promo video
- Recruit Fair photos

Week of October 1:

- #K9Fuzz goes to the police academy
- Recruit Fair photos
- *Time For a Change (uniform switch video/photo)*

Week of October 8:

- #K9Fuzz goes to the police academy
- Recruit Fair photos
- *Be The Legacy (Vidcos with Chief Williams, Lt Knight, Lt, Statz)*

Week of Oct 15:

- #K9Fuzz goes to the police academy
- Recruit Fair photos
- *Gear UP* video

Hashtags Used:

#FindYOURBlueCalling #MPDstrong

Attachments

- Current Hiring Data Sheet
- Images from Social Media Work

PSIA Report/Discipline Attachments and Notices

- Professional Standards Open Case Memo
- No suspensions requiring notification to the PFC.

CC

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

PFC Approval Dates of MPD Promotional Process

Name	Flank	Designated Rank	Actual	Effective Date	End Probationary Period	Intro	File Review	PFC Interim Approval	PFC Final Approval
John R Patterson	Captain	Assistant Chief	30-Dec-18	13-Jan-19	30-Dec-19	14-May-18	8-Oct-18	14-Jan-19	9-Dec-19
Adam J Kneubuhler	Police Officer	Detective	9-Sep-18	9-Sep-18	9-Sep-19	13-Aug-18	10-Sep-18	8-Oct-18	8-Sep-19
Brian R Austin	Lieutenant	Captain	30-Dec-18	30-Dec-18	30-Dec-19	10-Sep-18	8-Oct-18	14-Jan-19	9-Dec-19
Matthew M Tye	Lieutenant	Captain	30-Dec-18	13-Jan-19	30-Dec-19	10-Sep-18	8-Oct-18	14-Jan-19	9-Dec-19
Kelly L Beckett	Detective Sergeant	Lieutenant	30-Dec-18	30-Dec-19	30-Dec-19	10-Sep-18	8-Oct-18	14-Jan-19	9-Dec-19
Edward E Marshall	Sergeant	Lieutenant	30-Dec-18	30-Dec-19	30-Dec-19	10-Sep-18	8-Oct-18	14-Jan-19	9-Dec-19
Angela L Kamoske	Detective	Lieutenant	30-Dec-18	13-Jan-19	30-Dec-19	10-Sep-18	8-Oct-18	14-Jan-19	9-Dec-19
Alexander M Berkovitz	Sergeant	Lieutenant	30-Dec-18	13-Jan-19	30-Dec-19	8-Oct-18	12-Nov-18	14-Jan-19	9-Dec-19
Kathleen F Riley	Detective	Lieutenant	30-Dec-18	13-Jan-19	30-Dec-19	8-Oct-18	12-Nov-18	14-Jan-19	9-Dec-19
Benjamin D Schwarz	Police Officer	Sergeant	30-Dec-18	30-Dec-18	30-Dec-19	8-Oct-18	12-Nov-18	14-Jan-19	9-Dec-19
Chad T Crose	Police Officer	Sergeant	13-Jan-19	13-Jan-19	13-Jan-20	8-Oct-18	12-Nov-18	14-Jan-19	9-Dec-19
Deon L Johnson	Police Officer	Detective	TBD	TBD		8-Oct-18	12-Nov-18	14-Jan-19	
Amanda Analla	Police Officer	Detective	TBD	TBD		8-Oct-18	12-Nov-18	14-Jan-19	
Brian M. Chaney Austin	Lieutenant	Captain	30-Dec-19	13-Jan-19	30-Dec-19	8-Oct-18	12-Nov-18	14-Jan-19	9-Dec-19
Reginald Patterson	Detective	Lieutenant	30-Dec-18	13-Jan-19	30-Dec-19	8-Oct-18	12-Nov-18	14-Jan-19	9-Dec-19

PFC Review Process Steps

Step 1: Introduction

The notice of the Chief's designated appointment for promotion, along with a resume for the designee is given to the PFC.

Step 2: File Review

A member of the PFC has reviewed the personnel and disciplinary files of the designee. The Training Captain is prepared to discuss any issues in closed session.

Step 3: Interim Approval

The Chief, through his/her designee requests approval for the preliminary promotional designation. The position must be vacant in order for this to occur.

Step 4: Final Approval

Prior to the end of a 12-month probationary period of satisfactory performance, the Chief through his/her designee will request the continuing appointment to the promoted rank, subject to final PFC approval.



Madison Police Department

Tuesday at 10:54 AM · 🌐



JOIN THE TEAM!

Deadline: October 19

Apply Now: [MadisonPolice.com](https://www.MadisonPolice.com)

#FindYOURBlueCalling #MPDstrong





Madison Police Department

Yesterday at 9:38 AM · 🌐



Coming To A City Near You!

The Madison Police Department is actively recruiting now, for a hire date in May, 2019.

For information on our alternate written test locations, visit:

<http://www.cityofmadison.com/police/jointeam/alternatelocations.cfm>

Our recruiters will be on hand to answer questions, handout applications and offer our written test.

#FindYOURBlueCalling #MPDstrong





CITY OF MADISON POLICE DEPARTMENT



INTRA-DEPARTMENTAL CORRESPONDENCE

DATE: October 3, 2018

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

Good Afternoon Captain,

As of 10/4/2018, PS&IA has the following open cases concerning sworn MPD employees:

1. Use of Non-Deadly Force 07/19/18
2. Courtesy, Respect, and Professional Conduct 07/20/18
3. Use of Non-Deadly Force 07/22/18
4. Performance of Duties 07/31/18
5. Unlawful Conduct 08/27/18
6. Searches 09/04/2018
7. Searches 08/31/2018
8. Use of Deadly Force 09/01/2018

Please contact me if you have any questions.

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

Madison Police Department
CORRESPONDENCE / MEMORANDUM

DATE: September 11, 2018

TO: All Personnel
FROM: Michael C. Koval, Chief of Police
RE: **Promotion Announcement**

It is my pleasure to announce to the organization the following designation for promotion, contingent on the approval of the Police and Fire Commission:

Sergeant Alexander Berkovitz to Lieutenant

Sergeant Berkovitz has a Bachelor of Arts Degree in Sociology from the University of Illinois at Urbana Champaign. He was hired with our Department in 2002 and is currently assigned as the Central District Community Policing Team Sergeant.

During his tenure with the MPD, Sergeant Berkovitz has been assigned to Professional Standards and Internal Affairs and West District Patrol as a Sergeant. Sergeant Berkovitz was promoted to Sergeant in 2012. He was a member of the West District Community Policing Team and a patrol officer prior to his promotion.

Sergeant Berkovitz is a current Field Training Sergeant. He has been involved in our field training program since 2007 (as an Officer and Sergeant). He also served as a peer support officer during his career with the MPD.

Please join me in congratulating Sergeant Berkovitz on this well-deserved accomplishment!



Madison Police Department
CORRESPONDENCE / MEMORANDUM

DATE: September 11, 2018

TO: All Personnel
FROM: Michael C. Koval, Chief of Police
RE: **Promotion Announcement**

It is my pleasure to announce to the organization the following designation for promotion, contingent on the approval of the Police and Fire Commission:

Detective Kathleen Riley to Lieutenant

Detective Riley has her Juris Doctor degree from the University of Wisconsin School of Law. She also has her Bachelor of Arts Degree in Political Science and Women's Studies from the University of Wisconsin-Madison.

Detective Riley was hired with our Department in 2004 and is currently assigned to our Special Victims Unit. Detective Riley was promoted to Detective in 2010. She has held various detective assignments in the districts and specialized units since her promotion.

Detective Riley is a certified forensic interviewer. Prior to her detective assignments, Detective Riley was an Educational Resource Officer and a patrol officer. She also served as a negotiator on our Crisis Negotiation Team for two years.

Please join me in congratulating Detective Riley on this well-deserved accomplishment!



Madison Police Department
CORRESPONDENCE / MEMORANDUM

DATE: September 11, 2018

TO: All Personnel
FROM: Michael C. Koval, Chief of Police
RE: **Promotion Announcement**

It is my pleasure to announce to the organization the following designation for promotion, contingent on the approval of the Police and Fire Commission:

Officer Benjamin Schwarz to Sergeant

Officer Schwarz has a Bachelor of Arts Degree from Saint John's University. He also has a Project Management Certification from Cardinal Stritch University.

Officer Schwarz was hired with our Department in 2009 and is currently assigned to the Community Policing Team at our Midtown District. Prior to his current assignment, Officer Schwarz worked in patrol services.

Officer Schwarz has taken on numerous additional "assignments" during his tenure with the MPD. He is a Field Training Officer, DAAT instructor, Handgun & Rifle Instructor, Scenario Instructor, Tactical Response Instructor, Background Investigations Officer, New Hire Mentor, Special Events Team Officer and a Forensic Sketch Artist.

Please join me in congratulating Officer Schwarz on this well-deserved accomplishment!



Madison Police Department
CORRESPONDENCE / MEMORANDUM

DATE: September 11, 2018

TO: All Personnel
FROM: Michael C. Koval, Chief of Police
RE: **Promotion Announcement**

It is my pleasure to announce to the organization the following designation for promotion, contingent on the approval of the Police and Fire Commission:

Officer Chad Crose to Sergeant

Officer Crose has a Bachelor of Arts Degree in Sociology (with a Criminal Justice emphasis) from the University of Wisconsin-Whitewater. Officer Crose was hired with our Department in 2007 and is currently assigned as an officer to the Community Policing Team in our North District.

During his tenure with the MPD, Officer Crose has served on Community Policing Teams in various districts, been assigned to our Dane County Task Force and worked patrol services in several districts.

Officer Crose has served in other capacities during his career with the MPD – field training officer, new recruit mentor, member of MPD's Internal Admissions Committee and a member of our Special Events Team.

Please join me in congratulating Officer Crose on this well-deserved accomplishment!



Madison Police Department
CORRESPONDENCE / MEMORANDUM

DATE: September 11, 2018

TO: All Personnel

FROM: Michael C. Koval, Chief of Police

RE: **Promotion Announcement**

It is my pleasure to announce to the organization the following designation for promotion, contingent on the approval of the Police and Fire Commission:

Officer Deon Johnson to Detective

Officer Johnson has a Bachelor Degree in Communication (with an emphasis on Management Information Systems and Public Address) from the University of Wisconsin-Madison. Officer Johnson was hired with our Department in 2007 and is currently assigned to our Community Outreach and Resource Education (CORE) Team.

Officer Johnson was a neighborhood police officer and a patrol officer prior to his current assignment. During his tenure with the MPD, Officer Johnson has taken on roles as a Field Training Officer and a member of our internal admissions committee.

Please join me in congratulating Officer Johnson on this well-deserved accomplishment!



Madison Police Department
CORRESPONDENCE / MEMORANDUM

DATE: September 11, 2018

TO: All Personnel
FROM: Michael C. Koval, Chief of Police
RE: **Promotion Announcement**

It is my pleasure to announce to the organization the following designation for promotion, contingent on the approval of the Police and Fire Commission:

Officer Amanda Analla to Detective

Officer Analla has a Bachelor Degree in Communication from Ashford University. She also has an Associate Degree in Criminal Justice from the Milwaukee Area Technical College.

Officer Analla was hired with our Department in 2008 and is currently assigned as a neighborhood officer in our South District. Prior to her current assignment, Officer Analla was a member of one of our community policing teams and worked in patrol services.

Officer Analla is a current recruit mentor, a recruitment background investigator and on the Executive Board of MPD PRIDE.

Please join me in congratulating Officer Analla on this well-deserved accomplishment!



Sgt. Alexander M. Berkovitz

IBM 3328

Education

Bachelor of Arts in Sociology
University of Illinois at Urbana Champaign
Graduated with Distinction

21 hours of graduate work in Criminal Justice Administration
Loyola University Chicago
Recipient of a competitive research scholarship

Department History

Date of Hire: 05/2002

Current Assignment: Central CPT Sergeant (as of 02/2015)

Prior Assignments:

- 1) PS&IA Sergeant 02/2013 – 02/2015
- 2) West Patrol Sergeant 02/2012 – 02/2013
- 3) South Patrol Sergeant 01/2012 – 02/2012
- 4) West CPT Officer 02/2011 – 12/2011
- 5) Patrol Officer 2003 – 02/2011 (encompassing South, East, Central and West Districts)

Other Positions:

- 1) Field Training Officer/Sergeant (since 2007)
- 2) Peer Support Officer (since 2006 - 2012)

Department Projects and Initiatives:

- 1) My 2014/15 lieutenant promotional project explored the logistical requirements for Professional Standards & Internal Affairs to become a paperless unit with a standardized electronic filing system, thereby increasing case file organization and responsiveness while reducing workload, material costs, redundancy and confusion. I completed the Standard Operating Procedure for this initiative in 2015.
- 2) Discipline Matrix Committee: The focus of this committee was to create a functional discipline matrix to be utilized for complaint investigation and resolution, thereby streamlining the discipline process while ensuring increased district involvement and responsiveness to personnel issues. The discipline matrix should generally increase internal trust by improving the predictability, transparency and consistency of the discipline process as a whole.
- 3) Policy Review Committee: The focus of this committee was to update the policy manual by removing redundancies, inconsistencies and separating policy from procedure.
- 4) In 2010, I obtained my instructor development certification and assisted in teaching Professional Communications to the recruit class. I also assisted in developing and presenting a block of training on leadership to field training officers and recruits. In 2014 I presented a block of training on Professional Standards & Internal Affairs to 2014

recruit class. In 2015/2016 I assisted with running a Crisis Intervention Training scenario for presently employed law enforcement personnel.

- 5) In 2008 I submitted a proposal for purchasing new physical fitness equipment for the Central District fitness room. The proposal took into consideration budgetary concerns and was specifically tailored to address a variety of skill levels in both weightlifting and cardio exercise. I worked with the city equipment vendor to identify needs and reasonable options. Central District was outfitted with new gym equipment in 2009 and I completed recent updates in 2013, 2014 (new floor) and 2017 (new treadmill, rowing machine, fitness bands).
- 6) In 2009/2010, I assisted in the department wide, rifle program. I researched suitable rifle racks, contacted three companies who provided proposals, one of which was accepted, and assisted in installing the racks.
- 7) Primary author, editor and co-creator of "At a Glance, Guide to The City of Madison Police Department." This guide was conceived in 2006 through the direction of Assistant Chief Randy Gaber. The guide is a comprehensive summary of the functions and roles of various positions, units and bureaus within MPD. In creating this guide, I interviewed and enlisted the assistance of numerous department personnel. The intended audience was the Madison community and other agencies. The goal of the project was to broaden public understanding of the police department and ultimately, increase MPD's transparency.

Department Certifications and Trainings:

- 1) Physical Surveillance for Counter Narcotic Missions (24 hours, 2015)
- 2) Managing Police Discipline (19 hours, 2014)
- 3) SWAT Advanced Patrol Tactic (24 hours, 2013)
- 4) 7 Habits of Highly Effective People for Law Enforcement (24 hours, 2012)
- 5) Leadership In Police Organizations (120 hours, 2010)
- 6) Professional Communication Instructor Certification (24 hours, 2010)
- 7) Instructor Development Certification (32 hours, 2010)
- 8) Drug and Gang Interdiction (16 hours, 2009)
- 9) Interview and Interrogation (40 hours, 2008)
- 10) Drug Identification (32 hours, 2007)
- 11) Identifying Deceptive Behavior (24 hours, 2005)

Previous Employment

- 1) U.S. Pretrial Services Officer, U.S. District Courts (08/00 – 05/02, Chicago)
My primary responsibilities were to supervise defendants on federal bond, conduct background investigations, work with collateral agencies and provide court testimony and information to the U.S. District Courts.
- 2) Case Manager/Counselor, Lutheran Social Services of IL (06/98 – 01/00, Chicago)
I provided linkage to mental health facilities for mentally ill individuals in addition to performing crisis intervention, community outreach and collaboration with collateral agencies (e.g., hospital staff, substance abuse practitioners, etc).

Detective Kathleen Riley, 3709

EDUCATION

University of Wisconsin School of Law	2003
University of Wisconsin – Madison Bachelor of Arts- Political Science and Women's Studies	1999

MADISON POLICE DEPARTMENT HISTORY

Detective- Special Victims Unit Feb 2017-Feb 2018

Responsibilities:

- Member of specialized unit of 6 detectives that investigates all child abuses cases city-wide
- Work as a team to investigate resource-intensive cases efficiently and thoroughly
- Member of the WI ICAC Task Force that investigates internet crimes against children
- Execute search warrants in conjunction with DCI as part of possession of child pornography investigations

Detective 2010 - present

Responsibilities:

- Complete complex investigations in collaboration with multidisciplinary team
- Document investigative efforts thoroughly and accurately
- Draft search warrants and subpoenas
- Analyze facts determined through investigation and assess if Wisconsin State Statutes have been violated
- Work with District Attorney's office to ensure successful prosecution of criminal cases
- Testify and assist prosecution in all facets of the prosecution process
- Mentor and train newly promoted detectives
- Mentor new officers on investigative techniques and strategies and report writing

Accomplishments:

- Oversaw a complex, 4 year stalking investigation that included supervision and organization of 14 commissioned MPD staff, 5 victims, 3000 pages of discovery, 35 pieces of evidence and 6 days of court trial that led to 7 felony and 7 misdemeanor convictions and the discovery of 26 more felony charges
- Created training materials and video for patrol officers and detectives on interviewing child victims and witnesses in the field
- Planned and provided training course for law enforcement officers, social workers and prosecutors in basic field interviewing
- Assisted in the revision of the Sexual Assault Investigation SOP for the Madison Police Department
- Active member of subcommittee that formulated the Sensitive Crimes Unit pilot for the Madison Police Department
- Planned and provided training course for law enforcement officers, prosecutors, and victim service agencies in stalking investigation and prosecution

Forensic Interviewer 2010 - present

Responsibilities:

- Conduct forensic interviews of child victims and witnesses
- Coordinate and use multi-disciplinary investigations into child abuse and neglect to reduce trauma to involved children
- Participate in peer review as part of process improvement
- Have completed 96 forensic interviews as of December 13th, 2018

Accomplishments:

- Contributor to development of new Wisconsin Forensic Interview Guidelines
- One of only 5 certified Wisconsin Forensic Interview Guidelines trainers statewide

2004 - 2010

Officer

Responsibilities:

- Rapidly assessed and stabilized dynamic situations
- Worked cooperatively with other officers to find successful resolutions
- Conducted thorough investigations
- Documented investigative efforts thoroughly and accurately
- Determined if Wisconsin State Statutes have been violated
- Mediated disputes and encouraged collaboration between individuals to avoid legal intervention if possible

Accomplishments:

- Selected and served as East High Educational Officer (ERO) September 2008- February 2010
- Successfully collaborated with MPD Management, East High Administration, MMSD Administration and parents of MMSD students to create safe learning environment for all students
- Selected and served as a negotiator on the Crisis Negotiation Team March 2009- October 2011

PREVIOUS EMPLOYMENT HISTORY

Assistant City Attorney, City of Madison, WI

Sept. 2003- May 2004

Responsibilities

- Prosecuted municipal ordinance violations
- Prepared officers and witnesses to testify in municipal court
- Planned and prepared exhibits and testimony to be used at trial
- Negotiated plea agreements with defendants and defense attorneys
- Conducted legal research and drafted briefs on legal issues

Prosecution Project Intern, Madison City Attorney's Office

June 2002- May 2003

Responsibilities:

- Fulfilled all responsibilities of an Assistant City Attorney as a second and third year law student under the guidance of licensed attorneys

OTHER DEPARTMENT INITIATIVES

- Conducted numerous background investigations, including background investigation for Chief of Milton Police Department candidate
- Assisted with pre-hire process, recruit training and SWAT trainings
- Represented MPD at recruitment fairs
- Participated in MPD mentoring program
- Member of the Field Training Officer cadre
- Member of MPD Internal Trust Committee
- Property Disposition Committee

COMMUNITY SERVICE

- Annually volunteer for Shop with a Cop
- Safe Harbor's Labor Day Dash volunteer
- St. Dennis Catholic School Home & School Board Secretary
- Youth soccer coach and Learn to Skate volunteer coach

CERTIFICATIONS, AWARDS, HONORS

- Certified Trainer - Wisconsin Forensic Interview Guidelines and Cognitive Graphic Interviewing Protocol
- Safe Harbor Forensic Interviewing Honor (2013)
- Forensic Interviewing Training (100+ hours)
- Multiple Commendations for work as Officer and Detective

POLICE OFFICER BENJAMIN SCHWARZ, 4368

- City of Madison Police Department • 211 S. Carroll St. • Madison, Wisconsin 53703

EDUCATION:

- Bachelor of Arts Degree May, 1996
Saint John's University, Collegeville, Minnesota
- Project Management Certification August, 2006
Cardinal Stritch University, Milwaukee, Wisconsin

CURRENT ASSIGNMENT AND ROLES:

- Madison Police Officer May, 2009 to Present
I currently work in the South District (5C2/Relief) and have previously worked in the Central (5D1, 5D3, 5D3/5D7) and West Districts (5A20, 5A22) while on the night shift.
- Handgun & Rifle Instructor (former MIT) February, 2013 to Present
I successfully completed the 56-hour Firearms Instructor Course in February, 2013 and have served as a member of MPD's Training Cadre instructing both internally and externally at Firearms Instructor Courses for new instructors in 2015 and Conducting Realistic Live Fire Scenarios for existing instructors in 2014 and 2015.
- Field Training Officer October, 2013 to Present
I became a Field Training Officer in October, 2013 which combines training and performance evaluation in an effort to provide new police officers an environment in which to transfer the academic training to the practical needs of the solo patrol officer in order to create a professional police officer capable of providing services to our community in a safe, courteous, efficient and effective manner.
- DAAT Instructor September, 2014 to Present
I successfully completed the 96-hour DAAT Instructor Course in September, 2014 and I have served as a member of MPD's Training Cadre instructing internally at in-services and in a pre-service setting where I administered the DAAT final assessment and later administered a series of use of force scenarios in the Practical Patrol portion of the Pre-Service Academy.
- Scenario Instructor March, 2016 to Present
I successfully completed the 14-hour Scenario Instructor Course in March, 2016 which focused on the required training for personnel conducting scenario training and testing. Since that time I have served as a member of MPD's Training Cadre instructing internally at an in-service setting.
- Tactical Response Instructor June, 2016 to Present
I successfully completed the 32-hour Tactical Response instructor Course which focused on Patrol Tactics and Active Shooter Response in June, 2016. Since that time I have served as a member of MPD's Training Cadre instructing internally at an in-service setting.

- Background Investigations Officer
January, 2013 to Present
 I became a Background Investigations Officer in January, 2013 where pre-hire candidates receive a comprehensive background investigation generating job relevant/job specific information concerning an individual's past behavior, conduct, experience, education, abilities, and other significant factors important in the overall selection process.

- New Hire Mentor
May, 2012 to Present
 I became a New Hire Mentor in May, 2012 in order to broaden the support system to new officers by maximizing their potential for success, development, and integration into both the department and the community.

- Special Events Team Officer
March, 2017 to Present
 I joined the MPD Special Events Team (SET) in March, 2017 which specializes in crowd management and crowd control techniques in order to protect the first amendment right of citizens to assemble peacefully and to voice their opinions on issues that are often sensitive and emotional in nature.

- Forensic Sketch Artist
June, 2013 to Present
 I successfully completed the 40-hour Composite Drawing for Law Enforcement course in June, 2013 in order to be able to create a graphical representation of an eyewitness's memory of a face, as recorded by a composite artist.

TRAININGS PROVIDED AT MPD:

- HK Conversion Course (MPD Instruction)
September, 2016
- Use of Force Scenarios (Specialized Training)
February, 2016
- Firearms Instructor Course as MIT – (Outside Agencies)
August, 2015
- Conducting Realistic Live Fire Scenarios (Outside Agencies)
May, 2015 / June, 2014
- DAAT Final Assessments (Pre-Service Academy)
January, 2015
- Active Shooter Live Fire Scenario (Specialized Training)
November, 2014
- Barricaded Shooter Tabletop Scenario (Specialized Training)
July, 2013
- High Risk Vehicle Contacts (Specialized Training)
June, 2013
- Officer Down Rescue Tabletop Scenario (Specialized Training)
January, 2012

COMMUNITY ENGAGEMENT:

- Competitive Commissioner - Oregon Soccer Club Board
- Assistant Coach - Oregon Soccer Club (U-13 Boys)
- Juvenile Diabetes Research Foundation volunteer
- Make-A-Wish volunteer
- Gymfinity volunteer

WORK HISTORY:

- I/S Security Administration Services Analyst
American Family Insurance
March , 2003 - May, 2009

- End-User Technical Solutions Consultant
West (Thomson Reuters) Eagan, MN
January, 2000 – March, 2003

- Field Technical Consultant for Northern California/Nevada
West (Thomson Reuters) San Francisco, CA
May, 1998 – January, 2000

Chad T. Crose

CAREER OBJECTIVE:

- To obtain the rank of Sergeant with the Madison Police Department

EDUCATION:

- MATC Madison 102nd 550-Hour Law Enforcement Academy
Graduation Date- April 27, 2007
- University of Wisconsin- Whitewater
B.A. Sociology/Criminal Justice Emphasis
Graduated August 2006
- MATC Madison
Attended 2001-2003

Madison Police Department: Hired May 2007

Patrol Officer

- 2017 3rd Detail East District/Central Community Policing Team-Alcohol Liaison.
- 2016 Central Community Policing Team- Alcohol Liaison and Tenney Lapham Neighborhood Liaison.
- 2015 Full Time Undercover Police Officer for the Dane County Narcotics Task Force.
- 2014 Full Time Undercover Police Officer for the Dane County Narcotics Task Force.
- 2013 Full Time Undercover Police Officer for the Dane County Narcotics Task Force.
- 2012 Central Community Policing Team- Alcohol Liaison.
- 2011 5th Detail East District.
- 2010 4th Detail East District.
- 2009 5th Detail Central District.
- 2008 5th Detail North District.

Other Assignments/Experiences

- Field Training Officer
- Member of the MPD Special Events Team- Grenadier
- New Recruit Mentor

- Cross Trained with Lafollette H.S. ERO Rossetti
- Cross Trained with East Community Policing Team
- Cross Trained with North Community Policing Team
- Cross Trained with Dane County Narcotics Task Force Uniform Officers
- Cross Trained with Dane County Narcotics Task Force Detectives
- Assisted with SWAT Trainings
- Accurint Crime Analysis Trainer
- Conducted Multiple Tavern Safety Trainings for Madison Alcohol Establishments
- Assisted with MPD Undercover Police Officer Trainings 2014, 2015, 2016, 2017
- Co-Instructed MPD Bicycle Training
- Assisted with MPD Academy Drug Training
- Assisted with MPD Academy Professional Communications Training
- Assisted with Mifflin St. Block Party Preparation 2012
- Member of the MPD Red Man Cadre
- Proficient in LERMS, Field Reporting and TRACS 10

Department Committees, Trainings, Certifications and Awards

- Member of the MPD Internal Admissions Committee
- Member of the MPD Recruiting Cadre
- Member of a committee developed in order to curb the growing violence in the Central District's Entertainment District
- Member of the MPD Bike Committee
- International Police Mountain Biking Association Trained
- Undercover Police Officer Trained- MPD Undercover School
- Dane County Narcotics Task Force Search Warrant Trained- Volk Field
- CPT/NPO Tactics/Search Warrant Training
- Less Lethal Shot Gun Certified
- Mark 9 OC Spray Certified
- Trash Pick Trained
- Multijurisdictional Counterdrug Task Force Training- St. Petersburg College, taught at the Milwaukee Co. Sheriff Academy
- "No Angel" Jay Dobbins Undercover Police Training
- Received Numerous Letters of Commendation

Community Service

- Friday Nights at the YMCA
- Shop with a Cop
- Special Olympics Bike Ride

Deon Johnson

djohnson@cityofmadison.com

PROFILE

Organized, positive professional with great work ethic and very sound judgment. Strong written and verbal communication skills with a commitment to continuous improvement.

EXPERIENCE

Community Outreach & Resource Education Officer, Madison Police 2016-Present

Neighborhood Police Officer, Madison Police 2010-2014

Police Officer, Madison Police 2007-Present

Community oriented policing approach, exercising creative strategies for resolutions. Calm while maintaining situational awareness in emergency conditions. Conduct complete, accurate and concise investigations prior to reporting crime related incidents. Natural ability to take initiative, promote engagement and grow relationships within our community. Projects include 'Walking School Bus', "ROSA Forums", "Leopold Bike Club", "Flag Football at Leopold Park", "South Madison Housing Providers Group", "Tour de' Arbor Hills Bike Ride with MPD", "Spring Cookout at Southridge Village", "MPD Options Group" and the Madison Police Department Microsoft Access Outreach Database.

Home Mortgage Consultant, Wells Fargo – 2005-2007

Home Mortgage Consultant, Aegis Lending Corporation – 2005

Sourced, developed, packaged, and closed real estate secured loans. Analyzed loan documents, communicated with customers on status of application, loan submission, approval and funding processes. Performed all work in accordance with Wells Fargo Home Mortgage and Aegis Lending Corporation procedures and guidelines and applicable state and federal regulations.

Team Lead and Senior Financial Services Advisor, TDS Metrocom – 2002-2005

Mentor and Team Lead to 23 Financial Services Advisors. Organized and led focus groups to review data for decision support. Made prompt decisions, based on multiple data, that effected customer accounts. Up sold TDS Metrocom products and services to a customer base of more than 400,000. Demonstrated timely problem solving and customer handling techniques to ensure delighted customers. Tracked and coached on performance goals for Financial Services Advisors using measurement tools that I developed. Wrote situational scripts that were used by Financial Services Advisors for direction. Wrote operational procedures documentation that improved department efficiency.

MPD INITIATIVES

Field Training Officer 2014-Present

Promotional Process Review Committee 2014

Internal Admissions Committee 2016-Present

EDUCATION

University of Wisconsin-Madison

Bachelors - Communication

Emphasis - Management Information Systems and Public Address

Education

- Bachelor Degree in Communications ~ Ashford University, Clinton Iowa, 2012
- Associate Degree in Criminal Justice ~ Milwaukee Area Technical College, Oak Creek WI, 2007

Department History - Madison Police Department May 2008 – Present

Patrol Assignments

- Bram's Addition Neighborhood Officer (9/2016-Present)
- South District Community Policing Team (2016-9/2016)
- South District (2015-2016)
- East District (2013-2014)
- Central District (2012-2013)
- South District (2011-2012)
- Central District (2009-2010)

Worked afternoon and night shifts in the districts performing patrol duties

Worked Special Detail for Bait Car in Central District (2009)

Bram's Addition Neighborhood Officer

Worked on weapon offenses in my neighborhood, by canvassing, obtaining video, and statements

Assigned follow up cases in my neighborhood by Lieutenant Groehler follow up with any requests from Detectives who are working a case in my neighborhood

Worked with property management on different cases and going over calls for service

Respond to calls and investigate cases in my neighborhood

Organized Community events (Juneteenth, National Night Out)

Organized Food Pantry Monthly Cookouts

South Community Policing Team – January 2016 - Present

- Moorland Road Liaison Officer
Worked with Neighborhood Officer Mike Alvarez on various ops
- Moorland Road Assessment Project
Evaluated calls for service in the Moorland Rd Area for the past 5 years
Worked with various stake holders and led meetings to talk about concerns and focus on problem areas, obtained input for a survey to assess MPD and area
Created a survey and went into the neighborhood and asked residents to take survey
Delegated assignments to CPT members to assist me with the final report
- Bike Patrol
- Worked on Ops Plans with SCPT and NPO's

Recruitment Background Investigator 2014- Present

Recruit Mentor 2011 – Present

South District Community Engagement Initiative (2015)

- Assisted Sgt. Tim Radke with leading the Initiative
- Presented at an Operation's Team Meeting upon the importance of community engagement
- 100 hours logged for community engagement
- Among top leaders in hours logged participating in engagement initiative

- Organized spreadsheet initiative participants
Middle School U Cyber Detective Summer Program 2013-2015
- Developed relationships with middle-school aged children by engaging them in conversations about topics they were learning about
- Created Power point and Certificates for academy graduation
- Instructed on issues surrounding Cyber Bullying and Social Media

South CPT Active Shooter Training (11/10/15)

- Assisted South CPT with active shooter training to Medical staff at Olin-Turville Bay Medical Facility

Department Committees, Awards, Certifications and Trainings

- Prostitution Enforcement Training 2011
- Police Bike Training 2011
- Leadership in Police Organization 4/12
- Patrol Tactics and Shooter Course 9/13
- Backgrounding in Law Enforcement 11/14
- Handgun Shooter Development 9/15, 8/16
- Strategies for Effective Child Field Interviews 12/15
- Lifesaving Award 8/15
- Tint Meter Training 3/16
- Judgment Under the Radar: "The Antidote" 05/16
- Rifle Shooter Development 8/16
- Cross Train with Detective Jokala 11/17

Previous Employment

St Joseph Hospital ~ Security Officer ~ Milwaukee, WI 2007-2008

- Patrolled various areas of the hospital, parking ramp, and exterior of the building
- Worked the Emergency Room and had contact with several individuals who were sick, in crisis, or needed assistance

Milwaukee Area Technical College ~ Security Officer ~ Oak Creek WI 2006-2007

- Patrolled parking lots of the campus to ensure safety of the students and prevent vehicle thefts
- Patrolled hallways and took reports from students or staff if there were any issues

Professional Experiences

Badger Rock Middle School Governance Council – Board Member (2016- Present)

Madison Pride – Member (7/2017 – Present)

Unconscious Bias Group – Member (July 2016 – Present) (Madison Police)

Wisconsin Association Women's Police (2016-Present)

Criminal Justice Student Organization (Milwaukee Area Technical College)

- Vice President 2006-2007
Led Meetings and planned events and volunteer activities for members
Worked on recruitment
- Secretary 2005-2006
Maintained meeting minutes

Toastmasters International Organization 2006-2008

- Non-profit organization in which the purpose is to help members improve on communication skills, public speaking, and leadership skills

Madison Police Department
CORRESPONDENCE / MEMORANDUM

DATE: September 26, 2018

TO: All Personnel

FROM: Michael C. Koval, Chief of Police

RE: **Promotion Announcement**

It is my pleasure to announce to the organization the following designation for promotion, contingent on the approval of the Police and Fire Commission.:

Lieutenant Brian Chaney Austin to Captain

Lieutenant Chaney Austin has a Bachelor of Arts Degree in Criminal Justice from Illinois State University. He has also completed graduate level coursework towards a degree in Homeland Security from Pennsylvania State University. He was hired with our Department in 2002 and is currently assigned as the Field Lieutenant for the Central District.

Lieutenant Chaney Austin is our current coordinator for our Peer Support Program and MPD PRIDE. During his tenure with the MPD, Lieutenant Chaney Austin has served as the Sergeant of our Gang Unit, Patrol Sergeant, liaison officer for one of our Community Policing Teams and patrol officer. He was also a field training officer, peer support member, recruit mentor, assistant recruiter, member of the Internal Admission Committee and back-up Public Information Officer.

Please join me in congratulating Lieutenant Chaney Austin on this well-deserved accomplishment!



Madison Police Department
CORRESPONDENCE / MEMORANDUM

DATE: September 26, 2018

TO: All Personnel

FROM: Michael C. Koval, Chief of Police

RE: **Promotion Announcement**

It is my pleasure to announce to the organization the following designation for promotion, contingent on the approval of the Police and Fire Commission:

Detective Reginald Patterson to Lieutenant

Detective Patterson has a Master's Degree in Criminal Justice from Walden University. He also has a Bachelor of Science Degree in Public Administration from Mankato State.

Detective Patterson was hired with our Department in 2006 and is currently assigned to our Violent Crime Unit. During his tenure with the MPD, Detective Patterson has been a Detective assigned to our Task Force, A Detective in the districts, a member of our Gang Unit and a patrol officer. Detective Patterson has immersed himself in numerous community engagement/community service initiatives throughout his career at the MPD.

Please join me in congratulating Detective Patterson on this well-deserved accomplishment!



Brian Chaney Austin

Lieutenant – Madison Police Department

(608) 772-4273

bchaneyaustin@cityofmadison.com

PROFESSIONAL SUMMARY

I have over 19 years of work experience in both the Criminal Justice and Juvenile Justice Systems. It is my goal to obtain a position of Captain with the City of Madison Police Department.

Key Strengths

- I pride myself on my ability to motivate others to achieve the goal at hand.
- I am a leader with strong organizational and management skills from planning to execution.
- I am a leader who maintains a positive and energizing attitude with a passion for improvement and success.

PROFESSIONAL EXPERIENCE

City of Madison Police Department, Madison, WI
Police Officer/ Lieutenant of Police

May 2002- Present

- Current assignment: **Field Lieutenant – Central District**
- **MPD Peer Support Program** Coordinator
- Program Coordinator for **MPD PRIDE**: Internal group dedicated to improving relations with the LGBT community and providing education on LGBT topics within the Department
- Currently spearheading the review of the City of Madison **Street Use Process**
- Coordinator for police resources at multiple large scale events
- Sergeant of the **MPD Gang Unit** (2014- 2017)
- Responsible for creating and implementing the **Madison Regional Gang Summit**
- Previously assigned as a Sergeant in patrol operations in the East, South, and Central Districts
- Previously assigned to the **Central District Community Policing Team** as liaison officer
- Over ten years of experience as an officer in patrol working in every area of the city and on various shifts
- Former EVOC instructor. Lecture and practical instructor of state required EVOC material. Provide instruction to both pre-service recruits as well as seasoned officers at in-service trainings.
- Served as a member of the **Internal Admission Committee**
- Served as a back-up **Public Information Officer**
- **Assistant Recruiter**: Assist with MPD recruiting efforts by attending over a dozen of job fairs throughout the Midwest
- **Field Training Officer**: Assist in the training and coaching of several probationary officers
- **Peer Support Member** (2008-2015): Nominated by Peers to serve as on PSP to assist with EAP needs and officer well-being. Served as the Peer Support representative on the Early Intervention System Committee
- **MPD Recruit Mentor** 2004-2011
- **WI Special Olympics and MPD Shop with a Cop Volunteer**
- **Subject Matter Expert** – MPD Sergeants Promotional Process 2013 and 2014

ITT-Technical Institute, Madison, WI

March 2010- 2012

Adjunct Instructor- Criminal Justice

- Instructed college level criminal justice sciences to students during 11-week courses
- Created lesson plans and provided material to students in an adult educational environment

Professional Experience Continued

2001-May 2002

19th Judicial Circuit Court of Illinois, Lake County, IL
Juvenile Probation Officer- Assistant Instructor

- Worked with juveniles sanctioned by the court to complete in-house treatment program in both secure and minimum security environments
- Created and maintained reports of individual juvenile's progress and work with assigned social workers and contracted educators to develop best treatment program

Dewitt County Human Services, Dewitt Co, IL
Juvenile Counselor

1999-Dec 2000

- Worked with various juveniles (victims and offenders) in the community providing positive guidance and direction during the rehabilitation process

EDUCATION AND PROFESSIONAL DEVELOPMENT

Bachelor of Arts, Criminal Justice Illinois State University Normal, IL 1997-2001

Graduate level coursework in Homeland Security: Penn State University (no degree obtained)

TRAINING

- MPD Pre-Service Academy 2002
- MPD Police Bicycle Training 2006
- WI Instructor Development Course 2007
- WI EVOG Instructor Course 2007
- Northeast Counterdrug School: Drug Identification 2008
- MPD Community Policing Training 2009
- National Gang Crime Research Center Conference, Chicago IL 2014
- Wisconsin Gang Summit 2014
- City of Madison Leadership Conference 2015

PROFESSIONAL AFFILIATIONS

Madison Professional Police Officer Association
OPEN- LGBT Community

NOTEWORTHY HONORS AND AWARDS

- 2009 Wisconsin State Assembly Citation (May 14th 2009)
- 2009 MPD Life Saving Award and Medal
- Recipient of numerous MPD performance citations since employment

Reginald Patterson

EDUCATION:

- Mankato State University - B.S. Degree in Public Administration
- Master's Degree in Criminal Justice at Walden University (Completion April 2018)

PROFESSIONAL EXPERIENCE:

Madison Police Department:

Madison, WI

Detective/Dane County Narcotics Task Force

2/2014- Present

- Conduct and assist in drug investigations
- Establish and develop confidential informant relationships
- Investigate drug complaints
- Present drug education channels and information to the community
- Share intelligence information with local, county, state, and federal agencies

Detective

6/2011- Present

- Investigated various crimes and search for missing persons
- Assisted patrol in daily investigations and major incidents
- Prepared assigned cases to the District Attorney's office for prosecution
- Conducted interviews of suspects, informants and witnesses

Crime Prevention Gang Unit

4/2009- 6/2011

- Built both internal and external relationships within the department and community
- Provided training and support to both the MPD and the community through innovative intervention, prevention, and enforcement strategies
- Attended and provided gang and crime prevention trainings as well as gave gang presentations
- Created and coordinated gang intervention/prevention efforts to include; tattoo removal, home and school visits
- Assisted law enforcement agencies in gang related crimes and intelligence

Police Officer

5/2006-2009

- Committed to problem solving and community policing
- Communicated daily to peers, merchants and community; both verbally and written
- Conducted interviews and investigate incidents of complaints

Community Outreach 2016-Present

- Presenter at the 2016 WISAM annual conference
- Dean Healthcare Drug Presentation 2017
- Continued work with the Team leadership (Restorative Justice) RDIC
 - Ticket resolution and idea of self-report up to \$200 for patrol
- Participation in WKOW race to Equity Documentary
- Drug Presentation at St Dennis School for Parents and kids career day (Kailey Adamaski)
- Diversity and Inclusion Presentation with TDS Telecom and Northside Elementary School
- Black and Latino Youth Academy instructing on financial responsibilities and vehicle contacts
- WISAM Drug Presentation
- WPA Convention Middleton (Annual conference Presenter)
- Facilitated CORE Madison Police Department partnering with TDS in "SEE
 - IT TO BE IT"
- Participating in the Detective Promotional Panel as an evaluator and speaker
- Waunakee Middle School Drug Presentation
- Midvale Heights Neighborhood Presentation
- Bell Laboratories management presentation

- Presenter to the Department of Corrections Probation and Parole Academy.
- Instructed CPT's and Neighborhood officers how to CI cultivating, surveillance and trash picks.
- Presenter for Legal Issues Conference Waukesha County Technical College.
- Presenter at the Surgical and Psychiatric Leadership Conference.
- Instruction for the District Attorney's Office on the preparation of drug cases.

Systems Improvement

- Implemented language and new procedures in the 2017 DCNTF SOP's regarding the following:
 - Forfeitures of Currency, Vehicles, State and Federal level.
 - Investigative responsibilities regarding deconfliction with HIDTA
 - Handling drug evidence (Fentanyl)
 - Scheduling of operations
- Working with Lorie Anderson (Property) to create a sop regarding DCNTF vehicle disposition at the VIF/ Time. Lead regarding returning of vehicles to responsible parties
- Adding SW Tasks to the Ops plan for improved efficiency out in the field including;
 - DEC notification.
- Created an Ops plan template for proactive DCNTF Ops
- Prepared SOP regarding outside Dept. seizing money through DCNTF
- Continued training/support of Detectives from other agencies
- Assist DCNTF LT./ Capt.
- Assist BCU/ ATF drug angle to a problem target in the Central District
- Provide Department memo on reminders when conducting drug investigations.
- Promote the carrying of Naloxone for SWAT/ Task Force when conducting search warrants.



Police and Fire Commission Meeting Report from the Fire Department



October 8, 2018

Promotions, Probationary Status, and Reclassifications

- Chief Davis is in the process of promoting a new Division Chief. Panel interviews are on Oct. 11, the Chief's interview is on Oct. 24 and the notification of the candidate will be Oct. 26. Promotion date will be Dec. 30, 2018.

2018 Firefighter Recruit Class

- 13 candidates started the academy on Oct. 1. No concerns after week 1.

Personnel Investigations

- None

MFD Demographics as of 10/1/2018

Gender	Count of Commissioned
Female	45
Male	355
Grand Total	400

Race	Count of Commissioned
Asian	2
Asian Pacific Islander	6
Black	43
Hispanic	16
Not Indicated	2
Other	1
White	330
Grand Total	400

Carousel Andrea Bayrd
Patricia K. Hammel
Scott N. Herrick
David R. Sparer

16 N. Carroll, Suite 500
Madison WI 53703

Robert L. Reynolds, Jr. (1930-1994)
Robert T. Kasdorf (1952 - 2018)

October 8, 2018

Memo to Commissioners
From Scott Herrick

Re. Records retention and management

I attach email correspondence from City staff reflecting my consultation with them regarding the accumulation of your case records and other files which I hold. I recommend that you adopt City policy as your own by adopting the following:

Motion: to adopt the record retention and management policies recommended by Leslie Starczewski in the attached memorandum dated September 6, 2018; and to instruct and authorize our legal counsel to implement these policies, utilizing the City Clerk and other City resources wherever feasible.

I suggest that you act on this matter at your November regular meeting.

SH/hs

att.

cc Roger Allen
Leslie Starczewski
Gloria Ramirez

Scott Herrick

From: Starczewski, Leslie <LStarczewski@cityofmadison.com>
Sent: Thursday, September 06, 2018 9:24 AM
To: Scott Herrick
Cc: Allen, Roger; Witzel-Behl, Maribeth
Subject: PFC Records Retention

Attorney Herrick,

Below are recommendations for the retention and disposition of the Police & Fire Commission records. The recommendations are based on best practices and the City of Madison's retention schedule approved by the Public Records Board (PRB).

- 1) Minutes – Permanent retention or Fiscal + 50 years, then transfer to Wisconsin Historical Society (WHS)
The current retention for City Council, commission, and committee minutes is permanent. Minutes, along with other records that document the creation, modification, and implementation of City policy is thought to have long-term or historical value. As an alternative, a 50-year retention and transfer to WHS would allow the records to be easily accessed by the public without having to do an open records request. Also, WHS staff are experts in the preservation of old documents.
- 2) General Correspondence – Fiscal + 7 years, transfer to WHS
- 3) Citizen Correspondence – Fiscal + 7 years, transfer to WHS or destroy confidential (if WHS not interested)
- 4) Chief Hiring Process – Event (Tenure) + 10 years, destroy confidential (if WHS not interested)
- 5) Disciplinary Case File – Fiscal + 40 years, destroy confidential (WHS has waived PSIA records)
The current retention for MPD's Professional Standards and Internal Affairs (PSIA) records is Fiscal + 40 years. The PSIA records are kept separate from the official personnel file. The retention for official personnel files is Separation + 8 years. A retention of 40 years is to ensure the records are available throughout an officer's possible career.

Email clarification: email messages are retained according to their content. This means general emails are retained for the same period as General Correspondence; emails regarding a disciplinary case file are retained according to the retention set for Disciplinary Case File records, etc.

The City of Madison utilizes the State Record Center for long-term storage of physical records. It's my understanding that the Clerk's Office will be the custodian for PFC agendas and minutes beginning January 2019. Please let City Clerk Maribeth Witzel-Behl know when you are ready to transfer the past minutes. Also, let us know if you want the Clerk's Office to be the custodian of the records in the other record series mentioned above. The custodian responds to open records requests and manages the retention/disposition of the records.

Feel free to contact me if you have any questions or would like additional information.

Thank you,
Leslie