

Madison Board of Police and Fire Commissioners  
**Minutes of the Meeting of November 12, 2018**

Meeting convened at approximately 5:20 p.m. Commissioners present: Enemuoh-Trammell (by phone), Findley, Jackson  
Staff also present: Ch. Davis, Asst Chief Stedman, Capt. Schauf, Capt. Krueger Favour, 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 October 8, 11, and 17 and November 8, 2018.** [Jackson/ Findley: unanimous]
3. Public Comment: none
4. Fire Department: Asst. Chief Stedman requested file review in anticipation of the Chief's recommendations to promote Jerome Buechner to the rank of Division Chief and to promote four individuals to the rank of Apparatus Engineer; Comm. Jackson will conduct those reviews.

During discussion of the monthly report, Ch. Davis reported that the department has begun a study of shift and hours practices and structure as well as the periodic fitness review, in response to the death earlier this year of the death a firefighter by an unexplained heart attack; results of the study may lead to system changes by the end of 2019.

5. Police Department Report
  - b. Action items: **Motion: to approve the final recommendation of the Police Chief for the promotion of Sergeant Kurt Wege, effective December 4, 2018.** [Findley/ Jackson: unanimous]
  - a. Monthly Staff Report: Capt. Schauf reviewed the advance calendar of promotional activity, noting that several file reviews are now appropriate; Comm. Enemuoh-Trammell will conduct those reviews. In addition to the details of the written report, Capt. Schauf noted a recent formal notification to commissioners of a suspension imposed by the Chief, and observed that staff anticipate a large academy class next year, probably no less than 32 individuals.

**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 the Police**



**Department. The Commission may thereafter reconvene into open session to continue its proper business.** [Findley/ Jackson: unanimous] The board then convened in closed session with counsel and Police Department staff, at approximately 5:50 p.m.

**Motion: to reconvene in open session.** [Findley/ Jackson: unanimous] The board reconvened in open session at approximately 6:05 p.m.

6. Staffing and Legal Counsel Arrangements: With the assistance of Brian Pittelli Commissioners reviewed responses received through the extended period closing October 22, 2018. Following discussion of process options commissioners present agreed that they wish to interview all RFP respondents, but instructed Pres. Enemuoh-Trammell to update absent commissioners and confirm their approval of that approach; depending on that feedback, Brian Pittelli will undertake to schedule interviews, using his best judgment to implement the preferences expressed by commissioners.

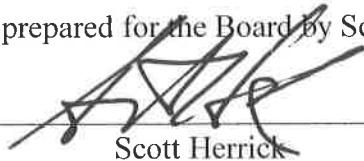
7. Report of Counsel: Following presentation and discussion of memos from Herrick dated October 8 and November 8, 2018: **Motion: to adopt the record retention and management policies recommended by Leslie Starczewski in the attached memorandum dated September 6, 2018; and to instruct and authorize our legal counsel to implement these policies, utilizing the City Clerk and other City resources wherever feasible.** [Findley/ Jackson: unanimous]

**Motion: to authorize and instruct Atty. Herrick to prepare a comprehensive manual of our current administrative practices and procedures, for delivery in February 2019, to be billed at his hourly rate for general legal services with the fee not to exceed \$3500.** [Findley/ Jackson: unanimous]

8. Election of Officers: Commissioners were reluctant to conduct an election without all commissioners being present. The matter will be carried over to the December agenda, and will include consideration of whether only to fill the vacant position of Secretary, with the current president carrying over, or to elect both a President and a Secretary.

9. Meeting adjourned at approximately 6:40 p.m.

Minutes prepared for the Board by Scott Herrick



Scott Herrick





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



November 12, 2018

### Promotions, Probationary Status, and Reclassifications

- Chief Davis has chosen a new Division Chief, Jerome Buechner, to be promoted on January 13, 2019. We would like to schedule a file review and lunch with the PFC before the December PFC meeting when we bring his name for promotion in January.
- Chief Davis will be recommending the promotion of four Apparatus Engineers to be effective on January 13, 2019. We would also like to schedule file reviews for these individuals before the December PFC meeting.

### 2018 Firefighter Recruit Class

- The 13 recruits in the Fire Academy are all doing well and no concerns have been presented to the Office of the Personnel Chief.

### 2019 Hiring Process

- The "B" Band (398 candidates) will begin the interview process in January of 2019. A complete process schedule and demographics will be presented at the December PFC meeting.

### Personnel Investigations

- Two investigations pending.





# Madison Police and Fire Commission Monthly Report

Mary A. Schauf, Captain of Police

November 2018

## Promotions and Probationary Status

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### PFC Approval—Completion of Probationary Period (Step 4)

Name, Promoted Rank	Effective Date
Kurt Wege, Sergeant	December 4, 2018

## Attachments

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- Chief's Promotional Designation Memos and Resumes
- Promotional Designation Worksheet: PFC Process Dates

## Recruiting and Hiring

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### 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

## Oral Boards

In order to staff the oral boards with a diverse panel we have added another evaluator, Lore Vang.

## Attachments

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- Current Hiring Data Sheet

## PSIA Report/Discipline Attachments and Notices

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- Professional Standards Open Case Memo
- One suspension 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	Rank	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
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	30-Dec-18	30-Dec-19	8-Oct-18	12-Nov-18	14-Jan-19	9-Dec-19
Benjamin D. Schwarz	Police Officer	Sergeant	13-Jan-19	13-Jan-19	13-Jan-20	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		
Amanda Analla	Police Officer	Detective	TBD	TBD		8-Oct-18	12-Nov-18		
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
Sara A. Bailey	Police Officer	Investigator	13-Jan-19	13-Jan-19	13-Jan-20	12-Nov-18	10-Dec-18	14-Jan-19	9-Dec-19
Andrew J. Naylor	Police Officer	Detective	TBD	TBD		12-Nov-18	10-Dec-18		
Kristin P. Henderson	Police Officer	Detective	TBD	TBD		12-Nov-18	10-Dec-18		

**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**  
***CORRESPONDENCE / MEMORANDUM***

DATE: October 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:

**Officer Sara Bailey to Investigator**

Officer Bailey has a Bachelor Degree in Communication Studies (and a minor in Psychology) from the University of Wisconsin-La Crosse. She was hired with our Department in 2013. Officer Bailey is currently assigned to East District patrol services (third detail).

During her tenure with the MPD, Officer Bailey has worked a variety of patrol shifts in multiple districts, served as a mental health liaison and cross-trained with both Investigators and Detectives.

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



## **Sara Bailey**

### **Objective**

To obtain an Investigator position within the Madison Police Department's Forensic Services Unit. Being promoted to Investigator would give me the opportunity to combine my previous work experience with the services I'm passionate about providing to my community as a Police Officer. My organization, attention to detail, ability to build trust and rapport with others and dedication to customer service would make me a qualified candidate for the Investigator position.

### **Madison Police Department (10/14/2013 – Present)**

- Employed as a Police Officer from 10/14/2013 to present
- Worked across various districts and shifts within the Department
- Worked as a Mental Health Liaison
- Participated in cross trainings with MPD Investigators and Detectives
- Spent time in the Forensic Services Lab learning about various tools and examining previous MPD cases
- Received training to utilize MPD's Livescan Technology
- Assisted Detective Hull in analyzing, scanning and summarizing social media activity on Kanazawa Cir murder-suicide (16-171940)

### **ServiceMaster Restoration Services (01/2008 – 06/2013)**

- Began as an Officer Coordinator but was promoted to Estimator
- Responded to a wide variety of crime scenes across the state of Wisconsin
  - 2013 Wiotra home invasion & triple homicide scene
  - 2012 Death Investigation with complex scene and extensive decomposition (MPD case 12-005423)
  - 2011 Sparta police standoff, arson & suicide
- Built relationships with customers who had experienced a traumatic event
  - Served as a liaison between surviving victims and the construction company, keeping them up to date and informed on the steps following a traumatic event
  - Worked to sort, organize and salvage damaged personal items from scenes
  - Responded into the residence at the request of those affected to perform small tasks and prevent them from needing to enter a potentially traumatic scene
- Photographed crime scenes and residential/commercial properties that had some degree of biohazard, fire, water or mold damage

- Measured and sketched properties that required restoration services
- Transferred sketches and floor plans into Xactimate Estimating Software
- Wrote estimates to restore properties and supervised crew members during the restoration process

### **Education and Employment**

- University of Wisconsin-La Crosse, Major in Communication Studies and Minor in Psychology. 2002
- Leasing Consultant, Resident Services Inc. Madison, WI. 2003-2005
- Wine Sales Representative, General Beverage. Madison, WI. 2005-2008.

### **Community Involvement**

- Raised funds and participated in Walk MS: Madison
- Raised money and participated in GSAFE'S Walk/Run/Eat for Safe Schools
- Received donations and participated in Susan G. Komen Race for the Cure
- Participated in MPPOA Hot on the Trail 5K and Kid's Donut Dash

### **Interests and Activities**

- Spending time with friends and family
- Cooking
- Enjoying outdoor activities such as hiking, biking, kayaking and camping
- Travelling
- Exploring the U.S. National Parks

**Madison Police Department**  
***CORRESPONDENCE / MEMORANDUM***

DATE: November 6, 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 Andrew Naylor to Detective**

Officer Naylor has a Bachelor of Science Degree in Secondary Education from the University of Wisconsin-La Crosse (Major in Broad Field Social Studies and Geography with a Minor in History).

Officer Naylor was hired with our Department in 2012 and is currently assigned as a Mental Health Officer in our Central District. Prior to becoming a Mental Health Officer, he worked in patrol services in several of our districts. Officer Naylor is a field training officer, certified instructor for our academy and MPD's Veterans Outreach Program facilitator.

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



# Andrew J. Naylor

anaylor@cityofmadison.com

## Education

### University of Wisconsin – La Crosse, September 2000 – May 2006

- Bachelor of Science degree in secondary education
- Major in broad field social studies and geography with minor in history
- Wisconsin certified teaching license
- Cumulative GPA of 3.34 and Dean's List on seven of fourteen semesters

## Department History

- **Date of hire** – 05/29/2012
- **Patrol Officer** – 02/12/2013 to 01/29/2015, third shift in Central District, second shift in West District, second shift in East District
- **Mental Health Officer** – 02/02/2015 to Present, Central District

## Department Committees, Awards, Certifications, and Trainings

### Commendations for performance recognition and commitment to customer service

- Awarded an MPD Challenge Coin in November 2016 from Captain Kristen Roman after receiving accolades from Central Command Staff through my work on a mental health case
- Awarded an MPD Challenge Coin in December 2015 from Captain Kristen Roman after receiving numerous compliments from community members through my role as Mental Health Officer
- Received 28 MPD Employee Recognition Forms/Commendations since January 2013

### Field Training Officer, September 2018 – Present

### Professional Communication Skills (PCS) Instructor Certification, June 2016

- Completed Instructor Development Course
- Completed PCS Instructor School and received PCS Instructor Certification

### Instructor for MPD Academy Crisis Management Block, December 2016, December 2017, and August 2018

- Taught state material and facilitated group activity with academy recruits

### Instructor for 2016 and 2017 MPD Fall In-Services, October 2016 and October 2017

- Created and taught mental health de-escalation lesson for all MPD personnel
- Acted in mental health scenarios and co-facilitated scenario debrief
- Instructed lesson on the emergency detention process

### MPD Veterans Outreach Program (VOP) Facilitator, February 2016 – Present

- Created VOP to assist military Veterans with receiving services and to strengthen trust between MPD and the community
- Coordinate meetings between MPD military Veterans and Veterans in the community in order to develop rapport in the event of future police contact

### Redman Actor Course Training, January 2014 – Present

- Completed training to join the Redman Actor Cadre and continue to assist with various departmental trainings
- Engaged in DAAT scenarios and demonstrated critical decision making abilities in high stress situation

**“Crisis Negotiation Response to Mentally Ill Subjects” Training, November 2016**

- Attended 8 hour training at MPD Training Center

**“Cultural Competency Skills Workshop”, November 2015**

- Attended 8 hour training sponsored by Meriter Foundation

**“Crisis Intervention Team” Training, September 2014**

- Attended and received certification for 40 hours in Crisis Intervention Team training
- Acted in scenarios depicting individuals with mental health concerns

## **Previous Employment**

**Teacher, St. Charles Youth and Family Services, October 2008 – May 2012**

- Liaison between the Dane County FOCUS Program School, which is a non-profit residential treatment center for high school and middle school aged-youth, and the Madison Metropolitan School District (MMSD)
- Collaboratively worked with MMSD teachers and social workers to develop individualized education plans and transition FOCUS youth from a residential treatment center setting to public school
- Completed annual trainings in Non-Violent Crisis Intervention
- Participated in monthly meetings with social workers and families of youth to develop home visit plans
- Taught a variety of core high school subjects to at-risk teenagers in classroom setting
- Developed and implemented FOCUS school curriculum to meet the needs of students with disabilities

**School and Community Resource Volunteer, Peace Corps South Africa, July 2007 – May 2008**

- Submersed into culture by living with host family and working in rural village
- Developed Community Content-based Instruction in village and schools based on the culture and learning abilities of the community and students
- Presented classroom management and anti-corporal punishment workshops to teachers in elementary and middle schools

## **Community Service and Related Experience**

**Volunteer for National Alliance on Mental Illness (NAMI), October 2014 - Present**

- Attend and support the NAMI fundraiser walk with my family and other members of MPD

**Advocate for Off the Square Club Day Resource Center, April 2016 – Present**

- Attend and serve weekly lunches with Club members

**Madison Police Department**  
***CORRESPONDENCE / MEMORANDUM***

DATE: November 6, 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 Kristin Henderson to Detective**

Officer Henderson has a Bachelor of Arts Degree in Communication Arts from the University of Wisconsin-Madison, as well as a Certificate in Criminal Justice.

Officer Henderson was hired with our Department in 2012 and is currently assigned as a patrol officer in our East District. Officer Henderson is a field training officer, peer support officer and a recruit mentor. She is also a member of our backgrounding and professional communication skills instructor cadres. During her tenure with the MPD, Officer Henderson has also served as a mental health liaison.

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





# **Kristin P. Henderson**

KHenderson@cityofmadison.com

## **EDUCATION**

University of Wisconsin-Madison

Bachelor of Arts, 2011

Major: Communication Arts

Certificate: Criminal Justice

## **DEPARTMENT HISTORY**

**Police Officer - City of Madison Police Department**

**Date of Hire:** May 2012

**Current Assignment:** Patrol Officer, East District, Third Detail

**Member of:**

- Professional Communication Skills Instructor Cadre
- Peer Support Officer Cadre
- Field Training Officer Cadre
- Recruit Mentor Cadre
- Backgrounding Cadre

**Other Experience**

- Mental Health Liaison Cadre
- Interview Panel Member for High School Internship Program

**Intern – City of Madison Police Department**

**Date:** Summer 2011-Spring 2012

**Assignment:** Central Lieutenant of Detective and Gang Unit

## **TRAINING AND PROFESSIONAL DEVELOPMENT**

- First Aid, K9 Cadaver and Searching for Missing Persons (2013)
- Attended Autopsy with Detective (2013)
- Child Maltreatment Investigations (2014)
- Cross Training-Detective (2014)
- Less Lethal Shotgun Certification (2015)
- Instructor Development Course (2016)
- Street Level Drug Interdiction (2017)
- Lifesaving Citation Award (2017)
- Wrote a DNA Search Warrant (2018)

## **COMMUNITY OUTREACH**

- Camp Hero (2014-2016)
- Shop with a Cop (2015)
- Dr. Seuss Read Across America Day (2015)
- Recruitment: Photographs and Media Interview (2015)
- Hosted citizens and interns on ride alongs

2018 - 2019 Hiring Process

CATEGORY	Male	%	Female	%	C/M	%	C/F	%	AA/M	%	AA/F	%	H/M	%	H/F	%	NA/M	%	NA/F	%	API/M	%	API/F	%	TOTAL
TOTAL APPLICATIONS	399	80.77%	95	19.23%	302	61.13%	70	14.17%	33	6.68%	8	1.62%	46	9.31%	11	2.23%	6	1.21%	1	0.20%	12	2.43%	5	1.01%	494
FAILED TO APPEAR OR WITHDREW	85		18		60		10		9		4		14		2		1		1		1		1		103
NUMBER REMAINING	314	80.31%	77	19.69%	242	61.89%	60	15.35%	24	6.14%	4	1.02%	32	8.18%	9	2.30%	5	1.28%	0	0.00%	11	2.81%	4	1.02%	391
FAILED WRITTEN	6		0		3		0		1		0		2		0		0		0		0		0		6
NUMBER REMAINING	308	80.00%	77	20.00%	239	62.08%	60	15.58%	23	5.97%	4	1.04%	30	7.79%	9	2.34%	5	1.30%	0	0.00%	11	2.86%	4	1.04%	385
OUT OF STATE ADMISSIONS COMMITTEE	0		0		0		0		0		0		0		0		0		0		0		0		0
NUMBER REMAINING	308	80.00%	77	20.00%	239	62.08%	60	15.58%	23	5.97%	4	1.04%	30	7.79%	9	2.34%	5	1.30%	0	0.00%	11	2.86%	4	1.04%	385
OUT OF STATE NO SHOW OR WITHDREW	0		0		0		0		0		0		0		0		0		0		0		0		0
NUMBER REMAINING	308	80.00%	77	20.00%	239	62.08%	60	15.58%	23	5.97%	4	1.04%	30	7.79%	9	2.34%	5	1.30%	0	0.00%	11	2.86%	4	1.04%	385
OUT OF STATE FAILED WRITTEN	0		0		0		0		0		0		0		0		0		0		0		0		0
NUMBER REMAINING	308	80.00%	77	20.00%	239	62.08%	60	15.58%	23	5.97%	4	1.04%	30	7.79%	9	2.34%	5	1.30%	0	0.00%	11	2.86%	4	1.04%	385
WITHDREW OR NO SHOW AT PHY AGILITY	1		1		1		0		0		0		0		1		0		0		0		0		2
NUMBER REMAINING	307	80.16%	76	19.84%	238	62.14%	60	15.67%	23	6.01%	4	1.04%	30	7.83%	8	2.09%	5	1.31%	0	0.00%	11	2.87%	4	1.04%	383
FAILED PHYSICAL AGILITY	2		1		1		1		0		0		1		0		0		0		0		0		3
NUMBER REMAINING	305	80.26%	75	19.74%	237	62.37%	59	15.53%	23	6.05%	4	1.05%	29	7.63%	8	2.11%	5	1.32%	0	0.00%	11	2.89%	4	1.05%	380
ADMISSIONS COMMITTEE	51		3		44		3		2		0		5		0		0		0		0		0		54
NUMBER REMAINING	254	77.91%	72	22.09%	193	59.20%	56	17.18%	21	6.44%	4	1.23%	24	7.36%	8	2.45%	5	1.53%	0	0.00%	11	3.37%	4	1.23%	326
WITHDREW OR NO SHOW PRIOR TO ORAL	3		0		3		0		0		0		0		0		0		0		0		0		3
NUMBER REMAINING	251	77.71%	72	22.29%	190	58.82%	56	17.34%	21	6.50%	4	1.24%	24	7.43%	8	2.48%	5	1.55%	0	0.00%	11	3.41%	4	1.24%	323
ORAL BOARD	16		0		12		0		1		0		2		0		0		0		2		0		17
NUMBER REMAINING	235	76.80%	72	23.53%	178	58.17%	56	18.30%	20	6.54%	4	1.31%	22	7.19%	8	2.61%	5	1.63%	0	0.00%	9	2.94%	4	1.31%	306
WITHDREW PRIOR TO BACKGROUND	0		0		0		0		0		0		0		0		0		0		0		0		0
NUMBER REMAINING	235	76.80%	72	23.53%	178	58.17%	56	18.30%	20	6.54%	4	1.31%	22	7.19%	8	2.61%	5	1.63%	0	0.00%	9	2.94%	4	1.31%	306
BACKGROUND	0		0		0		0		0		0		0		0		0		0		0		0		0
ELIGIBILITY LIST	235	76.80%	72	23.53%	178	58.17%	56	18.30%	20	6.54%	4	1.31%	22	7.19%	8	2.61%	5	1.63%	0	0.00%	9	2.94%	4	1.31%	306
WITHDREW AFTER BACKGROUNDS	0		0		0		0		0		0		0		0		0		0		0		0		0
NUMBER REMAINING	235	76.80%	72	23.53%	178	58.17%	56	18.30%	20	6.54%	4	1.31%	22	7.19%	8	2.61%	5	1.63%	0	0.00%	9	2.94%	4	1.31%	306
CHIEF'S INTERVIEW/RIDE-ALONG/PSY	0		0		0		0		0		0		0		0		0		0		0		0		0
NUMBER REMAINING	235	76.80%	72	23.53%	178	58.17%	56	18.30%	20	6.54%	4	1.31%	22	7.19%	8	2.61%	5	1.63%	0	0.00%	9	2.94%	4	1.31%	306
MEDICAL	0		0		0		0		0		0		0		0		0		0		0		0		0
NUMBER REMAINING	235	76.80%	72	23.53%	178	58.17%	56	18.30%	20	6.54%	4	1.31%	22	7.19%	8	2.61%	5	1.63%	0	0.00%	9	2.94%	4	1.31%	306
WITHDREW AFTER TENTATIVE JOB OFFER	0		0		0		0		0		0		0		0		0		0		0		0		0
NUMBER REMAINING/HIRED	235	76.80%	72	23.53%	178	58.17%	56	18.30%	20	6.54%	4	1.31%	22	7.19%	8	2.61%	5	1.63%	0	0.00%	9	2.94%	4	1.31%	306



CITY OF MADISON POLICE DEPARTMENT



**INTRA-DEPARTMENTAL CORRESPONDENCE**

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DATE: November 9, 2018

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

Good Afternoon Captain,

As of 11/9/2018, PS&IA has the following open cases concerning sworn MPD employees:

1. Use of Non-Deadly Force 07/19/18
2. Unlawful Conduct 08/27/18
3. Searches 08/31/2018
4. Use of Non-Deadly Force 10/25/18

Please contact me if you have any questions.

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



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)*

November 8, 2018

Memo to Commissioners  
From Scott Herrick

Re. November meeting prep: records retention; reference manual

1. I send with this memo an earlier memo dated Oct. 8 but not previously distributed regarding records retention policy, with a possible motion for your consideration at your next regular meeting.
2. In dealing with various matters and projects in recent weeks I have come to think that a comprehensive general manual or handbook of current PFC practices and procedures might be a useful reference to commissioners and to replacement counsel and staff. Developing or codifying such a document would be a substantial task. I suggest that you consider the following possible action at your November meeting:

Motion: to authorize and instruct Atty. Herrick to prepare a comprehensive manual of our current administrative practices and procedures, for delivery in February 2019, to be billed at his hourly rate for general legal services with the fee not to exceed \$3500.

SH/hs



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.

ec Roger Allen  
Leslie Starczewski  
Gloria Ramirez

## Scott Herrick

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**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*