



REPORT TO VILLAGE BOARD

ITEM NAME:	Contract for Service, Police Policy Group CSI LLC
MEETING DATE:	May 27, 2026
PRESENTING COMMITTEE:	APC
COMMITTEE CONTACT:	N/A
STAFF CONTACT:	Chief Terry McHugh
PREPARED BY:	Chief Terry McHugh

ISSUE: Standardize KPD Policy Manual with the services of CSI LLC

OBJECTIVES: Approve the contract for policy development with CSI LLC. This was approved at the May 19th APC meeting.

ISSUE BACKGROUND/PREVIOUS ACTIONS:

The PD is interested in signing a contract with Tim Kriz of CSI LLC to develop and update our policy manual. We have traditionally written our own policies; however, that is extremely time-consuming and not as sound from a liability standpoint as using someone who's an expert in police policy. Lawsuits frequently stem from a policy issue, so this will significantly lower our liability. CSI drafts policies in accordance with WILEAG standards, which stands for the *WI law Enforcement Accreditation Group*. This group facilitates accreditation for agencies wishing to pursue it. Therefore, policies written to this level are the gold standard for police agencies.

CSI costs \$2500 to start up and then each year there is an annual \$500 fee to have your policies reviewed and updated. League Mutual Insurance reimburses agencies up to \$2500/year for these services, so there does not end up being any cost to the Village! It's a win-win situation. Our annual \$500 updates are also reimbursable. Costs are staggered throughout the process, and it can take up to a year to complete the whole process. I suspect we would not get this entire project accomplished this calendar year.

Lastly Tim Kriz is a retired West Allis Police Captain who spent several years writing policy for West Allis PD. He has ties to WILEAG and that is why he writes policies that are in line with their lofty standards.

PROPOSAL: Approve the contract for policy development with CSI LLC.

ADVANTAGES: This would significantly lower our liability and provide officers with the most current and legally up to date policies.

DISADVANTAGES: None seen. After League reimbursement, it's literally a free service.

ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.) See Contract, which spells out the specifics of how much is owed and when.

RECOMMENDED ACTION: Approve the contract for policy development with CSI LLC. This was approved at the May 19th APC meeting.

OTHER OPTIONS CONSIDERED: I did explore Lexipol, another highly respected police policy service, but the estimate they provided was 10-15K a year, plus another 10k (more or less) start-up cost!

TIMING REQUIREMENTS/CONSTRAINTS:

FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used
CFY/\$ Remaining CFY

Account Number:

Description:

Budgeted Amount:

Spent to Date:

Percentage Used:

Remaining:

ATTACHMENTS (describe briefly): CSI LLC's contract for service.