



Police & Fire Commission
Responsibilities and Expectations

Type	Process	Participation
Commission Code of Ethics	Prior to completing the Oath of Office each PFC Commissioner will read and sign the PFC Code Of Ethics	PFC members
Commission Oath of Office	At the first scheduled meeting of the their appointment, each Commissioner will be sworn in	PFC members & Suport Services Manager
Commission Processes & Policies	Each PFC Commissioner will reivew the Whitewater PFC materials and sign that they understand the processes and will abide by them	
Commission Training	Within the first year of their appointment every commissioner will complete a PFC training opportunity at the expense of the City of Whitewater. That training can be in person or web based by a reputable organization related to municipal government.	PFC members
	The Commisioners will be supplied a League of Wisconsin Municipalities Handbook for WI Police and Fire Commissioners Manual for their review and reference	PFC members
	PFC members will have the option of completing any required human resource or related training required by the City of Whitewater for it's department heads. This will be at the expense of the City.	Optional PFC members



Police & Fire Commission
Whitewater Police Department Hiring and Promotional Processes

Hiring Type	Process	Participation	General Timeline
Clerical, Dispatch or CSO's.	Internally coordinated. The PFC has no oversight of positions but may be made aware of the openings and hiring.	Chief of Police, Captain, Support Services Manager	Varies
Sworn Position New Hire	Formal approval by City Manager to fill vacant position. Position justification upon request of City Manager.	Chief of Police	Varies
	Once City approved, notification to PFC of opening and approval to initiate search	PFC	
	Formal notification of opening sent to WILENET, college & other applicable websites	All applicants	30 days
	Recruitment Qualification Screening Tool completed by applicants	All applicants	30 days
	Oral interviews with Field Training Officers (FTO) and 1 Lieutenant	Top 20 applicants (approx)	2 days
	Bifurcation Assessment (non-medical assessment of candidates)	10 (or number forwarded by FTO's)	10 day turn-around time for assessment
	Interviews with Command Staff, PFC representative participation optional	# sent forward by FTO	1-2 days
	Polygraph assessment	Top candidates	2-4 days
	Background Investigations	Top candidates	2-4 weeks
	Command Staff preparation of top candidate summary for PFC review. Day of interview PFC provided provided with all hiring materials; applications, applicant summary, interview documents, background materials, etc.	Top candidates, PFC	
	Interview before PFC and representative of Command Staff. Questions and scoring materials provided. Open/closed sessions.	Top candidates who passed background	1 day
	Certification of 1 to multiple candidates by the PFC at a meeting	Candidates to be Certified	
	Letter of conditional offer	Top candidate	1 day
	Physical and psychological assessment	Top candidate	1 week
	Chief of Police notifies PFC and appoints from candidates who were certified by PFC	Chief of Police, PFC	
	When time is appropriate new officer is sworn-in, PFC invited to attend	Entire Department, PFC	



Police & Fire Commission
Whitewater Police Department Hiring and Promotional Processes

Hiring Type	Process	Participation	General Timeline
Internal Promotion - Any Level	Formal approval by City Manager to fill vacant position. Position justification upon request of City Manager.		Varies
	Once City approved, notification to PFC of opening and approval to initiate search via email or in Chief's Report at PFC meeting		
	Promotional opportunity posted with position description. Applicants are required to submit letter of intent and resume.	All sworn personnel who meet minimum qualifications	2-3 weeks
	Written essay responses and/or practical exercise (position specific)	Qualified Applicants	2-3 weeks
	In-basket exercise (position specific)	Qualified Applicants	1 day (in conjunction w/ oral interview)
	External oral interview with 3-5 panelist who hold superior rank over position that is being interview for from area law enforcement agencies	Qualified Applicants	1 day (w/in-basket)
	Internal oral interview with Command staff, PFC representative participation optional . May have supervisory rank in interview with some promotional processes.	Qualified Applicants	1 day
	Command Staff preparation of candidate interview performance summary/materials for PFC review		
	Interview before PFC and representative of Command Staff. Open/closed sessions.	Top Candidates	1 day
	Certification of 1 or multiple candidates by the PFC at a meeting	Certified Candidates	
	Chief of Police appoints from candidates who were certified by PFC		



Police & Fire Commission

Whitewater Police Department Resignation/Disciplinary/Termination Processes

Type	Process	Participation	Timeline
Notification - Resignation	Chief notifies PFC President and City Manager to seek approval to fill vacancy. City Manager facilitates an exit interview. Resignation shared at next PFC meeting.	Chief, City Manager, PFC President	With all deliberate speed in less than 48 hours. Email is acceptable.
Suspension or Demotion	Internal investigation is conducted, may or may not include Garrity notification & form completion. Non-probationary officer may be placed on administrative leave (continues to receive pay during the internal investigation). Must meet requirements of Chief during that time, i.e. weekly check in, etc) but not report to work unless directed by the Chief to respond to the department or different location.	Impacted non-probationary officer, Chief of Police and command staff. May also include City Manager, direct supervisor, union representation, city and/or labor attorneys.	With all deliberate speed in less than 48 hours. Email is acceptable.
	If Chief seeks suspension/demotion, immediate notification of the PFC President will occur.	PFC President	
	If non-probationary officer seeks to appeal the suspension/demotion they will do so through an appeals process with the PFC for review and adherence to process. Request for a hearing should be in writing to the PFC President and the Secretary.	PFC President, PFC Secretary	
	PFC president will notify the Chief of Police if a hearing is requested. When a hearing is requested the Chief of Police will provide the PFC with a copy of the charges and corresponding rules/regulations/conducted that was violated upon which a subordinates suspension/demotion was based.	PFC President, Chief of Police	
	If suspension is sought in regards to the Chief, it can be initiated by PFC or forwarded to PFC from City Manager.	PFC, City Manager	
	PFC decision is not binding and may be subject to judicial review.		



Police & Fire Commission

Whitewater Police Department Resignation/Disciplinary/Termination Processes

Termination of Employment	Internal investigation is conducted, may or may not include Garrity notification & form completion. non-probationary officer may be placed on administrative leave (continues to receive pay during the internal investigation). Must meet requirements of Chief during that time, i.e. weekly check in, etc, but not report to work unless directed by the Chief to respond to the department or different location.	Impacted non-probationary officer, Chief of Police and City Manager. May also include PFC and labor attorneys.	With all deliberate speed in less than 48 hours. Email is acceptable.
	If Chief seeks termination, immediate notification of the PFC President will occur.	PFC President	
	If termination is sought, the Chief and Captain meet with City Manager and/or labor attorneys (city & union) to discuss contract obligations (i.e. severance, agreement, conditions, etc)	Chief of Police, Captain, City Manager, labor attorneys	
	If non-probationary officer seeks to appeal the termination they will do so through an appeals process with the PFC for review and adhere to the process. Request for a hearing should be in writing to the PFC President and the Secretary.	PFC President, PFC Secretary	
	PFC president will notify the Chief of Police if a hearing is requested. When a hearing is requested the Chief of Police will provide the PFC with a copy of the charges and corresponding rules/regulations/conducted that was violated upon which a subordinates suspension/demotion was based.	PFC President, Chief of Police	
	If non-probationary officer seeks to appeal the termination they can do so to the PFC for review and adherence to process. PFC decision is not binding and may be subject to judicial review.	PFC	
	If a termination is sought in regards to the Chief, state removal process is required. Can be initiated by PFC or forwarded to PFC from City Manager.	PFC, City Manager	



**Police & Fire Commission
Complaint Processes**

Type	Process	Participation	Timeline
Citizen Complaint Against Officer or Department	A complaint can be filed via the Department Website or in any written means or in person.	Charges can be filed by any aggrieved individual.	
	An investigation is conducted by command staff or Lieutenant (depending on the severity of the complaint). Findings are forwarded to the Chief in a written disposition who then shares with the complainant. The notification must include a notification that the disposition can be appealed to the PFC.	Department Staff & Complainants	
	The number of complaints is shared with the PFC annually	Chief of Police	Annually
Citizen Complaint Against Command Staff	If the complaint is against a member of the Command staff that is not the Chief, the investigation is conducted by the Chief. The Chief prepares a written disposition and then shares with the complainant. The notification must include a notification that the disposition can be appealed to the PFC.	Chief of Police, PFC President	
	If the complaint is against the Chief the PFC President and City Manager will be notified within 24 hours of the complaint being received. They will then contact the Division of Criminal Investigation (DCI) State of Wisconsin, or regional Sheriff's office and request that an investigation be conducted. Findings are forwarded to the PFC President and PFC. A written disposition to the complainant will be sent on behalf of the PFC and if necessary the matter will be forwarded to the Disciplinary Process outlined in the League of Wisconsin Municipalities Handbook for WI Police and Fire Commissioners Manual will be utilized.	PFC President & PFC, External Law Enforcement Agency	
Commissioner Complaint Against Department	If a commissioner is forwarding a complaint they received, see above.	Charges can be filed by the Chief, a PFC commissioner, or any aggrieved individual.	With all deliberate speed in less than 48 hours. Email is acceptable.
	If the Commissioner is the complainant, an investigation is conducted by command staff and a disposition is shared with the complainant.	Department Staff & Commissioner	
Complaint Against Commissioner	The same process is used for any complaint. The complaint is forwarded to the Chief of Police. If the Chief of Police believes the complaint has merit and violates the intent and meaning of the Commission, the complaint is forwarded to the City Manager and the Police and Fire Commission President for review.	Chief of Police, City Manager, and PFC President. May also include City attorney, PFC commissioners and/or City Council	With all deliberate speed in less than 48 hours. Email is acceptable.
	The PFC President brings the complaint to PFC for review. If the President is the Commissioner in question the Chief works with the City Manager to secure the issue be placed on the PFC agenda.		
	After deliberation the Commissioner is cleared, sanctioned or forwarded to the City Council for Removal.		
	Outcome of the Commission review is communicated with the complainant and they are notified of their option to appeal to the Common Council.		
	The number of complaints is shared with the PFC annually.	PFC President	Annually