

City of Menasha



**City of Menasha
Police Commission Meeting
140 Main Street, Menasha
3rd floor Council Chambers
June 13, 2011
5:30 PM**

Agenda

- 1. SPECIAL MEETING TO DISCUSS REPLACEMENT OF CHIEF STANKE**
- 2. ROLL CALL/ EXCUSED ABSENCES**
- 3. MINUTES TO APPROVE**
- 4. CLOSED SESSION** Wisconsin statutes sec 19.85 (1)(c)
 - Considering the employment, promotion, compensation or evaluating the performance of any employee under the commission's jurisdiction.
- 5. OPEN SESSION**
- 6. ACTION ITEMS –**
 - Evaluate draft of the City of Menasha's Police Chief's job description.
 - Discussion of key attributes and qualifications list for the position
 - Develop a plan to advertise for candidates
- 7. HELD OVER BUSINESS**
 - Old business
- 8. ADJOURN**
 - Next meeting schedule to be determined

Menasha alderpersons occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee, may be attending; however no official Acton of any of these bodies will be taken.

Menasha is committed to its diverse population. Our non- English speaking population or those with disabilities are invited to contact the Chief of Police at 967-3500 at least 24-hours in advance to ensure special accommodations can be made.



President Ron Duuck called the special meeting to order Monday, June 10, 2011 at 12 noon, 140 Main Street 3rd floor of City Hall, City Council chambers.

Present: Ron Duuck, Tony Gutierrez, Jason Dionne, Terri Reuss, City Attorney Captain, Marshall Spencer

Absent: None

1. Meeting Minutes

- Jason Dionne moved to accept the May 23 minutes. Terri Reuss seconded the motion. The motion was unanimously supported.

2. Process for filling Menasha Chief of Police position

- City Attorney Captain reported that Lt Michael Brunn has accepted the position of interim Police Chief, pending selection of the new chief
- Update of the Menasha Police Chief job description
 - ✓ Motion made by Marshall Spencer and seconded by Tony Gutierrez to change minimum years of supervisory experience from 5 to 4 years. The motion was unanimously supported.
 - ✓ After further discussion, a motion made by Tony Gutierrez to change the requirement to a minimum of 5 years experience as a police supervisor. Seconded by Jason Dionne and the motion was unanimously supported.
 - ✓ City Attorney Captain will create a Menasha Police Chief Job description draft, changing obsolete terms and merging language from City of Menasha document titled "Law Enforcement/ Organization of Police Department", sections 5-1-1 through 5-1-6. This draft will then be reviewed by the Menasha Police Commission.
- President Duuck will contact other city Police Commission Presidents who have recently gone through the process of selecting a new Police Chief. Purpose; identify process learnings and best practices. The commission members will develop a list of questions; a draft accompanies the minutes draft
- The commission will develop a list of position attributes. A draft accompanies the minutes draft.

3. Next meetings;

- Special meeting for process of selecting new chief-June 13 5:30pm 140 Main Street 3rd floor of City Hall, City Council chambers
- Regular meeting-July 21, 5:30pm Menasha Safety Building, 430 First Street, Menasha, Wi

4. Adjourn: Motion by Marshall Spencer, seconded by Jason Dionne at 1:20 pm. The motion was unanimously supported.

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Respectfully submitted,
Marshall Spencer,
Commissioner, Secretary

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Essential Attributes

- Education
 - ✓ Bachelor's degree
 - ✓ Master's degree
 - ✓ Committed to continuing education.
- No conflicting career aspirations.
 - ✓ Will be content to remain in the job for extended period.
- Relevant experience
 - ✓ Patrolman
 - ✓ Investigator
 - ✓ Management
- Leadership
 - ✓ Experienced leader
 - ✓ Role model for subordinates, leads by example
- Business acumen
 - ✓ Able to establish, maintain and manage a financial budget
- Knowledgeable about relevant laws and regulations
 - ✓ Wisconsin laws
 - ✓ Regulations governing employee relations.
- Communication skills
 - ✓ Able to affectively articulate; verbally and in writing.
 - ✓ Able to communicate affectively with the media.
 - ✓ Exudes confidence
 - ✓ Exhibits a professional persona
- Empathy
 - ✓ Empathy- the intellectual identification with or vicarious experiencing of the feelings, thoughts, or attitudes of another. Empathy builds compassion for others.
- Goal setting and Problem solving skills.
 - ✓ Goal oriented
 - ✓ Able to identify problem areas within the community and develop solutions
 - ✓ Able to drill to the root of a problem.
 - ✓ Able to develop action plan, establish key milestones and time lines.
 - ✓ Able to lead others in problem solving process.
 - ✓ Able to develop and act on continuous improvement plans
- Good negotiator
 - ✓ Able to "sell" ideas and concepts to others

Desirable attributes

- Experienced in policing in multi cultural/ multi racial communities
- Bi lingual-Spanish, Hmong, other
- Preferred degrees; police science, political science, business administration, legal/ paralegal
- Military experience-Job/ duties, highest rank achieved, leadership experience
- Northeast Wisconsin native

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Questions to potentially be asked other community Police Commissions who have recently gone through the process of hiring a new chief. The objective would be to learn from the experience of others to help the Menasha Police Commission make the best possible choice.

1. How did you evaluate the candidates' background such as physiological and work history? Through your city HR dept? Other?
2. Did you create or update the Chief's job description?
3. Did you consider both internal and external candidates? If yes did you evaluate with the same process?
4. Did you consult with other professional law enforcement personnel, i.e. State Police, Sheriff's departments, other?
5. Did you take into consideration the candidates' experience with community service, volunteering and/or organizing community events? Is the position of police chief one where such service and community involvement considered a valued attribute?
6. Do you encourage your chief to maintain an open-door policy for subordinates?
7. Did you use an outside resource for any part of the process? Examples; testing. Recruiting, interviewing, vetting, and other.
8. Were there candidates you identified as high potential, other than the person you hired?
9. What, if anything, surprised you about the process?
10. Other key learnings or recommendations for best practices?
11. What other advice would you give the Menasha Police Commission regarding the selection process?