



**CITY OF DELAFIELD  
MEETING AGENDA  
POLICE COMMISSION**

*Commissioners: Bradley Stocks (Chair), Michelle DeYoe, Jan Gerstner, Gerry MacDougall, Ed McAleer  
Ex Officio Member: Ald. Phil Kasun*

---

Wednesday, December 15, 2021

5:30 p.m.

Public Safety Building Conference Room  
115 Main Street

---

**Regular Meeting**

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Roll Call**

**4. Citizen Comments**

**5. New Business**

Discussion and possible action on the following items:

- A.** Hiring Process. Request to move forward with Conditional Job Offer to applicant Matthew DePrey.
- B.** Discussion and Possible Action regarding reorganization of department after retirement of Capt. Hagen. Replacing Capt. position with 3 Sergeants, one to be assigned to each shift.

**6. Adjournment**

All meetings of the Police Commission are public meetings. The meeting of the Commission is a working session for the Commission itself, and, outside of the Citizens Comments section, discussion by those in attendance is limited to Commission members, staff and others that may be a party to the matter being discussed.

**AMERICANS WITH DISABILITIES ACT NOTICE:** Upon reasonable notice (at least 72 hours in advance) the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

**NOTICE OF POSSIBLE QUORUM:** It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information: no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Clerk: MS	Posted: 12-13-2021	<input checked="" type="checkbox"/> City Hall Bulletin Board	<input checked="" type="checkbox"/> Website	<input checked="" type="checkbox"/> Notified Media
-----------	--------------------	--------------------------------------------------------------	---------------------------------------------	----------------------------------------------------

## **2022 Sergeant Process**

### **Timeline**

1. Posting
2. Resume/Cover Letter Due
3. Notice of Interviews
  - a. All who meet minimum requirements
4. Notice of Written Exam
5. Written Exam
6. Oral Interviews
7. Review of responsibilities and expectations with current LT
  - a. Mentor Manual Review
8. Background Investigation
9. Psychological
10. Establish Eligibility List
11. Selection of Candidate
12. Police Commission Approval
13. Begin LT Mentorship Program

### **Policy 2.08 – As applied to this process**

#### **A. PROMOTIONAL SCREENING PROCEDURES**

- a) Posting of Promotional Opportunity
  - (i) A written notice of promotional opportunities (“Notice of Vacancy”) will be posted in the Delafield Police Department Squad Room and/or by e-mail.
  - (ii) Attached to the notice will be a current job description.
  - (iii) Candidates who are eligible and interested in applying for the position must submit a resume and letter of interest to the Chief of Police by the specified due date/time indicated on the posting.
  - (iv) Participation in any phase of selection process for promotions is voluntary. No compensation is due to any individual who participates in the process.
- b) Oral Interview
  - (i) An oral interview panel will be formed consisting of no less than three (3) members from outside of the Delafield Police Department. The law enforcement members on the interview panel should hold or held a rank that is equal to or at least one step higher than the rank that is being tested for.

- (ii) Structured questions will be asked of all candidates and a numerical value will be placed on those questions. Evaluator scores will be totaled and averaged to provide each candidate with a single mean average score for this step.
- c) Written Examination
  - (i) Should a written test be utilized, the score of the test will be averaged with the score of the interview to determine who moves to the next portion of the process.
  - (ii) The number of open positions and the number of applicants will determine how many candidates will continue in the process
- d) Psychological Assessment
  - (i) Any candidate(s) determined to be unsuitable for promotion shall be disqualified from the process.
- e) Second Interview (Optional)
  - (i) At the discretion of the Chief, a second interview may be conducted.
- f) Background Investigation
  - (i) The Chief will determine who will conduct the background based on the rank of the promotion.
  - (ii) The Chief may utilize law enforcement personnel from an outside agency for the background if necessary.
- g) Eligibility List (Optional)
  - (i) If an eligibility list is created pursuant 62.13(4)(a) Wis. Stats., candidates will be ranked on said eligibility list in order of their total combined scores. Candidates with tied scores will be considered as being equally ranked at this step.
  - (ii) Those candidates holding a Bachelor's degree at the time the promotional process is completed, and prior to finalization of the eligibility list, will be awarded 5 additional points to their total score for the promotional process.
  - (iii) b) The eligibility list will be considered "certified" on the date of the first actual promotion from that list. The eligibility list may be in effect for a minimum of one (1) year from the date of certification.
  - (iv) The Chief, prior to the completion of the one (1) year effective period, may cancel a certified list. The Chief also may extend the duration of the eligibility list past the one (1) year effective period and will provide written notice of such to each candidate remaining on the list, as well as the Delafield Police Commission.

## B. SELECTION OF CANDIDATES FOR PROMOTION

1. The Chief has the sole authority to make promotions within the Delafield Police Department. Consideration of the top candidate(s) for promotion are based upon, but not limited to, the following criteria:
2. Final Selection Criteria
  - a) **PERFORMANCE:** Command staff review of documented performance history (i.e., performance evaluations and personnel files) and discussion with ranking officers to include both past and present supervisors.
  - b) **SUITABILITY:** Appraisal of individual suitability for the specific rank or position that is open.
  - c) **EDUCATION AND/OR TRAINING:** Advanced degrees in leadership, management or specialized training including but not limited to:
    - (i) Bachelor's and Master's Degrees
    - (ii) Approved Leadership Academies
    - (iii) Specific programs applicable to the open position
  - d) **INVOLVEMENT:** Activities and demonstrated abilities above and beyond the basic job description of positions held by an individual.
3. The Delafield Police Commission must confirm the promotional recommendation by the Chief, for the promotion to be official.