



Police and Fire Commission

Regular Meeting

335 South Broadway
De Pere, WI 54115
<http://www.de-pere.org>

Agenda

Monday, February 18, 2019	8:00 AM	De Pere City Hall Riverview Room
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Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Police and Fire Commission** of the City of De Pere will be held on **February 18, 2019** at **8:00 AM** in the **De Pere City Hall Riverview Room, 335 S. Broadway, De Pere, WI 54115**.

I. Call to Order

1. Roll Call.
2. Introduction of new PFC Commissioner Jayme Sellen.
3. Recommended Changes to the Police Officer Recruitment Process.
4. Oral Exam - Battalion Chief Candidates.

PLEASE TAKE NOTICE, that pursuant to Wis. Stats. §19.85(1)(c) and (e), Wisconsin Statutes, the Commission may convene in closed session for the purpose of conducting Battalion Chief oral interviews.

The Commission may then reconvene in open session to announce any action taken in closed session or for such other matters as may be permitted by law.

5. Future agenda items.
6. Adjournment.

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk-Treasurer's office at 339-4050 by Noon, the previous day so that arrangements can be made.

Agenda Sent To:

Police and Fire Commission
Mayor
Common Council
Human Resources Director
Chief of Police
Fire Chief
City Administrator
City Attorney
Bulletin Boards
Library/News Media



City of De Pere, Wisconsin

Request For Police and Fire Commission Action

MEETING DATE: February 18, 2019

DEPARTMENT: Human Resources

FROM: Kay Lenzen

SUBJECT: Introduction of new PFC Commissioner Jayme Sellen.



City of De Pere, Wisconsin

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SUBJECT: Recommended Changes to the Police Officer Recruitment Process.

ATTACHMENTS:

- Change in Recruitment Process Memo (PDF)

MEMO

CITY OF DE PERE

To: Members of the Police and Fire Commission
From: Shannon Metzler, Human Resources Director
Date: February 15, 2019
Re: Recommended Changes to Police Officer Recruitment Process

We recently developed an internal public safety recruitment team which is comprised of the Police and Fire Chiefs, HR Director, HR Generalist, a newly hired Police Officer and two Firefighters. The purpose of the team is to identify ways to improve our recruitment success. As we know, attracting good quality candidates for both fields is becoming more and more challenging each year. The race for talent is certainly here.

We will begin to advertise soon for Police Officer. Below are some changes the team is suggesting we make to our current process.

1. **Consolidated process for lateral transfers.** This would be for candidates that have worked as a full-time Police Officer for at least one year. Rather than have experienced Police Officers candidates go through the same process as inexperienced officers, hiring for lateral transfers would be condensed and we could eliminate some steps in the process. We would be able to waive the written examination as well as possibly being able to waive the physical abilities test (assuming the candidate does not have work restrictions limiting them at their current job from performing the duties of their position).
2. **Combing two interviews into one.** The hiring process is a very long multifaceted process which currently requires the candidate to come to the City of De Pere multiple times before they are provided a final offer. Each step of our process was evaluated with the public safety recruitment team to see where we could streamline. Currently we do two rounds of interviews; one with the department and one with the PFC. We are proposing to combine the department interview with the PFC interview. We felt there would be a significant benefit to expedite that process which would reduce losing candidates to other agencies during the time it takes to conduct two rounds of interview. We also felt our department may be more attractive to applicants when applying if they knew there were fewer steps to the process.
3. **Sponsoring candidates through the recruit academy** versus requiring candidates to be certifiable to be considered. Other agencies have started doing this and we see it as a necessary change. If we would decide to hire someone that is not certifiable, we would sponsor them through the recruit academy. They would be hired as Police Recruit and hired as a non-sworn employee. Once they have completed the 16 weeks of recruit academy, they would be ready to be hired as a Patrol Officer.

4. **Conducting the physical abilities test later in the process** and only have those that we are strongly looking to hire within the near future participate in the physical abilities testing. Most candidates' pass the physical abilities testing so it is not necessary to have that as part of the process as early as we do.

If you have any questions in advance of the meeting, please feel free to contact me at 339-4045.

Thank you.



City of De Pere, Wisconsin

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SUBJECT: Oral Exam - Battalion Chief Candidates.
