

**MADISON DEPARTMENT OF  
POLICE SERVICES  
SPECIAL MEETING – January 25, 2007  
9 CAMPUS DRIVE, MADISON– 4:30 PM**

Attendees: Commissioner Emile Geisenheimer, Commissioner Thomas Cartledge, Commissioner David Smith, Commissioner Michael Rollinson, Chief Paul Jakubson

Absent: Commissioner Michael Heaney

Also Present: Sgt. Tim Heiden; Paul Melanson; Press

**REGULAR SESSION  
CALL TO ORDER**

The Special Meeting was called to order at 4:36 PM by Chairman Geisenheimer. He noted that Commissioner Heaney was absent and explained Chief Jakubson was unavoidably detained at a meeting and would be arriving shortly.

**NEW BUSINESS**

- Discuss and take action on granting an exception to the Board of Police Commissioner's policy governing recruitment of new officers to permit a more rapid recruitment and selection of officer candidates for the police academy

Chairman Geisenheimer said as to the background regarding officer hires, the policy in place is multi-step and takes 4 months from beginning to end. The hiring process starts with physical agility screening, a written test, SCCJA (South Central Criminal Justice Administration) Oral Board; and Police Commission candidate interviews. The process has a mechanical aspect; each level is scored and finally, a list of candidates is set forth in order of finishing. We are looking at a need to recruit. We need to look at that process again. He continued, the Chief is concerned about the time to get candidates into the Academy (POST). To formally amend a policy, it takes 3 readings. The first meeting the policy is presented, at the second meeting comments/changes/questions are discussed and at the third meeting the policy is adopted. At the same time, in the past we have granted the Department exceptions to the amendment of policies while a new policy is being developed. The Commission will have discussions of what they can do to begin, on an interim basis for the Chief, to permit a more rapid recruitment policy.

Chairman Geisenheimer discussed the agility test and written test and advised the Department could select a test of its own through an agency or simply purchase and administer the test within the Department. The oral board could be convened and scored here with our own command-level officers; that would move the timing ahead.

He continued, the last time there was an officer hiring, he and his colleagues had concerns about the mechanical method of calculating the candidate list; sometimes the scored numbers that resulted fit with the commissioners' assessments and sometimes they didn't. He continued, to be fair and objective, getting all the input, including test scores, applications and opinions of panel members, would contribute to making the right selection of candidates who would receive conditional offers.

Chairman Geisenheimer said he would like to simplify the hiring process as an alternative to embody the alternatives he mentioned. A panel of senior department officers in addition to those from other agencies to could interview and screen the candidates (as done by other departments) and then the Commission can conduct their interviews. He feels they should produce a list of 20 candidates and hire down that list because the order is more important. Some candidates are or are not qualified. Nothing is in the policy about education; they don't screen out candidates due to background history, which comes out in background checks; they don't have the ability to do reference checks to get the best people. We are now half-way down the list that was produced last time; he doesn't feel that was the Commission's intention. Commissioner Rollinson felt that what we pay SCCJA vs. independently testing would be a cost factor and he feels the way the chairman described the process would cost less.

Commissioner Cartledge asked why we down to the #11 candidate? Chairman Geisenheimer advised, the Chief will be here to provide his input – he is at a very important meeting and concluded, since we are discussing individuals, we will continue this in Executive Session.

Commissioner Cartledge asked if the Commission can prescreen candidates to not cause a grievance? Chairman Geisenheimer said Lt. Stimpson is researching this with other departments. BS is doing research on this because a number of candidates were eliminated due to background checks; that could have been screened prior to making offers. Those details are for Executive Session.

Commissioner Smith asked if we are looking at 2 openings? Chairman Geisenheimer answered, 1 is what I understand. Commissioner Smith asked, in terms of timeliness, if we were to begin recruiting – where to we advertise? Chairman Geisenheimer said at this time he has no information on the budget workshop

Chief Jakobson arrives at 4:47.

Chairman Geisenheimer reiterated the previous discussion regarding hiring and advised some questions were relative to individuals; that would be discussed Executive Session.

Chief Jakobson distributed a list of some of the candidates who had been passed over.

Commissioner Rollinson asked about costs if we chose to do the testing and oral board panel in-house.

Chief Jakobson explained, POST regulations are such that we need to give a written test (not a specific test); he guesstimated \$100/test/candidate and advised there are reputable agencies where the tests can be purchased. They can be corrected in-house or at the agency, which will provide the results. Additionally, there is the cost of newspaper advertising. The number of responses received will determine if the written test is at the Department, over the course of a couple of days, or off-site. As far as the Cooper-Standards physical agility test, we don't have a certified monitor; we would have to hire someone to administer the test and follow the POST procedures. The standard is written to a specific brand of equipment that we would need to access. Is it possible? Absolutely. Chairman Geisenheimer asked if our testing would be less or more expensive? Chief Jakobson thought the same and recommends that the commissioners simply elaborate what is presently in the policy manual by stating it is your choice for new candidates that you can pick whomever you choose off the candidate list. The only way the process will be sped up is if there are only approximately 30 candidates. The oral panel can be by this department's command staff or that of another department.

Chairman Geisenheimer said, if you look at the timeframes, you are talking four months. Chief Jakobson felt we could compress that. Chairman Geisenheimer said he is talking about providing an alternative in a specific case first, to move forward; beyond that they could add an alternative to the policy for more flexibility. Chief Jakobson concluded, nothing prohibits us from testing - we have chosen not to do that.

Chairman Geisenheimer asked to table this for now.

- Discuss Budget Workshop Schedule

Chief Jakobson said he needs two members of the Board to review the submitted budget before you endorse it; the budget is already in the town's system. Chief Jakobson added, with new settled contract, there is a 7+% budget increase which is tied to contractual enhancements. Chairman Geisenheimer asked the Chief to isolate the budget contract increases. The Chief will get the figures.

## **EXECUTIVE SESSION**

**MOTION** by Smith, second by Cartledge to adjourn to Executive Session at 4:57 PM.

- Present in Executive Session: Chief Jakobson; Chairman Geisenheimer; Commissioners Cartledge, Smith and Rollinson to discuss hiring interviews and progress to date; investigative briefing.

**5:31 PM**

Returned to Open Session

**MOTION** by Cartledge, second by Rollinson to table item one on the Commission's policy on governing recruitment of new officers. All in favor. None opposed. So moved.

**MOTION** by Rollinson, second by Geisenheimer to adjourn the special meeting at 5:36 PM. All in favor. None opposed. So moved.

Minutes Accepted: February 1, 2007