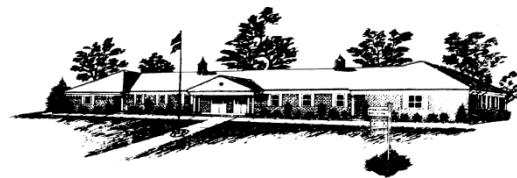


Village of Hales Corners

5635 S. New Berlin Road
Hales Corners, WI 53130
Phone: (414) 529-6161
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James R. Ryan Municipal Building

Fire and Police Commission Village of Hales Corners

Meeting Notice and Agenda

February 18, 2025 (Tuesday) - 6:30 p.m.

Notice is hereby given that the Fire and Police Commission of the Village of Hales Corners will meet at the above date and time at the **Village Hall (Board Room)**, 5635 South New Berlin Road, Hales Corners.

Notice is given that - a majority of the Village Board of Trustees may attend this meeting to gather information about an agenda item over which they may have decision making responsibility. This meeting may constitute a meeting of the Village Board per *State ex rel. Badke v. Greendale Village Board*, even though the Village Board will not take formal action at this meeting.

1.0 Call to Order and Roll Call

2.0 Approval of Minutes

2.1 Minutes from January 21, 2025 special meeting.

3.0 General Business

3.1 Succession Planning - Police Chief Hiring Process

3.1.1 Review of open position Posting and dates

3.1.2 Review of interview questions

3.1.3 Establish interview process

3.1.4 Establish candidate scoring metric

3.2 Action Items

3.2.1 Approval of open position Posting document.

3.2.2 Approval of interview questions

Notice is given that - the Fire & Police Commission may enter closed session pursuant to Wis. Stat. §19.85(1)(c), for consideration of the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility to review internal candidate succession planning for the Police & Fire Departments over which the governmental body has jurisdiction or exercises responsibility, and to re-enter open session at the same place thereafter to act on such matters as discussed therein as it deems appropriate.

4.0 Next Fire & Police Commission meeting - March 11, 2025, at the Village Hall Board Room.

5.0 Adjournment

Eric Cera, Police Chief
February 14, 2025

President Riemer called the meeting to order at 6:30 PM.

1.0 Roll Call – Present: President Riemer, Commissioners; Dzick, Mixon, Schwartz and Smyczek.
Staff Present: Police Chief Cera. Excused absent: Trustee Liaison Chesney (Village Board President Besson substituting.) Audience: Trustee Bennett.

2.0 Approval of Minutes

2.1 December 17, 2024 – Motion (Schwartz/Smyczek) to approve. Motion passed 5-0-0

3.0 General Business

3.1 Succession Planning – Police Chief Hiring Process

3.1.1 Process Review – Riemer suggested the following process schedule: meet in February to finalize process, post after the March meeting, close submission of applications by the June meeting, oral interviews in July, meet to consider in August, make recommendation at the September meeting for Board consideration at their October or November meeting. Dzick and Schwartz suggested that the requirement for an advanced law enforcement specific managerial course within one year should be broadened to accommodate scheduling challenges but to emphasize as soon as possible. The process will retain a fingerprint background check and drug screening. The oral interview panel will include members of the Commission, Trustee Liaison Chesney, Administrator Kulik and President Besson as a non-voting member.

3.1.2 Forms Review – The job posting format as presented in the packet was accepted. A draft with specific information relative to scheduling and verbiage in section three line four will be drafted by Riemer for approval at the next meeting. The Job Description was accepted as is without modification. A background investigation waiver was determined to be unnecessary but if one does become necessary the current Police Department form would be recommended for use. Assistance from Administrator Kulik will be requested with the promulgation of a conditional offer form. Schwartz and Riemer inquired if the candidates' performance evaluations and their administrative skills checklists would be made available for review by the panel. Cera replied affirmatively.

3.1.3 Interview Question Development – Areas of desired competencies to be examined were identified. Adaptability/Flexibility. Communication incorporating; community relations and composure. Leadership/Management incorporating; culture, time management and budgeting. Critical Thinking incorporating; crisis management, problem solving and decision making. Ethics. Mixon will prepare a list of all possible relevant questions collated to the proper competency areas for deliberation and selection at the next special meeting.

4.0 Set: Date, Time and Location of next Fire & Police Commission meeting –

A special meeting date was set-

Tuesday, February 18, 2025 at 6:30 PM;
Village Hall (Board Room),
5635 S. New Berlin Road, Hales Corners.

5.0 Adjournment –Motion (Smyczek/Schwartz) to adjourn at 7:51 PM; Motion passed 5-0-0.



Prepared by: Eric R. Cera, Police Chief



HALES CORNERS POLICE DEPARTMENT

MEMORANDUM

Date: March 18, 2025
From: Fire and Police Commission President Scott Riemer
To: All Supervisors
Subject: Police Chief Promotional Process

Dear Police Department Staff,

In compliance with General Order – *Promotional Processes* this is to be considered the official written posting for a promotional opportunity for the Chief of Police position. A hard copy of this memorandum is to be placed in the Department's *Roll Call* binder and may also be emailed in an electronic format to suitable managerial and supervisory employees.

I. Vacant position – Chief of Police. Job Description is – *Police Chief* (version 01/01/25.)

II. Schedule of relevant dates –

1. By March 21, 2025 – Posting of open position.
2. **June 2, 2025 - Deadline for the submission of letters of interest and resumes.**
3. By June 6, 2025 - Distribute resumes and candidate qualifications to interview panel including commissioners, Sandra Kulik, Trustee liaison, and Pres. Besson for review prior to discussion at F&P Commission meeting June 17, 2025.
4. July 7 – August 8, 2025 - Oral Interviews. These will be scheduled individually with each candidate.
5. August 19, 2025 - Interview panel to discuss/score candidates.
6. September 16, 2025 – Recommendation of appointment by Fire and Police Commission.
7. November 10, 2025 – Appointment by Village Board of Trustees.
8. February 6, 2026 – Tentative start date.

Please note that these dates are subject to change due to the needs of the service.

III. Eligibility requirements –

1. Open to all police; Sergeants, Lieutenants and Captains of the department with a minimum of eight years' police experience and five years of combined supervisory and managerial experience.
2. Meet qualifications specified in Job Description - *Chief of Police*.

3. Possession of a bachelor's degree in the fields of Criminal Justice or Public Administration.
4. Completion of an advanced law enforcement specific managerial course, or the ability to do so as close as possible to within one year of appointment depending on course availability.
5. Must pass testing procedures which may include oral interview, fingerprint background and drug screening.
6. A favorable administrative recommendation will not apply for this process; however, a record of consistent and favorable performance evaluations is a must.
7. **Submission of a letter of interest and resume to the Fire and Police Commission for consideration.**

IV. Process description –

1. Testing.
 - a. There is no written test for this position.
2. Evaluation. Suitability for the position will be determined via:
 - a. Documented training and experience relevant to the job description.
 - b. Employee job performance.
 - c. Time in grade.
 - d. Education.
 - e. Oral Interview with Fire and Police Commission.
3. Selection.
 - a. Selection will be made by the Fire and Police Commission.
4. Appointment.
 - a. Appointment will be made by the Village Board of Trustees subject to a one-year probationary period.

All promotion and hiring practices will conform to the Village of Hales Corners Affirmative Action Plan. Appointments will be made by the Fire and Police Commission with approval of the Village Board of Trustees. §62.13 will guide their procedures.

Respectfully,

Scott Riemer
President
Fire & Police Commission

This meeting packet does not contain proposed questions.

At this time it has not been determined if interview questions will be made available to candidates prior to the oral interview panel.

Interview questions under consideration will be distributed at the meeting to the panel members directly to protect the integrity of the process should a confidential status be desired.

A handwritten signature in black ink, appearing to read "Eric R. Cera", written on a light-colored rectangular background.

Eric R. Cera
Chief of Police