

Spring 2011

The Role of the Police and Fire Commission



Duties, Powers, and Responsibilities

8:30 am–noon

April 28 in Madison
May 24 in Brookfield
July 12 in Wausau

Selecting Police and Fire Personnel

1–4:30 pm

May 24 in Brookfield
July 12 in Wausau



Continuing Studies
UNIVERSITY OF WISCONSIN-MADISON

www.dcs.wisc.edu/pda/public-safety

Spring 2011

The Role of the Police and Fire Commission

Duties, Powers, and Responsibilities, 8:30 am–noon

Selecting Police and Fire Personnel: Entry-Level, Promotion, and the Chief, 1–4:30 pm

Held at convenient locations in southeast and central Wisconsin, these two workshops provide an overview of the duties and responsibilities of police and fire commissioners and a careful review of what is required to ensure legal and effective selection procedures. They're recommended for new and experienced commissioners and for police and fire command staff.

Duties, Powers, and Responsibilities takes place in the morning, **Selecting Police and Fire Personnel** in the afternoon. Register for either workshop or attend the full day (includes lunch). In Madison, only **Duties, Powers, and Responsibilities** is offered.

Who should attend

Fire and police commissioners, fire and police chiefs and other executive officers, mayors, municipal attorneys, HR personnel, and city council and village/town board members. Content is useful for both new and experienced commission members and officials.

After attending these workshops you will

- Know how to develop an effective working relationship between the commission and the police and fire chiefs
- Know your legal authority and duties as a PFC member
- Be able to act within the legal limits of Wisconsin's Open Meeting Law
- Be prepared to hold a hearing
- Understand the role of the commission in hiring and promotion decisions
- Know how to recruit, select, and promote the most qualified police officers, firefighters, and police and fire command-staff

What past participants have said

- *My 10+ years as a commissioner have produced many of the same scenarios that were presented today. However, my experience has made this seminar even more valuable. It has made me even more aware of what we have done right and what perhaps should have been handled differently.*
- *I really appreciated the relaxed atmosphere and the encouragement for interactions.*
- *The information in this course is helpful to successfully fulfilling the duties of a commissioner.*
- *I would recommend this seminar, and actually recommend that Commission members return annually.*
- *I learned what I must do, what I can do, and what I cannot do, absolutely.*
- *I learned the latest facts on the role of the PFC. This was very helpful.*

Duties, Powers, and Responsibilities

8:30 am–noon

Madison, April 28; Brookfield, May 24; Wausau, July 12

Learn the purpose and role of the police and fire commission, including its powers and duties, and the conduct of hearings. We also discuss common commission problems and solutions.

Instructors

Scott Herrick, attorney, Herrick & Kasdorf LLP

Claire Silverman, legal counsel, League of Wisconsin Municipalities

Outline

- Why we have a commission
- Overview of police and fire services
- Powers and duties of the commission
- Hearings
- Discussion

Issues covered include

- What are the powers of the mayor, the council/board, the commission, and the chief?
- How involved with the department should commission members be?
- What special challenges face a commission during fiscally tight times?
- Who holds the records of the commission and who can see them?
- What are the procedures for a disciplinary hearing?

For more information: Call Bonnie Schmidt at 608-890-2102 or email bschmidt@dcs.wisc.edu.

Selecting Police and Fire Personnel: Entry-Level, Promotion, and the Chief

1–4:30 pm

Brookfield, May 24; Wausau, July 12

Learn effective procedures for recruiting, hiring, grooming, and promoting entry level firefighters, police officers, command staff, and chiefs.

Instructors

Neil Strobel, retired chief, Merrill Police Department

Doug Williams, mayor and former fire chief, City of Merrill

Outline

- Hiring
- Grooming
- Promoting
- Discussion

Issues covered include

- What a commission should look for in a chief
- The impact of federal and state laws in the election process
- How to keep entry-level personnel motivated when few opportunities exist for promotion



If you have a disability and desire accommodations, please advise us when you register. Requests are confidential. Programs offered by UW-Madison in cooperation with UW-Extension. DCS-MAC-358-3/11

General Information

To register: Mail or fax (608-265-3163) the registration form to the Registration Office; or call 608-262-0810. You must pay fees with your registration or send a purchase order or other appropriate authorization. All registrations are first come, first served. You must register.

Fee: \$75, includes instruction, materials, refreshment breaks, and CEUs. Fee for both workshops: \$138 includes all of the above and lunch. **Groups of three or more from the same jurisdiction** making a single payment: \$55/person for each workshop, \$110/person for both workshops.

Lodging: You are responsible for all travel, lodging, and parking costs, and for making your own lodging reservations.

May workshops: Rooms are available at the Best Western Midway Hotel, 1005 S Moorland Rd, Brookfield; call 877-664-3929 or visit www.midwayhotels.com.

July workshops: UW-Marathon County, 518 S 7th Ave, Wausau. Go to www.ci.wausau.wi.us for a listing of hotels and other lodging options.

Cancellation policy: If you are unable to attend you may send a substitute. If you cannot attend or send a substitute you may obtain a refund minus a \$20 administrative fee by contacting the registration office at least three business days before the program. If you cancel later than that, or do not attend, you are responsible for the entire fee. To cancel or arrange for a substitute, call 800-725-9692.

Continuing Education Units (CEUs): 0.3 CEUs will be awarded for completion of each workshop (0.6 CEUs for completion of both workshops).

CLEs: WI CLEs have been applied for; MN CLEs are available on request.

Program cancellations

In the event of bad weather or other emergencies, call 608-263-4432 or visit www.dcs.wisc.edu to learn whether a Continuing Studies program or class has been cancelled.

Registration Form

Please register me for

- Registration for full-day (lunch included)**
May 24, 2011; Fee \$138; Brookfield; 8:30 am–4:30 pm #0662
- Registration for full-day (lunch included)**
July 12, 2011; Fee \$138; Wausau; 8:30 am–4:30 pm #0664
- Duties, Powers, and Responsibilities (half day)**
- April 28, 2011; Fee \$75; Madison 8:30 am–noon #0665
- May 24, 2011; Fee \$75; Brookfield; 8:30 am–noon #0662
- July 12, 2011; Fee \$75; Wausau; 8:30 am–noon #0664
- Selecting Police and Fire Personnel (half day)**
- May 24, 2011; Fee \$75; Brookfield; 1–4:30 pm #0662
- July 12, 2011; Fee \$75; Wausau; 1–4:30 pm #0664

Groups of 3 or more from the same jurisdiction making a single payment: \$55/person for one workshop, \$110/person for both workshops.

ENTER 3-DIGIT BROCHURE CODE FROM MAIL PANEL: UW#

Contact information

NAME

TITLE

ORGANIZATION

MAILING ADDRESS

CITY / STATE / ZIP

PHONE ()

EVENING/CELL PHONE

E-MAIL

Payment method

Law Enforcement Officers: *We are happy to bill DOJ if approval for payment of training expenses form is attached to registration form.*

- Please bill DOJ. Approval form is attached.
- Enclosed is my check payable to UW-Madison.
- Please charge to the following account:
- MasterCard VISA Am Ex Discover

CARD NO.

EXPIRES

CARDHOLDER'S NAME

Mail to: UW-Madison Cont. Studies Registrations
Pyle Center, 702 Langdon St, Madison, WI 53706-1487

Call: 608-262-2451 or 800-725-9692 (Wisconsin Relay 711)

Fax: 608-265-3163 or 800-741-7416

Online: www.dcs.wisc.edu/pda/public-safety
Phone, fax or online registrations must include payments by credit card or purchase order.