

**DIVERSITY, EQUITY,
AND INCLUSION
COMMITTEE**

**Wednesday, January 20,
2021**

6:00 PM

McFarland Municipal Center
Community Room

AGENDA

You are invited to this meeting through a Zoom webinar. The Public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/83097877786>

Or by Telephone: +1 (312) 626-6799
Webinar ID: 830 9787 7786

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Village Board. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to cassandra.suettinger@mcfarland.wi.us to be included as part of the meeting.
3. APPROVAL OF MINUTES.
 - a. Discussion and action regarding minutes of the regular meeting held on January 5, 2021.
4. BUSINESS.
 - a. Presentation on Police Chief appointment process and overview of upcoming recruitment.
 - b. Conduct listening session with recruiter for the Police Chief position.
5. SCHEDULE NEXT MEETING DATE.
 - a. Wednesday, February 17, 2021 at 6:00 pm.
 - b. Requests for future agenda items.

6. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. 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. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

Diversity, Equity, and Inclusion Committee Minutes

Tuesday, January 5, 2021 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Chairperson Miles called the meeting of the Diversity, Equity, and Inclusion Committee to order at 6:00 pm in the Community Room of the McFarland Municipal Center.

Members present: Bridget Bell, Hilary Brandt, Stephanie Brassington, Monica Bruce, Sean Chislom, Laetitia Hollard, Patrick Miles (Chairperson), Carrie Nelson (Vice-Chairperson), Mona Nelson, and Dave Pagenkopf.

Members not present: None.

Staff Present: Administrator Matt Schuenke and Communications and Technology Director Stephanie Miller.

2. PUBLIC APPEARANCES.

- a. This is an opportunity for members of the public to address the Village Board. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to cassandra.suettinger@mcfarland.wi.us to be included as part of the meeting.

None.

3. BUSINESS.

- a. Member introductions.

Each Subcommittee Member and present Staff provided general background on themselves and their interest in wanting to serve. No action taken on this item.

- b. General background on committee setup, structure, and meetings.

Administrator Schuenke went over the general background on committee setup, structure, and meetings. Reviewing topics from the orientation meetings including packet delivery, open meetings/records law, and parliamentary procedure. The Subcommittee reviewed this with Staff asking questions and discussing related topics. No action taken on this item.

- c. Presentation of background information regarding local discussions on diversity, equity, and inclusion within McFarland.

Administrator Schuenke presented background information regarding local discussions on diversity, equity, and inclusion that have happened locally within the last year. This included review and discussion of resolutions adopted by the Village Board to state a commitment to Diversity, Equity, and Inclusion. It led to additional resolutions to create

the subcommittee and establish this group to work to advance these issues. Members discussed these items as part of the overview and asked questions regarding various aspects of the previous work completed. No action taken on this item.

d. Discussion regarding ongoing schedule and topics for future meeting dates.

The Subcommittee discussed holding regular meetings beginning in January on the third Wednesday of each month at 6:00 pm or otherwise as needed in a greater frequency based on availability of agenda items.

Next meeting topics will be centered around the recruitment of the Police Chief to learn more about that recruitment process and provide input on the position. Future meetings will include a chance to request topics and at future meetings work will continue to outline desired topics and tasks.

No action was taken on this item.

4. SCHEDULE NEXT MEETING DATE.

a. Wednesday, January 20, 2021 at 6:00 pm.

5. ADJOURNMENT.

Motion by Brassington, second by Chislom, to adjourn at 7:57 pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Matthew G. Schuenke
Village Administrator

McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, January 20, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Presentation on Police Chief appointment process and overview of upcoming recruitment.

PREVIOUS ACTION:

The Village Board approved hiring of the Consultant at its meeting on December 14, 2020 upon recommendation from the Police and Fire Commission.

The Police and Fire Commission approved the enclosed Position Evaluation Schedule at its meeting on January 7, 2021.

ISSUE SUMMARY:

The appointment of any sworn officer is required to be completed by the Police and Fire Commission according to State law. The Village Board's role in the process is to authorize the position to be filled which is a mechanism to approve funding to complete the hire. Police and Fire Commissions follow a manual established by the League of Wisconsin Municipalities in order to ensure compliance with State law on the hiring process. More information about the PFC can be found at www.mcfarland.wi.us/police_and_fire_commission including the referenced manual. Hiring a Chief has a bit more scrutiny as it involves a few more steps to go through as we are hiring the future for the Department and within the Community. As such the PFC through the Village Board hired The Riseling Group as a Consultant to assist and lead them through the process. Included in your packet is a copy of that proposal that outlines this work.

This was sent to you previously after our last meeting as background. The first step in the process is the evaluation phase to review through listening sessions with multiple different groups the position and the impact the Department has on the Community. This input that is gathered will be used by the PFC to assist in drafting the job description and evaluating candidates later in the recruitment.

The actual recruitment will begin in February when the PFC makes determinations on several aspects of the process as well as makes a recommendation to the Village Board on the job description and requests authorization to fill the position. From there the position will be advertised for a matter of weeks, and then the PFC will work with the recruiter to review the applications. There are a number of tests that are conducted as well as interviews including a second public forum associated with the recruitment likely once we have determined finalists for the position. More details on this will be released later as those dates/times approach. Likely the final selected candidate will begin their work in May depending on the progression of events.



We will review and discuss this process as well as take any questions the Subcommittee might have on the process.

FINANCIAL/BUDGET IMPACT:

Costs associated with the Consultant are paid out of the Police Department's 2021 Budget as a result of the vacancy created for the position.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action needed on this item. Information presented as background and for discussion purposes.

ATTACHMENTS:

1. Police Chief Recruitment Proposal - Rising
2. Listening Sessions Proposed Schedule

The Riseling Group



Police Chief Executive Recruiting Proposal

Police and Fire Commission President John Stransky
5915 Milwaukee Street
P.O. Box 110
McFarland, WI 53558

November 24, 2020

Dear President Stransky:

The Riseling Group, LLC is excited to submit this proposal to the McFarland Police and Fire Commission to manage the selection of its next police chief. The opportunity for a Village to hire a police chief is an infrequent and critical decision that will affect the quality of life for residents, schools, businesses, and faith organizations. In the current times, the new chief will have a series of challenges facing them on day one. Among the challenges are the use of force by police officers throughout our state and nation that has come under intense scrutiny; police relationships with people of color; a decline in interest for policing as a career; and all the disruptions COVID-19 has brought, especially its negative impact on municipal budgets.

Finding a highly quality individual who has the leadership and communications skills to handle the job is the central element of any hiring process. Hiring someone with a proven track record of setting and achieving goals for a community is essential. The individual's ability to give and earn respect—with a history of demonstrating strong integrity and the ability to stand up when others step back—is also fundamental.

The Riseling Group, LLC (TRG) team members selected for this project are highly experienced in police and public safety executive selection processes. All the team members have extensive understanding of human resources rules, regulations, and law. The Handbook for Wisconsin Police and Fire Commissioners, produced by the League of Wisconsin Municipalities, will be our guide. The process is outlined in the attached proposal.

Our history

In 1993, then UW-Madison Police Chief Sue Riseling formed "Decisionmakers," a company founded to help business leaders, school officials, and government leaders manage the very difficult decision of properly handling the termination of employees who may become violent. This threat assessment work was developed before the Columbine, Virginia Tech, Aurora (Colorado), or Las Vegas mass shootings. The business was part-time, as the work was infrequent.

In 2007, the call for work dramatically increased with requests for a variety of services, from threat assessment to executive searches, continuity of operations plans, crisis plans, training, physical security surveys, staffing studies, department reviews, policy, and more. So Chief Riseling added consultants and formed The Riseling Group, LLC. Upon retiring from her active law enforcement career in 2016, the chief devoted more time to TRG, and the client base, again, grew and expanded dramatically. When she ended her fulltime work as the Executive Director

of the International Association of Campus Law Enforcement Administrators in August of 2019, she devoted her energy to expanding TRG once again. The key to the company's success has been TRG's ability to attract experts and other highly qualified individuals to develop solutions for clients' unique needs. Additionally, TRG believes in client satisfaction, continuous improvement, and constant learning and growth, which has led to return business. TRG operates in all 50 states, Washington, D.C., and Canada.

Some of our experience with searches for police chiefs have been right here in Dane County. The Villages of Shorewood Hills and Oregon have both selected police chiefs whom TRG recruited. A bulk of our experience is from our decades of work at the university and state level, again, right here in Dane County. The lead for this project will be Assistant Chief (ret) Debra Hettrick, and assisting her will be Wisconsin Department of Corrections Deputy Secretary (ret) Deirdre Morgan. Chief (ret) Riseling will assist the team virtually for the months of January and February 2021 and then fulltime in March. More information about the team is in the proposal, and their resumes are attached.

TRG is ready to start the project Monday, January 4, 2021, once the contract between the parties has been signed. The first order of business will be to meet with the PFC and gain their insight, ideas, and direction. The rest of the timing outline is covered in detail in the proposal. If for some reason the projected timeline does not meet with the needs of the PFC, it can be adjusted.

Thank you for your consideration. We are excited about the prospect of serving the Village of McFarland and the Police and Fire Commission with this important selection process.

Sincerely,

Sue Riseling

Sue Riseling

President

OVERVIEW

1. Project Background and Description

The Village of McFarland Wisconsin is in the process of recruiting a new police chief. The current Chief is retiring after serving in the role for ten years. The McFarland Police and Fire Commission (PFC) is currently seeking a professional firm to recruit for the position and manage its search for next Chief of the McFarland Police Department.

The Village police department serves residents 24/7, is part of the Dane County Chiefs of Police Association and the Wisconsin Chiefs of Police Association. The department has 17 sworn positions and 2 civilian. The organization is presently designing a new Public Safety Center that the successful candidate will be engaged in bringing to fruition in 2021.

2. Project Scope

The project will have three phases.

A. Evaluation

listening sessions

1.) Feedback and input from the current governance structure:

- Conduct interviews with the current Police and Fire Commission,
- Conduct listening sessions (or interviews – PFC choice) with the Village President, Village Administrator and Village Trustees.
- Conduct listening sessions (or interviews – PFC choice) with Village Department Heads

2.) Feedback from law enforcement:

- Conduct two listening sessions with McFarland PD members at different times to allow those on all shifts to participate, these sessions would include the Investigator and the two civilians.
- Conduct an interview with the McFarland Police Department Lieutenant to understand how the Chief position functions.
- Conduct a focus group with the three Sergeants
- Conduct brief phone interviews with the leaders of the surrounding jurisdictions; such as: the Dane County Sheriff Department (Sheriff or Chief Deputy), City of Madison Police (Acting Chief or Assistant Chief), and the Acting Chief of Police for Monona.

Jan 7th Meeting

Week of Jan 11th

Jan 11th at 5:30 through the COW, do them all together.

Week of Jan. 11th - Matt/Cassandra in one group and then all other Department Heads on Zoom as a second session.

Week of Jan 18th

As time allows.

Address this
at the
January 7th
meeting.

DEI Subcommittee???

Jan 20/21

Week of Jan 25th

3) Feedback public:

- Conduct listening sessions/forums for the public to be advertised by the PFC. Ensure the sessions are held at various times and dates. (All listening sessions with the public will be done via Zoom or other virtual medium.)

????
Add School
District???

- Conduct a listening session with the McFarland Chamber of Commerce
- Conduct a listening session with area faith leaders
- Conduct listening session or interview community representatives the Police and Fire Commission identifies as community representatives.

Report findings to the Police and Fire Commission.

Feb 4 - PFC
Feb 8 - VB
Feb 9 - Begin

B. Job Descriptions and Other Recruitment Materials

- 1.) Draft job description based on the findings in the evaluation phase and best practices for Police Chiefs. Gain the approval of the Police and Fire Commission.
- 2.) Work with Village staff to compile recruitment and other needed information on benefit package, housing information, schools, etc. to draw candidates in to consider the Village of McFarland.
- 3.) Establish the criteria for the position working with the PFC and feedback from the evaluation period.
- 4.) Prepare job posting announcements.
- 5.) Actively recruit viable candidates for the position.
- 6.) Develop sample questions for all interview panels.

C. Implementation Plans

- 1.) Create and implement a process in compliance with the Handbook for Wisconsin Police and Fire Commissioners by the League of Wisconsin Municipalities 2019 edition.
- 2.) Assist the McFarland PFC with implementation and guidance as needed to conduct search processes.
 - a. PFC consideration should be given to having a panel of law enforcement experts interview the semi-finalists
 - b. PFC consideration should be given to having a panel of the Village President, a Village Trustee, Village Administrator and a Community member interview the semi-finalists
 - c. Finalists would be interviewed by the Police and Fire Commission
- 3.) TRG would screen all applicants, based on criteria established in working with the PFC
- 4.) TRG would coordinate and establish interview schedules and assessment materials.
- 5.) TRG would conduct reference and background checks on finalists.
- 6.) TRG would coordinate a community tour.
- 7.) TRG would coordinate a public input/involvement component as directed by the PFC.
- 8.) TRG would coordinate a comprehensive background investigation on the successful candidate(s) and conduct the sensitive phases of the investigation.

- 9.) TRG would assist in negotiating the compensation package with the PFC finalist.

3. High-Level Requirements

- A. High degree of cooperation by the PFC, various committees and staff groups in their portion of the evaluations.
- B. Sufficient advance notice when consultants are required to attend public, Village or PFC meetings.
- C. Request for documents expedited.
- D. Location within the Village to conduct interviews, review documents and conduct listening sessions. (with COVID this may be a virtual location, i.e., Zoom.)
- E. A Village staff member who will assist with scheduling, invitations, refreshments and finding suitable venue for the various types of meetings/sessions that will be conducted. (again this may be modified with COVID)
- F. Monthly invoices will be provided, and monthly payment expected.

4. Deliverables

- A. Facilitators and note takers for all listening sessions, and public meetings.
- B. Written (bullet point) report on main points learned during listening sessions and interviews.
- C. Job description, ad text and recruiting materials.
- D. Guidance for the PFC throughout the process.
- E. Screening process for application packets and results of a culled list of the best candidates.
- F. List of potential questions to be asked by panels in the interviews.
- G. Establishment of panels
- H. Reference checks, background report, including a psychological review by a licensed psychologist specializing in law enforcement selection assessments.
- I. Finalist the Village may make an offer to and a new police chief the Village is excited about hiring.

5. Affected Parties

- A. Police and Fire Commission
- B. Village President and Village Administrator
- C. Village Police Department Employees
- D. Village Department Heads
- E. Village Residents

6. Specific Exclusions from Scope

- A. Review of the Police Department
- B. Review of Police policies
- C. Training requirements and compliance with training requirements for various positions

7. Implementation Plan High-Level Timeline/Schedule¹

Week 1:	Adoption of the final proposal and contract for services. This is dependent on the Village and its contract approval process. Whenever the Village is ready the consultant can begin work.
Weeks 3-4:	Interviews of Village Council, PFC, Village President, Village Administrator, Business Leaders, Public listening sessions, interviews with adjoining jurisdictions, staff interviews and police department listening sessions.
Week 5:	Interim oral report to PFC on feedback from listening sessions and interviews.
Week 6:	Finalizing selection criteria, job description and recruiting materials. Village and/or PFC approves materials.
Weeks 7-10:	Advertise the position, facilitate in mailing application packets, if needed, develop interview schedule, establish panelists, draft questions for various panel's consideration and use, screen applications/resumes as they arrive.
Week 11:	Finalize screening, and contact successful candidates, Schedule first round of interviews and Law Enforcement Executive panel interviews, if possible, on the same day.
Weeks 12 ²	Interview Semi-finalists, with both panels, if possible, on the same day.
Week 13	Conduct reference checks on Finalists.
Week 14-15	PFC Interview Finalists. Hold candidate public presentation and question sessions if desired by PFC.
Week 16-19	Make Conditional Offer. Reference checks and/or background checks completed. Present final candidate to Village Council. Public Announcement.
Mutually Agreed Upon	Police Chief begins work.

8. Advertising Plan

Advertising will be approved by the PFC. Some suggestions for consideration are to advertise with state web site, the Chiefs of Police Associations in Wisconsin, Illinois, Iowa and Minnesota via their websites and monthly newsletters. If the Village would like a national search, the position would be advertised with the International Association of Chiefs of Police and the Police Executive Research Forum. The Chicago Tribune and the Minneapolis Star Tribune.

The position would be posted with the Wisconsin State Journal, The Milwaukee Journal Sentinel, and The Post Crescent.

¹ Our timeline is flexible based on Village needs. This is just a guideline for your review.

² Depending on the number of applicants, interviewing semi-finalists may be necessary. However, if the applicant pool is not sufficient to warrant an interview process, then these steps may be eliminated, resulting in a shorter process.

Letters would be sent to the Dane County Chiefs of Police Association Members and the Chiefs of Eau Claire, Milwaukee, Green Bay, Appleton, Janesville, Beloit, Kenosha and Racine with a request to distribute the position description throughout their organizations.

9. Southern Wisconsin Municipal Searches

- a. **The Village of Oregon, WI – Chief of Police 2015**
Village Administrator Michael Gracz 608 444-6269 mgracz@vil.oregon.wi.us
- b. **The Village of Shorewood Hills Chief of Police 2017**
Village Administrator Karl Frantz 608 267-2680 kfrantz@shorewood-hills.org
- c. **The Village of Columbus Chief of Police 2018**
Village Administrator Larry Olson (920) 623-5900 CLueders@Columbuswi.us

10. The Riseling Group, LLC Team – Resumes Attached

The Lead for this project will be Assistant Chief (ret) Debra J. Hettrick,

Assistant Chief (retired) Hettrick specializes in policing, human resources, staff evaluations, continuity of operation planning and executive searches. AC. Hettrick retired after an active law enforcement career of 23-years. During her years as Lieutenant, Captain and Assistant Chief she was directly involved in the hiring and promotional practices at every level of the department, sworn and civilian. She reviewed background investigations, medicals, psychological test, credit scores and drug testing. During her career Debra served on dozens of selection and promotional panels for Police Officers, Sergeants, Lieutenants, Captains, Chiefs at the University of Wisconsin-Madison and other law enforcement agencies throughout the county, state and country. Following her retirement, she served as Threat Assessment Manager for the University of Wisconsin System for a decade before returning to an Assistant Chief role at the University of Wisconsin-Madison.

Assistant Chief (retired) Hettrick will be joined by Deputy Superintendent (retired) Deirdre Morgan and Chief of Police/Associate Vice Chancellor Sue Riseling.

Deputy Secretary (retired) Morgan

Deputy Secretary Morgan retired in 2018 from the Wisconsin Department of Corrections after an 18-year career in which she served as a Warden, as a Regional Chief within the Division of Juvenile Services, as an Assistant Administrator of Division of Management Services and Deputy Secretary. During her career she also worked in the Department of Justice, Office of the Attorney General for Wisconsin as the Director of Communications and Public Policy. She was the Chair of the Parole Commission for four years.

Dede worked in the field of human resources as the Director of Human Resources for the Stoughton School District and in the Wisconsin Department of Corrections as the Correctional System Director of Human Resources. She started her career as a social worker with the Wisconsin Department of Health and Social Services, Division of Youth Services and Division of Probation and Parole.

Chief (retired) Sue Riseling

Overall project management will be provided by Chief (ret) Sue Riseling. Chief (ret) Riseling retired

after 34 years of an active law enforcement, 25 of those years as Chief. During her time as Chief, Sue served as the deciding authority on Police Officer, Sergeant, Lieutenants, Captains, Assistant Chiefs, and Chiefs processes. She served on search panels for other department directors, Vice Chancellors and Chancellors. Following her law enforcement career she became the Executive Director of the International Association of Campus Law Enforcement Administrators. (IACLEA). IACLEA has close to 4,000 members in 15 countries.

11. Pricing Proposal

The proposal can be modified to meet the needs of the Village and some steps may be deemed unnecessary by the PFC.

TRG will conduct the search and selection process for a fee not to exceed \$28,500. TRG will charge its 2020 municipal rate of \$175 per hour. TRG will only invoice for actual hours worked.

Basic expenses of copying, ad placement, psychological and medical testing etc. will be billed as actual and is not included in the \$28,500.

Approval and Authority to Proceed

We approve the project as described above and authorize the team to proceed.

Name	Title	Date
Susan Riseling	President	November 24, 2020

Sue Riseling

Nov 24, 2020

Approved By

Date

Approved By

Date

DEBRA HETTRICK

Cell: 608-215-9719

Employment History and Major Accomplishments

Senior Consultant – The Riseling Group, LLC., 2007 – present

This position completes projects for this wide-ranging consulting company. As a Senior Consultant I have handled emergency management assessments, planning, policy development and training. Managed hiring processes for Chief of Police positions. Additionally, conducted assessments of police agencies, non-profits and colleges.

ASSISTANT CHIEF OF POLICE – Planning & Development Section, March 2014 to May 2015

This position acts as Assistant Chief of Police for the University of Wisconsin-Madison. The Planning & Development Section consists of two units, Emergency Management and Infrastructure Security. The Captain position normally assigned to the section is vacant, so this position has responsibilities both as Captain and Assistant Chief. Participated in external and internal hiring panels. The University of Wisconsin-Madison has a total enrollment of approximately 42,000 students and a teaching, research and support staff of 19,000. The campus is located on 3,500+ acres and has approximately 320 buildings, one of which is a 530 bed Level One Trauma Hospital which includes a prison ward. UW-Madison is part of the Big 10 Conference and the athletic facilities include an 85,000-seat football stadium and a 17,100 seat hockey, basketball and entertainment arena.

The Emergency Management Unit consists of a Lieutenant, an Emergency Services Supervisor, three Emergency Services Coordinators, a Police Officer, a Security Officer and a Program Assistant who is shared by the two Planning & Development units. The unit is tasked with responsibility for consultation with all 26 University of Wisconsin System campuses located throughout the state. The University System has approximately 184,000 students and 29,000 staff and faculty, making it the largest state agency in Wisconsin. A major focus of the Emergency Management Unit is handling University Response Plans (URP) and Continuity of Operations Planning (COOP) for all 26 campuses. This includes development of COOP and URP, training personnel, conducting exercises and evaluating After Action Reports with the intention to be prepared for any type of emergency and to have the capability of continuing operations once an event is under control. The unit also has responsibility on the Madison Campus for operating a state of the art Emergency Operations Center along with training and coordinating the 130 person Emergency Operations Group and Executive Group. The unit regularly holds tabletop and functional exercises for the group, and this year the unit held a full-scale exercise, Operation Wisconsin Dawn, which is described below. The unit led UW-Madison through the extensive process of achieving the status of a Disaster Resistant University. An additional responsibility is occupant emergency planning and training, as well as safety and active shooter training. The unit is responsible for coordination and provision of CPR and AED training for the University and in 2014 trained over 200 people.

The Infrastructure Security Unit consists of a Lieutenant, two Sergeants, two Security Supervisors, an Infrastructure Security Camera Specialist, a Police Officer, a Security Officer, and a Program Assistant in addition to the one which is shared by the two units. The unit is responsible for major access control initiatives, control and maintenance of the system, security assessments, reports and planning, the security of Select Agent and animal research facilities and the control and maintenance of UW-Madison's

video surveillance system. In 2013 the Unit began work on an \$8 million overhaul of the entire campus camera system, Operation Forklift, which is described below. Once the camera initiative is complete, the Infrastructure Security Unit will begin a similar initiative with access control. With over 320 buildings, many of which are historic, access control currently ranges from keys to sophisticated electronic systems, some of which are “stand-alone”. The goal of this initiative will be to have campus buildings, to the extent possible, on one central access control system to improve the security and safety of the campus. In addition, the Infrastructure Security Unit works with architects and project managers from inception and planning to completion of new construction and major remodels on all aspects of security issues, including Crime Prevention Through Environmental Design (CPTED), planning of lighting, access control and camera placement. The Infrastructure Security Unit is also responsible for security of the campus Nuclear Reactor site, the federally controlled Select Agent Research laboratories and hundreds of areas of Animal Research. Research facilities on the campus include an internationally known Primate Research facility, operated by the National Institute of Health and the Influenza Research Institute, operated by Dr. Yoshihiro Kawaoka, an internationally recognized researcher.

Major Projects

Emergency Management – Operation Wisconsin Dawn

After thirteen months of planning, on July 17, 2014, the UWPD Emergency Management Section conducted a day long real-time full scale exercise called Operation Wisconsin Dawn. This exercise involved over 600 participants and 20 agencies including the Madison Police Department, Dane County Sheriff Department, U.S. Attorney’s Office, FBI, Wisconsin State Patrol, Medical Examiner’s Office, Madison Fire Department, Wisconsin and Dane County Emergency Management and two of the three Madison hospitals. The exercise involved a bomb exploding in Camp Randall Stadium during the beginning of a “fun run”. Units that were activated included the UW Emergency Operations Center (EOC), Dane County and City of Madison EOC’s, a Joint Information Center, the Executive Group, Command Post, Family Assistance and Reunification Center. The Salvation Army activated and provided food to victims and workers. The Dane County mobile command post, the Dane County Bomb Squad, and SWAT teams from the FBI, Madison Police and Dane County were active members of the scenario. The exercise was the largest of its type in Wisconsin history. The Emergency Management Unit also held a full scale exercise in 2010, Operation Badger One, which at the time was the largest in state history.

Infrastructure Security – Operation Forklift

After almost a year of work by the UW Madison Police Department, the UW Department of Information and Technology and UW Facilities Planning and Management, the implementation of Operation Forklift began in earnest in January 2015. The goal of this project was to revisit and analyze the placement and effectiveness of the 1300 video surveillance cameras on the campus to improve security and protect lives and property. The method involved site visits to evaluate current cameras, selection of the best new camera technology and the purchase of a video management system for recording and storing video data. \$8 million was secured from the University to fund this undertaking and a funding model was developed to sustain, repair and replace cameras in the future. In the end, all cameras on the campus will be changed from analog to internet protocol and all video surveillance will be on a video management system which allows for central, secure viewing, control and storage. In order to accomplish this, Infrastructure Security also created a position description and hired an Infrastructure Security Camera Specialist whose job it is to assist in the placement, installation, aiming, evaluation and maintenance of the system. The project itself will increase the number of cameras to 1800, and when complete, the system will be capable of handling additional cameras added in new construction or determined need.

Overall Department Responsibilities

- In addition to responsibility for the Planning and Development Section, this position is responsible for the overall administration and command of the entire department in conjunction with the Chief and second Assistant Chief. In cases of the Chief's absence, this position also assumes command. The responsibilities and assets of the Department include:
- The administration and command of 149 employees which includes police officers, security officers, dispatchers, office administration staff in addition to 35 student volunteers who provide EMT services. Establishment and participation in hiring panels.
- Administration of an approximate \$12 million budget.
- Full service police agency with mounted, motorcycle, bicycle, canine and police extraction response units in addition to regular patrol.
- Investigative Services Unit that investigates criminal and internal affairs; one detective assigned to the FBI Joint Terrorism Task Force and one assigned to the Dane County Narcotics Task Force; two detectives are trained in digital forensics.
- State certified evidence technicians, Defense and Arrest Tactics (DAAT) instructors, and certified Firearms instructors.
- Department is the only police agency in the State of Wisconsin to be triple accredited, and has a Professional Standards Unit, which oversees the accreditation requirements, policies and procedure.
- Director and Assistant Director dedicated solely to Clery compliance.
- Director of Threat Assessment Services who works with the UW's Threat Assessment Team to evaluate and develop action plans for persons considered to be a possible danger to themselves or others. This position also trains UW departments in best practices regarding identifying and reporting possible dangerous situations.

PROFESSIONAL CONSULTANT – UW MADISON POLICE DEPARTMENT, October 2007– March 2014

In October 2007, following the mass casualty incident at Virginia Tech, the President of the UW System had appointed a commission to survey and assess security on all the UW Campuses, and to make recommendations for improvement. The UW-Madison Police Chief was Chair of that Commission. When the report was released, I was hired as a consultant to develop programs and deliver training following the commission's recommendations:

- Developed training in Surviving a Mass Casualty Incident for faculty and staff of all the 26 UW System schools.
- Trained over 200 Police Officers from UW-Madison and the remaining twelve four-year campuses in the basics of Threat Assessment.
- Trained 60 Police Officers from UW-Madison and the remaining twelve four-year campuses to deliver that training to faculty and staff.
- Trained faculty and staff at UW-Madison and all thirteen campuses of UW Colleges
- Served as threat assessment and safety advisor to the UW Colleges, as they had no police or security. Helped the UW Colleges campuses to develop relationships with their local police.
- Helped to develop UW Madison's Threat Assessment Team and the method by which information would come to that team.

- Assisted in the planning and development of three one-day Threat Assessment Training seminars for staff from all 26 UW System Campuses. Seminars included nationally known expert guest speakers, as well as presentations and panels from University departments such as Health Services, Legal Services, Housing and Student Affairs Services.

In 2009, the responsibilities were expanded to include the duties of a 20% time Emergency Services Coordinator. The position was now to provide COOP planning, training and exercising to the UW Colleges' thirteen campuses across the state. The position also participated in the planning and execution of the 2010 full scale exercise on the UW Madison campus, Operation Badger One.

CAPTAIN OF FIELD SERVICES – UW MADISON POLICE DEPARTMENT, 1994 TO 2002 (retirement)

From 1994 to 2002, the position of Assistant Chief did not yet exist at UW Madison Police Department. Rather two Captains filled those positions, the Captain of Field Services and the Captain of Support Services. The Captain of Field Services was responsible for the operations of all Police, Security and Dispatch functions. This included at the time the cadre of Security Officers assigned to the 530 bed Level One Trauma Hospital including the prison ward. All other responsibilities listed in the "Overall Department Responsibilities", above, were included in this position.

In 1999, this position was responsible for leading a team which created the UW-Madison's first "Crisis Plan". That Crisis Plan still exists as the basis for the current University Response Plan. Following the events of September 11, 2001, the Crisis Plan was activated and the groups which formed the Emergency Operations Center and Executive Group for the University were formalized.

LIEUTENANT OF PATROL – UW MADISON POLICE DEPARTMENT, 1991 TO 1994

This position was responsible for the immediate oversight of the Police, Security and Patrol functions of the UWPD. In addition, it was responsible for planning and implementing crowd control for football, basketball, concerts and other special events. This position also commanded the Mounted Unit and rode as part of an interagency Mounted Unit with the Madison Police and Dane County Sheriff. This position was also responsible for implementing the Department's first formal Field Training Officer program and was trained and served as UWPD's Law Enforcement Ethics Instructor.

POLICE OFFICER AND DETECTIVE – UW MADISON POLICE DEPARTMENT, 1979 TO 1991

Performed routine police patrol, served as training officer, investigated crime, planned and implemented the Department's first Bicycle Unit supervising student interns, served on the Mounted Unit. Served four years as a member of the Board of Directors, Mental Health Center of Dane County, which included membership in the National Alliance on Mental Illness (NAMI).

Education:

Bachelor of Arts, University of Wisconsin-Madison, Sociology major with English minor – 1974

Certificate in Correctional Administration, University of Wisconsin, Madison – 1974

Included internship at the Las Palmas Correctional Facility for Girls, Las Palmas California – 1973

State of Wisconsin Certified Police Academy, Madison, WI – 1979

Wisconsin Executive Leadership Development Program – 1992 to 1993

Certified Ethics Training – The Ethics Institute, Plano, TX – 1994

Deirdre A. Morgan
512 Harvest Lane
Verona, WI 53593
608-577-7000 Cell
morgan.deirdre.a@gmail.com

January 2018 - February 2020

Celestar Corporation, American Embassy, Tunis Tunisia, Africa - Senior Corrections Advisor/Contractor

Serve as the American Embassy prison system subject matter expert to the Government of Tunisia. Recommend, develop and implement system-wide prison reform using best practices and international standards (Nelson Mandela Rules). Provide training and equipment; develop long range goals to include implementation of classification; cognitive based programming; prison design and construction; health and safety considerations; security response measures; and policy and procedure development.

March 2016 – January 2018

Wisconsin Department of Corrections, Division of Management Services - Assistant Administrator

Responsible for management of the Department's Management Services Division providing resources throughout the agency in the following areas:

- Budget development
- Personnel & EEOC
- Information Technology
- Procurement
- Fiscal Management
- Staff Development and Training
- Office of Records Management – Public Records Requests, HIPPA, Privacy and Records Management
- Management of agency-wide policies and procedures

Serve on a variety of Department committees affecting state-wide operations and programs in the area of efficiency, budgeting, technology and emergency preparedness. I continue to serve on the community organizations listed below.

October 2012 – March 2016

Wisconsin Department of Corrections - Deputy Secretary

Responsible for the day-to-day operations of the Department of Corrections; 4 Divisions (Adult Institutions, Probation and Parole, Juvenile Corrections and Management Services); and supervision of Chief Legal Counsel and the Office of Internal Affairs/Emergency Preparedness. Serve on a variety of organizations and committees to include but not limited to; United Way of Dane County; Community Work Services Inc.; UW Platteville Criminal Justice Counsel and Madison College Criminal Justice Committee.

September 2012 – October 2012

Wisconsin Department of Corrections, Division of Juvenile Services - Northwest Regional Chief

Administration, implementation and oversight of the Division of Juvenile Corrections mission and vision for Wisconsin youth committed to and released from Copperlake and Lincoln Hills Schools on probation and parole supervision.

November 2004 – September 2012

Wisconsin Department of Corrections, Division of Adult Institutions, Oakhill Correctional Institution - Warden

Oversight of 685 minimum security adult male fenced prison facility. Staff oversight and supervision of 253 FTE to include security (177 FTE); contract negotiations; employee compensation and staff development and discipline. Administration, implementation and oversight of the Department's vision and mission regarding incarcerated individuals to include but not limited to, inmate reintegration, education and skill building, restorative justice, and victim impact.

August 2004 – November 2004

Wisconsin Department of Justice, Office of the Attorney General - Director of Communications and Public Policy
Responsible for the Public Information Office and policy development for the Department of Justice and the Attorney General. Develop and coordinate the AG's message related to the implementation of Wisconsin Law.

January 2003 – August 2004

Wisconsin Department of Corrections, Office of the Secretary - Executive Assistant

Serve as the liaison between the Governor's office, legislators and the Secretary's Office related to Department of Corrections' practices, programs, and laws. Coordinate with stakeholders to draft, develop and implement policies, procedures, and Administrative code.

November 1999 – January 2003

Wisconsin Parole Commission – Chairperson and Commission Member (Wisconsin Department of Corrections)

Administration of parole process in accordance with Wisconsin laws and administrative code.

January 1997 to November 1999

Stoughton Area School District - Director of Human Resources

Administration of Human Resources functions for K-12 school district; 6 schools, 460 employees.

February 1994 to January 1997

State of Wisconsin, Department of Corrections, Division of Community Corrections, Wisconsin Correctional Center System - Director of Human Resources

Administration of Human Resources functions for minimum-security prison, 17 correctional centers, 465 employees.

April 1993 to February 1994

State of Wisconsin, Department of Transportation, Bureau of Vehicle Services - Supervisor of Motor Vehicle Auto Registration and Titling Unit

Supervise auto registration and titling unit.

October 1990 to April 1993

State of Wisconsin, Department of Corrections, Division of Management Services, Bureau of Personnel and Human Resources, Office of Affirmative Action Equal Employment Opportunity Specialist and Acting Affirmative Action Officer

Administer the Department's Affirmative Action initiatives, policies and procedures.

July 1985 – October 1990

State of Wisconsin, Department of Health and Social Services, Division of Youth Services and Division of Probation and Parole

Social Worker – Ethan Allen School For Boys; Juvenile Aftercare Agent; Juvenile Parole Commission; Adult Probation and Parole Agent

Education

December 1994 – Bachelor of Science, School of Social Welfare, University of Wisconsin – Whitewater. Accredited by the National Association of Social Workers

References available upon request

SUSAN RISELING
President
The Riseling Group, LLC.
www.riselinggroup.com
1802 Monroe Street Suite 201
Madison, Wisconsin 53711
Sue@riselinggroup.com

Nature, Scope and Extent of Responsibilities:

The Riseling Group, LLC., President and Founder: Present

In 2007 The Riseling Group LLC acquired Decisionmaker, LLC a management consulting firm specializing in threat assessment and other human resource matters of sensitive nature. The Riseling Group, focuses on Strategic Planning, Facilitation, Executive Searches, Race Relations and Diversity, Repairing "Toxic" Work Environments, Continuity of Operations Planning, Emergency Management, Law Enforcement Management Studies, and Reviews, Accreditation, Policy and Procedure Development, Crowd Management, Crisis Management, Crisis Communications, Human Resource Investigations, and specific to universities Clery Act Compliance and Title IX Compliance. The Riseling group provides training in Executive Leadership, Supervision, Crowd Management, Crisis Communications, Emergency Preparedness, Continuity of Operations, Threat Assessment, Title IX and Community Policing.

In the past twelve months clients of The Riseling Group have been Cities, and Villages with personnel investigations in their police or fire departments, Universities with incident after action reviews, climate surveys, staffing studies and emergency management exercises, and private companies with threat assessment and new product development.

Executive Director of the International Association of Campus Law Enforcement Administrators (IACLEA) August 2016 to August of 2019

The Association was managed by a Connecticut company that oversaw 27 different Associations. The task was for the Executive Director (the only employee of the Association) to plan and implement leaving the company and to develop and operate an independent staff and headquarters for the Association. This task was to be completed in three years – it was completed in eleven months. A new headquarters was established in the Washington D.C. area in seven months with all new furniture, computer systems, financial and investment programs, legal, accounting, and printing services. Seven new staff were hired, trained and began work over those 11 months. Also, in that timeframe, a major conference was held, new training programs were established, all communications channels were revamped, new website, e-news digest, e-monthly bulletin, all member messaging, a social media presence on Twitter, Facebook, Instagram, etc., started.

By the twenty-one-month mark, IACLEA held its largest ever annual conference, doubled its membership from just over 2,000 to over 4,300. It created new training programs on race, hate crimes, crowd management, demonstrations, mental illness, sexual assault trauma informed investigations, Clery, drones, terror act prevention, emerging issues and a first line supervisor institute.

This position oversaw all aspects of managing a 4,300-member international association dedicated to public safety on university and college campuses. The position is tasked with government relations,

accreditation, professional reviews, periodical magazines, website development, hosting trainings, annual conference, news digests and a far-reaching array of membership services.

Chief of Police/Associate Vice Chancellor August 2003 to August 2016

The University of Wisconsin-Madison, Extension, and System.

This position continued to act as Chief of Police for the University of Wisconsin-Madison and Extension (see below). In addition, this position is tasked with responsibility for consultation with the other 25 University of Wisconsin System campuses located throughout the state. The University System has approximately 184,000 students 29,000 staff and faculty making it the largest state agency in Wisconsin. The major focus of this position involves handling the issues of a post September 11th nature-Strong emphasis on planning, major access control initiatives, federally controlled select agents and consultation with the Environmental Health and Safety Department. Serves on the University's Leadership Council and on the US Attorney General's Western District Anti-Terrorism Task Force. In 2006 was appointed Vice Chair of the Governor's Council on Radio Interoperability and the State Homeland Security First Responder Group ending service in 2011. Led the University of Wisconsin System response to mass casualty shootings in 2008. In 2015 led a county wide effort to establish investigation teams to impartially investigate officer involved shootings.

Chief of Police - University of Wisconsin-Madison and UW Extension March 1991- August 2003

The University has a total enrollment of approximately 42,000 students, a teaching, research and support staff of 19,000. The campus is located on 3,500+ acres and has approximately 320 buildings, one of which is a 530 bed Level One Trauma Hospital which includes a prison ward. The athletic facilities include an 85,000 seat stadium and a 17,100 seat hockey/basketball arena.

Responsibilities include:

- The administration of 155 employees which includes police officers, security officers, dispatchers, office administration staff in addition to 35 student volunteers who provide EMT services.
- Administration of an approximate \$10 million budget. Oversight of an \$8 million camera project
- Full service police agency with mounted, motorcycle, bicycle, canine and police extraction response units in addition to regular patrol cars/foot.
- Detective unit that investigates criminal and internal affairs, serves on the FBI JTTF, and on County- wide Narcotics Task Force. Part of state-wide meth lab team. Founding member of County-wide narcotics and gang enforcement team (DCN>F).
- State certified evidence technicians and police instructors.
- Emergency Management function and Continuity of Operations Planning for the entire University.
- Directs the University Response Plan, Emergency Operations Center and Incident Command Systems.
- Infrastructure Security, Access Control, Nuclear Reactor Security, Select Agent Research Security and Animal Research Security

Associate Director - Police Department SUNY Stony Brook**November 1989 – March 1991**

The University had a total enrollment of 17,000 students, 9,000 teaching, research and support staff. The campus is located on 1,100 acres and has approximately 100 buildings, one of which is a 530 bed hospital.

Responsibilities included the supervision of 65 police officers, 37 building guards, 180 student employees, 11 locksmiths, 8 traffic enforcement officers and 10 clerical staff. Administration of a \$4 million budget.

Assistant Director, Patrol Operations**October 1987 to November 1989****Assistant Director, Crime Prevention, Resident Life & Training**

These two positions were held at SUNY Stony Brook. The job responsibility built in the form of promotions.

Manager, Safety/Security and Communications -**University of Maryland College Park Department of Resident Life. June 1985 – September 1987**

The University had a population of approximately 50,000 faculty, students and staff.

Responsibilities and accomplishments included directing 80 student staff responsible for a wide range of life safety and security services and a staff of communication operators. Expanded the scope of the security staff operations which increased their productivity by 75% without a budget increase. Created inspection programs for exterior lighting, fire safety, security hardware, smoke detectors, lofts, air conditioners, department vehicles and asbestos pipe covering.

**Assistant Director Safety/Security and Communications
Director, Safety/Security****August 1982 to May 1985****Safety/Security Coordinator****Security Coordinator**

These four positions at Maryland required supervision of 30 to 50 student employees. With each advancement, the number of staff supervised, and size of budget grew steadily.

Education:

The University of Maryland College Park, thirty credits toward a M.A. Criminology, completed course work and research for thesis.

B.A. Criminal Justice (1982)

SUNY Basic Training, State Police Academy Albany New York

Senior Management Institute for Police - Police Executive Research Forum (1997)

Problem Oriented Leadership Institute for Chief Executive Officers (July 2004)

Other Police/Management courses too numerous to list efficiently.

Professional Achievements:

IACLEA

Doubled membership in twenty-one months

Convened the largest conference on US soil for the Association and the largest conference on Canadian soil for the Association.

Oversaw the separation from a management firm and began a start-up of an independent Association

Grew corporate partnerships by 50%

Increased revenue and operating budget by 40 %

University of Wisconsin

Fully automated the organization, linking satellite offices with headquarters and placing mobile data computers in every patrol unit. This was the first such system in the State of Wisconsin in 1992.

Co-chaired a Special Community Task Force on the Police Use of Force following the death of an unarmed African-American male in March of 2015. Task Force developed 60 recommendations to change the manner by which the police train and use force throughout Dane County in February of 2016.

Chaired a special committee of the Dane County Chiefs to develop independent investigative teams to investigate impartially officer involved shootings. All 27 law enforcement agencies within Dane County signed onto the process in 2015.

Implemented Body Worn Cameras – the first WI state agency to do so.

Successfully commanded law enforcement response to the unprecedented protests at the Wisconsin State Capitol 2011.

Featured in an article October 2004 Law Enforcement Technology--UW-Madison "Teamwork from the Top"

Founding member of a County-wide unit consisting of full-time police personnel tasked with drug enforcement, dealing with higher level dealers and long-term investigations. First chairperson of this group's steering committee.

Successfully instituted problem-solving policing and community policing reaching a 30, 35, 40 and in my last year as chief a 42 year low in crime.

Created a threat management prevention and response mechanism to reduce the likelihood of mass casualty events.

Created the office of Clery Act compliance.

Created a University wide response plan to acts of terrorism, natural disasters and student deaths.

Established a Police Extraction Response Unit --the only one in the state.

Professional Activities:

- **United Way of Dane County Board Member 2014-2020**
- **Chair of the United Way Safe Communities, Safe Neighborhoods 2014-2016**
- **Co-Chair Task Force on Police Use of Force 2015-2016**
- **Chair of the Police Executive Group 2011**
- **President of the Dane County Chiefs of Police Association 2011**
- **Chair of the Dane County Chiefs District Attorney Issues Committee 2004-2016**
- **International Association of Chiefs of Police Executive Committee Member 1997-2003, 2005-2009, 2012-2014**
- **Life Member of IACP and Chair of the IACP Civil Rights Committee 2009-2014**
- **Vice President of the International Association of Chiefs of Police (IACP) 2005-2009.** With oversight of the following committees: Terrorism, Organized Crime, Juvenile Justice, Patrol and Tactical Operations, Research Advisory, Civilian/Military Law Enforcement, Homeland Security, Legal Officers Section, Capitol Police Section.
- **Team Member of the Police Executive Research Forum on national review of municipal police departments' sexual assault investigations 2014-2016.**
- **President of the Wisconsin Chiefs of Police Association 2003-2004.** First woman and first University police chief to ever be elected to this position.
- **Co-Chair of Capital Campaign for Family Centers 2003-2004**
- **President** of the Exchange Center for the Prevention of Child Abuse 2003.
- **Board Member** of the Wisconsin Police Leadership Foundation 1999-2005
- **President (1998-99) and Founding Member** of the National Association of Women Law Enforcement Executives (NAWLEE)
- **General Chair** IACP College/University Section 1997-2003
- **Member** of the IACP Patrol and Tactical Operations Committee 1999-2005
- **Vice Chair** of the IACP Civil Rights Committee 2000- 2005.
- **Member** of the IACP Homeland Security Committee 2004-2005.
- **Member** of the IACP Ad Hoc committee on Women and Policing
- **Member** of the IACP Ad Hoc committee on Organizational Structure
- **Vice Chair** IACP College/University Section 1996-97
- **Regional Director** IACP College/University Section 1995-96
- **Co-Chair** of the Wisconsin Chiefs of Police Association Legislative Committee 1996-1998
- **President** University of Wisconsin Softball Booster Club 1998
- **Representative** Academic Staff Assembly District 486 1998-2000.
- **Chair** of the IACLEA Committee on Awards 1993-96
- **Chair** of the Legislative Committee NAWLEE 2002-2003
- **Second Vice President** of NAWLEE 1997
- **Chair** of the Bylaw Committee NAWLEE 1996

Conducted Workshops 1993 to 2020

- Title-IX
- Clery Act
- Legal Issues in Higher Education
- Preventing Racial Profiling
- Bias Free Policing
- Continuous Improvement in Crisis Organizations
- Crowd Management
- Community-Oriented Policing
- Problem Solving Policing
- Preventing Violence in the Workplace
- Dealing with Difficult Employees/Volunteers
- Delivering Police Services on University Campuses
- Diversity Training
- Residence Hall Security
- Fast Cycle Improvement Process
- First Amendment and Demonstrations
- Date and Acquaintance Rape Prevention
- Crisis Management
- Leadership
- Women in Law Enforcement
- Securing the Nation's Campuses Post 9/11
- High Value Targets for Terrorism
- Enlightened Leadership
- Marketing Your Department
- Spouse Programs Within Police Departments
- Threat Assessment – Managing Fear
- Avenger Shootings
- Preventing Mass Casualty Shootings
- Emergency Management
- Continuity of Operations
- Preventing School Violence
- Continuity Planning For Small Businesses
- Incident Command and Wisconsin Capitol Operations
- Dealing with Difficult People
- Court House Security

Authored 1993 to 2020:

- *A View From the Interior Policing the Protests at the Wisconsin State Capitol* published October of 2013 ISBN:978-1-59598-255-1 ebook ISBN 978-59598-256-8
- *Oxford Handbook of U.S. Higher Education Law: Chapter: Evolving Role of Campus Security and Law Enforcement* to be published by Oxford University Press Fall 2020
- *Safety and Security Considerations for Campus Events Chapter 9 Managing Campus Safety and Security in Higher Education* 2014
- *A View from the Interior – Guest Lecture An Introduction to Policing* 8th Edition 2014
- Part of a team that authored, *Protecting Civil Rights: A Leadership Guide for State, Local, and Tribal Law Enforcement*. IACP
- *Preparation for Emergencies Emerging Issues in College and University Security Inside the Minds*, 2008
- *Problem Oriented Policing Journal of Security Administration* June 1993.
- *Crowd Surge! California Safety Journal* September 1994
- *Problem Solving Policing IACLEA monograph* 1995
- *Preventing Workplace Violence IACLEA monograph* 1996
- *Racial Profiling and Police Data Collection WLEC for the Governor's Task Force on Racial Profiling*
- *Wisconsin Law Enforcement Statement on Racial Profiling WLEC for the Governor's Task Force on Racial Profiling*

Professional Affiliations:

- International Association of Chiefs of Police
- Police Executive Research Foundation
- Wisconsin Police Executive Group
- National Association of Women Law Enforcement Executives (founder)
- National Organization of Black Law Enforcement Executives
- International Association of Campus Law Enforcement Administrators
- American Society for Industrial Security
- Wisconsin Chiefs of Police Association
- Dane County Chiefs of Police Association
- Northeast Association of Women Police
- Wisconsin Association of Women Police
- International Association of Women Police
- United Way of Dane County
- Exchange Club for the Prevention of Child Abuse
- Childreach Foster Parents Plan
- Madison Urban League
- Special Olympics

Awards in the last twenty years:

- June 2019 Special Recognition from IACLEA's Women's Forum
- June 2019 Special Recognition from IACLEA Board of Directors
- July 2017 United Way of Dane County Wisconsin, Women's Leadership Woman of the Year Philanthropy Award.
- June 2017 Police Executive Research Forum (PERF) Leadership Award
- June 2017 IACLEA President's Award
- April 2013 Chancellor's Award S.P.A. UW-Madison
- March 2013 Excellent Service Award University of Wisconsin Police
- March 2011 Meritorious Service Award University of Wisconsin Police
- March 2006 Meritorious Service Award University of Wisconsin Police
- August 2004 Wisconsin Civil Air Patrol, for leadership and support.
- 2004 Named a "Patriotic Employer" by the Committee on the Reserve and National Guard – Wisconsin 115 Air Wing
- March 2004 Meritorious Service Award University of Wisconsin Police
- Wisconsin Attorney General Award for Service 2004
- August 2003 Named Motorola Law Enforcement Executive of the Year by the National Association of Women Law Enforcement Executives.
- September 2003 Outstanding Service Award University of Wisconsin – Madison
- October 2003 Civil Rights Award of the International Association of Chiefs of Police
- October 2003 awarded a proclamation by the Village of Shorewood Hills Wisconsin for leadership and cooperation.
- March 2002 Excellent Service Award University of Wisconsin Police
- March of 2001 Meritorious Service Award University of Wisconsin Police Department

McFarland Police Chief Recruitment
Proposed Position Evaluation Schedule

- January 7, 2021, 4 p.m. PFC Listening Session and Planning Session
 - Accept plan to gather input and feedback for recruitment.
 - Discussion options for gathering public input.
 - Conduct listening session with PFC.

Week of January 11, 2021 Listening Sessions/Interviews

- January 11, 5:30 p.m. Committee of the Whole (Village Board) via Zoom.
- January 12, 9:30 a.m. Department heads as a group (Staff meeting Zoom).
- January 13, 10 a.m. Village Administrator and Clerk/Treasurer – Zoom ok.
- January 13, 6 p.m. Public Safety Committee – Zoom ok

Week of January 18, 2021 Listening Sessions/Interview (Deb will work with Interim Chief to set schedule, times TBD)

- Two sessions with all police department staff – In person preferred
 - Session with Sergeants as a group – in person preferred
 - Interview with Interim Chief (Lieutenant) – in person preferred
 - Phone calls to area LE agencies
-

- January 20, 6 p.m. Diversity, Equity, and Inclusion Subcommittee

Week of January 25, 2021 Listening Sessions

Sessions with other groups as decided by PFC on January 7. Proposed are Chamber of Commerce (business leaders), Village faith leaders, School District personnel, and Youth Center as identified by the PFC.

- January 26, 7 pm Public Informational Meeting and listening session (2 were proposed; another can be arranged at the PFC's discretion)

Week of February 1, 2021

- February 1, 6:30 p.m. Personnel Committee via Zoom (review Job Description).
- February 4, 4:00 p.m. Police and Fire Commission.
 - Deb Hettrick will report on:
 - Findings gathered from listening sessions and interviews.
 - Any changes to the job description.
 - Any other information on work in the process so far.
 - PFC will decide whether to approve job description. If approved, PFC will recommend approval by Village Board.
 - PFC to make recommendation to Village Board to authorize filling the vacancy.
 - PFC to review and adopt recruitment materials outlined in Section B (i.e. community demographics, announcement, etc.)
 - Schedule future meeting and other dates for interviews as might be necessary.

February 8, 2021, 7 p.m.

- Village Board Meeting
 - Take up recommendation on job description from the PFC
 - Take up recommendation on request to fill the vacancy from the PFC

Week of February 15, 2021

- Begin process to start recruitment and advertisement for the position

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Wednesday, January 20, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Conduct listening session with recruiter for the Police Chief position.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

As stated in the previous agenda item, the Recruiter is holding a variety of different listening sessions which includes as part of this meeting with the Diversity, Equity, and Inclusion Subcommittee. The Recruiter will moderate this discussion and allow each member a chance to provide an answer for each question. To help assist in your preparations for this process, the questions to be asked are included within your packet. If you could please review these questions in advance in order to develop answers for the meeting, it will help to provide for a good discussion. Certainly additional items of discussion might develop which is perfectly fine and we can accommodate additional conversation as needed.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action needed for this item. Presented as a discussion regarding questions to be asked of the members and answers they provide back to the Recruiter.

ATTACHMENTS:

1. Listening Sessions Questions to Think About

Listening Sessions Questions to Think About

1. What are the best things about the McFarland PD?
2. If you could change or improve one or two things about the department, what would they be?
3. Why did you identify these specifically?
4. What characteristics do you consider to be most important for the next Chief of Police to possess?
5. Describe your perception of the relationship between the MPD and the McFarland community.
6. What would you say is the most pressing crime issue facing the Village?
7. What do you feel is the most important issue for the new Chief of Police to deal with regarding the community?
8. How important is it that the PD be concerned with the issues of equity, diversity, system racism, implicit bias and the Black Lives Matter movement to the community and you personally?
9. How important are the concepts of Community Policing and Problem Oriented Policing to the community and to you?