



March 2014

# The Standard

## President's Message

*from Greg Peterson, Chief, Grand Chute Police Department*



Greetings everyone, and welcome to March Madness! Any diehard NCAA basketball fan knows what this time of year means. Yes, it's time to fill out those brackets, but after a weekend that saw Virginia readily take down Syracuse and Illinois come out of nowhere to upset Michigan State in the Breslin Center, where do you even begin?? Ah yes, the science of "bracketology"!

The struggle to complete the perfect bracket is hardly unique to the NCAA tournament. Believe it or not, it also can dominate discussions at a WILEAG Board meeting. The big difference, however, is in the names of the teams comprising the field. Instead of Kansas and Duke, Kentucky and Arizona, a typical WILEAG bracket contains teams such as Middleton and Evansville, Watertown and South Milwaukee. The challenge of the bracket for WILEAG is not picking the right Final Four, but in guaranteeing enough assessors to meet the needs of the ever growing field of agencies seeking the prize of accredited status.

While the growth in WILEAG membership is something truly worthy of celebrating, it isn't without obstacles.

With on-site assessments becoming a monthly occurrence, the demand for trained assessors is growing commensurate with the growth in membership. Throughout our history, that need has always been filled through the willingness of our members to provide personnel to serve as assessors. This partnership has not only satisfied the need for assessors, it has been the key to keeping WILEAG accreditation affordable for all agencies. By providing one assessor per year, an agency can essentially offset the cost of the three-person team needed for their own on-site, and return the favor to the agencies who are contributing resources to make their on-site possible. The bonus is your staff is exposed to alternative solutions and fresh ways of thinking about common challenges. If you've already been contributing assessors to the program, thank you! If not, please help us fill in our brackets! Everybody wins.

Many of you were present and visited with us at our booth at the W.P.L.F. / W.C.P.A. conference in February. This was a major event for WILEAG, as it marked the official launch of the **CORE STANDARDS VERIFICATION PROGRAM**. This new initiative is designed to enable small

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**President's Message Continued:**

agencies, limited in their ability to pursue full accreditation, to raise their level of professionalism and excellence through compliance with 39 "core" standards focusing on critical areas for Wisconsin law enforcement. The program had been piloted by five departments during the close of 2013, and based on their feedback; the final version of the Core Standards Verification Program is now available. During the conference, nine agencies expressed an interest in pursuing Core Standards Verification, an exciting start indeed.

Of course, the W.P.L.F. conference is also our opportunity to recognize those agencies that have experienced accreditation success in the previous year. This year that group included our first Core Standards Verification agencies, as two of the five pilot organizations; the Town of Beloit and Jackson police departments, successfully completed the program. Agencies recognized for achieving full accreditation or reaccreditation include the departments of Port Washington, Baraboo, and Evansville. Congratulations to all of the award recipients! It was a pleasure to honor you for your outstanding achievements.

There was one additional agency recognized at the conference for achieving first-time accreditation, but

it would have been a little self serving to offer congratulations. I've discussed this agency's pursuit of accreditation in previous columns. The department is the Grand Chute PD, my agency.

Our participation in the accreditation process has had a definite transformative effect on the organization. It not only strengthened the department and enhanced service delivery to the community, but also instilled in us a commitment to continuous improvement that will carry us into the future. The men and women of the GCPD put forth an incredible effort in preparing for our December on-site, the culmination of over two years of self assessment. They utilized WILEAG accreditation as a blueprint for achieving professional excellence, and I couldn't be more proud of their success.

On a closing note, I've got to thank my staff for one more thing. Not only did their effort culminate with the recognition of WILEAG accreditation, it gave the chief a perfect excuse for taking just a little breather. Did I mention it's March Madness? Go Badgers!!!



## March-June Calendar of Events



- |             |  |
|-------------|--|
| March 25-27 | Janesville PD Accreditation On-site                      |
| March 27    | Webinar explaining the <b>new</b> Core Standards Program |
| March 31    | WILEAG Board of Directors Meeting                        |
| April 22-24 | La Crosse PD Accreditation On-site                       |
| April 28    | Assessor Training 101 (entry level)                      |
| April 29    | Assessor Training - ADVANCED                             |
| May 5       | WILEAG Board of Directors Meeting                        |
| May 14      | WI-PAC Meeting   |
| May 15      | Assessor TEAM LEADER Training                            |
| May 20-22   | South Milwaukee PD Accreditation On-site                 |
| May 27-29   | Bayside PD Accreditation On-Site                         |
| June 10-12  | Waukesha PD Accreditation On-site                        |
| June 20     | WILEAG Board Meeting                                     |





Announcing the *New*

# Core Standards Verification Program

for small law enforcement agencies

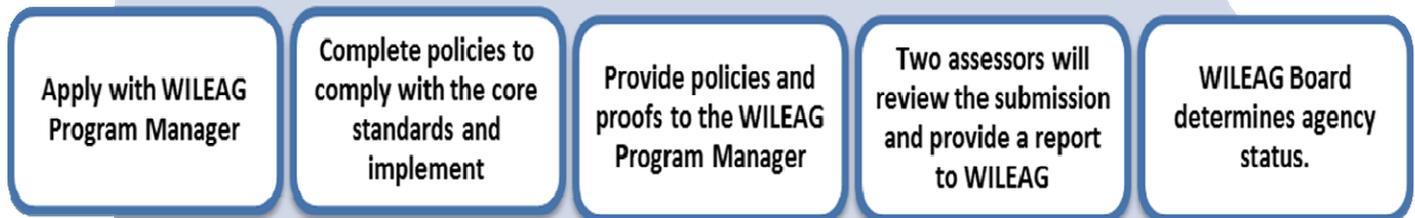
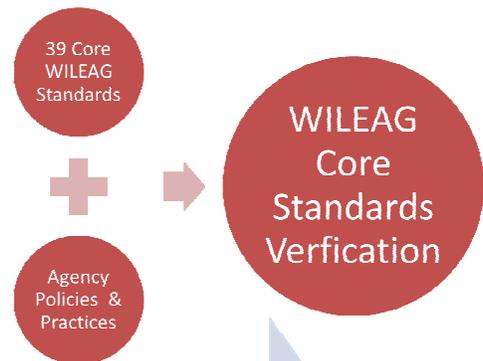
The program is designed to serve smaller Wisconsin law enforcement agencies.

It is available to agencies serving cities, villages and towns under 10,000 population and sheriff's offices serving counties with a county population of 30,000 or less.

The Wisconsin Law Enforcement Accreditation Group (WILEAG) has identified 39 CORE standards from within the 235 4th Edition standards in its ACCREDITATION PROGRAM.

These 39 select standards and the associated agency policies are at the heart of the program. They are focused on:

- Key Federal & State statutory mandates related to law enforcement.
- Requirements arising from case law.
- Inherent issues related to high risk law enforcement operations.
- Sensitive areas involving community relations.



The program serves 2 purposes for agencies that successfully participate:

1. It provides independent verification that the agency is meeting minimum expectations in essential areas of operations and management.
2. It serves as a stepping stone to full accreditation for those agencies that aspire to that level of professional excellence.

**\$100 Sign-on Application**

**\$300 Annual Fee**

*Member benefits include FREE attendance at all CVMIC – WILEAG Sponsored training courses, FREE access to CVMIC legally reviewed model policies and access to the CVMIC newsletter.*



*Next Generation Public Safety Software*

**WILEAG  
Gold Sponsor**

## **Does your agency have an innovative program? Be recognized at the next winter Chiefs Conference with the ProPhoenix Significant Program of the Year Award**

*ProPhoenix Next Generation Public Safety Software is the exclusive “gold” level sponsor of WILEAG. The WILEAG Governing Board recognizes ProPhoenix support by annually awarding an innovative program developed by a WILEAG agency that supports the vision of both ProPhoenix and WILEAG.*

The first **ProPhoenix** Significant Program of the Year Award was issued in 2012 to Chief David Moore - Janesville Police Department for the domestic violence intervention program. The Janesville Police Department's Domestic Violence Intervention (DVI) team was implemented with the goal to reduce the number of domestic violence incidents in the City of Janesville by increasing victim utilization of local resources while providing prosecutors with highly detailed investigative reports so that repeat offenders could be prosecuted. The DVI team partnered with community organizations including the YWCA, local hospitals, and the Office of the District Attorney.



The 2013 **ProPhoenix** award was issued to Chief Daniel Layber and the Milton Police Department for the Craigslist Safe Exchange Program. The Milton community and surrounding jurisdictions had been experiencing issues of fraudulent on-line transactions and even robberies as a result of Craigslist and other online sales. The Milton Police Department's Craigslist Safety Exchange Program opened the police department lobby for transactions in a safe environment for both the seller and the buyer.



**Now its YOUR AGENCY'S TURN.** Most every agency has a significant and innovative program specifically designed to meet the needs of their community. The 2014 **ProPhoenix** Significant Program of the Year Award will be issued during the 2015 Winter Chiefs Conference (February 2015) to an agency Chief / Sheriff in front of their peers. WILEAG staff will notify all WILEAG agency CEOs during the month of October 2014 by emailing the award guidelines and application. Award applications will be received during the month of DECEMBER 2014 with the award being announced at the February 2015 Chiefs Conference.

**Who is eligible for this ProPhoenix award consideration?**

**Any WILEAG agency - accredited or core program; even agencies in the self-assessment phase.**

**What type of program is considered?**

**An innovative or intervention type program that your agency created and utilizes to benefit the community you serve.**



## WILEAG Staff - Program Manager Rick Balistreri

Email: [wileag@sbcglobal.net](mailto:wileag@sbcglobal.net) Phone: 414-813-0005

Website: <http://www.wileag.info/>



*In the words of a very wise man I hold close as a dear friend...*

**“The issue should never be who gets credit for enacting a good policy. The goal should be that a good policy is enacted.”**

*The Honorable Judge Paul Murphy*

**B**ack in the day and while I was assigned as Captain of the Training Bureau for West Allis PD, then Chief Dean Puschnig bequeathed me the task of getting the department shotguns out of the squad trunk mounts and into a daily inspection / officer check out routine. During my initial weapons inspection I found that the shotguns were not being properly maintained and many were unreliable. When officers entered their squad cars to start their tour of duty they were unsure if the shotguns were loaded, squad ready or call ready!

**I**mmediately began planning where the shotguns would be stored within the building, how and where the gun clearing procedure would take place, shotgun check in - check out procedures and a gun maintenance schedule. I researched and purchased gun clearing barrels as well as vertical shotgun racks to be placed between the bucket seats of the squad cars. The plan to get the shotguns out of a vehicle trunk and into the hands of our officers was in motion.

**I** began meeting on an individual basis with the firearms trainers to reveal my plan; many of them challenged some of my decisions. In an effort to work out the few details (or so I thought), I called all twenty of the firearms instructors together for two 8-hour days in an effort to finalize the shotgun program implementation. Those twenty firearms instructors brought forth things I had never considered... I realized that I needed their input, research and expertise. I listened to their proposals and together we collaborated to develop a comprehensive program.

**W**e, as a team, produced a great all-encompassing plan. I realized the value of aligning technical individuals and the concept of TEAM which ultimately influenced my management style from that moment forward. To this day, and as the WILEAG Program Manager, I continue to integrate that approach. Here's proof...

**I** reached out to five pilot agency chiefs and six pilot assessors when **WE** created and developed the comprehensive **New** Core Standards Verification Program for law enforcement agencies serving a population of 10,000 or less and sheriff's offices with a county population of 30,000 or less. I am grateful to my fellow team members for their contributions, direction and commitment to law enforcement excellence, **THANK YOU ALL!**

### Core Program Pilot Agencies

- \*Town of Beloit—Chief Steven Kopp  
7,600 Population 9 Full-time Officers
- City of Kiel—Chief David Funkhouser  
3,750 Population 7 Full-time Officers
- \*Village of Jackson—Chief Jed Dolnick  
6,700 Population 11 Full-time Officers
- City of Phillips—Chief David Sonntag  
1,675 Population 5 Full-time Officers
- \*Village of Wrightstown—Chief Perry Kingsbury  
2,830 Population 2 Full-time Officers



### Core Program Pilot Assessors

- Assistant Chief Rob Abraham  
La Crosse Police Department
- Chief Deputy Todd Christopherson  
Winnebago County Sheriff's Office
- Deputy Chief Robert Fletcher  
West Allis Police Department
- Chief Tom Frank  
Cedarburg Police Department
- Captain Jill Kallay  
South Milwaukee Police Department
- Lieutenant Kevin Konrad  
Oshkosh Police Department

\* Indicates Successful Program Completion



Featured Board Member

**Jacob Corr**

**Milwaukee County ADA**

Jake began his career in the Milwaukee County District Attorney's Office in 2000. Since that time he has prosecuted both misdemeanor and felony cases, spending much of his time prosecuting domestic violence cases. He was assigned to the Community Prosecution Unit in 2003. After a brief stint back in the Domestic Violence Unit, he returned to the community in 2005. Since that time, he has worked out of Milwaukee Police District 5 and District 1 Police Stations. He has worked tirelessly to coordinate resources and address quality life issues in the community.

Jake is currently the Team Captain of the Milwaukee County District Attorney's Office Community Prosecution Unit. In addition to his work in the Community Prosecution Unit, he is also an active member of the Milwaukee Homicide Review Commission and has presented nationally on the subjects of community prosecution and drug market initiatives.

Prior to becoming a prosecutor, Jake attended law school at Marquette University after receiving his undergraduate degree from the University of Wisconsin-Madison. Jake joined the WILEAG Board in 2008 representing the WI District Attorneys' Association.

He offered the following comments about accreditation:

*“Law enforcement agencies are the face of the criminal justice system. Law enforcement officers of the State of Wisconsin interact with citizens every day. Accreditation provides these citizens assurance that the law enforcement agency is committed to being a professional, responsible organization. The accredited agency demonstrates a willingness to be transparent in its actions and introspective in the ways that the organization provides police services to its community.”*



*From a prosecutor's perspective the accreditation process gives law enforcement agencies the opportunity to review and address policy or procedural issues. Many of these policies and procedures directly impact how aspects of a criminal case are handled. The existence of policies and procedures assures that the case is in the best position to go forward toward successful prosecution. I feel that accreditation is an extremely important and beneficial process.”*



# WILEAG Member Update



| gency              | CEO                          | Accreditation Manager             |
|--------------------|------------------------------|-----------------------------------|
| * Baraboo          | Mark R. Schauf               | Sgt. Ryan Werner                  |
| Bayside            | Acting Chief Scott McConnell | Scott McConnell                   |
| Beaver Dam (City)  | Acting Chief John Kreuziger  | John Kreuziger                    |
| * Beloit (City)    | Norm Jacobs                  | Jillian Peterson                  |
| Beloit (Town)      | Steven J. Kopp               | Sgt. Laura Palmer                 |
| * Brown Deer       | Steven C. Rinzl              | Lt. Lisa Kumbier                  |
| Burlington         | Peter A. Nimmer              | Admin. Services Mgr. Kim Hardesty |
| * Cedarburg        | Thomas J. Frank              | Same as CEO                       |
| Cudahy             | Thomas Poellot               | Capt. Christopher Kraker          |
| * Evansville       | Scott A. McElroy             | Sgt. Patrick Reese                |
| * Glendale         | Thomas Czarnyszka            | Lt. Don Haffner                   |
| * Grand Chute      | Greg I. Peterson             | Lt. Colette Jaeger                |
| Hartland           | Robert J. Rosch              | Viki Dobbertin                    |
| * Janesville       | David J. Moore               | Lt. Rick Larson                   |
| * La Crosse        | Ron Tischer                  | Lt. Patrick Hogan                 |
| * Menomonee Falls  | Anna M. Ruzinski             | Capt. Terry Hansen                |
| * Middleton        | Brad J. Keil                 | Capt. Noel Kakuske                |
| Milton             | Dan Layber                   | Detective Brad Justice            |
| Milwaukee          | Edward Flynn                 | Capt. Paul L. Felician            |
| * Muskego          | Craig A. Moser               | Sgt. Peter Lynkiewicz             |
| * Oshkosh          | Scott D. Greuel              | Lt. Kevin Konrad                  |
| Pewaukee - Village | Timothy Otto                 | Lt. Mark Garry                    |
| * Port Washington  | Kevin Hingiss                | Capt. Michael Keller              |
| Reedsburg          | Timothy M. Becker            | Sgt. Patrick Cummings             |
| * South Milwaukee  | Ann M. Wellens               | Capt. Jill Kallay                 |
| Superior           | Charles F. LaGesse           | Sgt. Mark McGillis                |
| * UW Madison       | Susan Riseling               | Lt. Clark Brunner                 |
| * Watertown        | Timothy J. Roets             | Capt. Curt Kleppin                |
| * Waukesha PD      | Russell P. Jack              | Specialist Erin Christensen       |
| Waukesha Sheriff   | Daniel J. Trawicki           | Deputy Jennifer Wallschlaeger     |
| Wausau             | Jeffrey G. Hardel            | Lt. Nathan Pekarske               |
| * West Allis       | Charles Padgett              | Capt. Steven Beyer                |
| * Whitewater       | Lisa Otterbacher             | Capt. Brian Uhl                   |
| Winnebago Sheriff  | John F. Matz                 | Lt. Lara Vendola-Messer           |

\* Indicates CURRENTLY ACCREDITED (20 agencies).

There are 34 WILEAG member agencies.

# Wisconsin Police Accreditation Coalition

W75 N444 Wauwatosa road  
Cedarburg, WI 53012  
(262) 375-76200  
[www.wi-pac.org](http://www.wi-pac.org)



The Wisconsin Police Accreditation Coalition (WI-PAC) has a membership of over 30 agencies involved in the accreditation process. Our purpose is to enhance the quality of Wisconsin law enforcement service through promoting and supporting the concept of police accreditation.

Through information sharing, network development and collaborative trainings, we assist our member agencies in achieving their goal of becoming WILEAG accredited.

WI-PAC Benefits include:

- Resource for agencies involved in accreditation
- Guidance in file construction and Standards interpretation
- Network for communication and support
- Provide training and mentoring in achieving accreditation
- Provide sample policies and directives
- Assist with mock assessments
- Serve as a conduit to the Wisconsin Law Enforcement Accreditation Group

WI-PAC membership is open to any law enforcement agency interested in the process of obtaining or maintaining WILEAG accreditation. Membership would also be equally beneficial to agencies interested in pursuing WILEAG's Core Standards Verification Program.

The annual membership fee is \$50.00. WI-PAC meetings are held four times a year in Madison. 2014 meeting dates are March 5<sup>th</sup>, May 14<sup>th</sup>, August 13<sup>th</sup>, and November 12<sup>th</sup>. Meetings start at 10am and are usually done by noon.

We encourage you to attend a meeting and see how we can help you in your efforts towards accreditation. For further information please contact a member of the Executive Board or visit our website at [www.wi-pac.org](http://www.wi-pac.org).

- President            Captain Mark Ferguson, Glendale Police Department
- Vice-President     Chief Steve Kopp, Town of Beloit Police Department
- Secretary           Chief Pete Nimmer, Burlington Police Department
- Treasurer           Chief Tom Frank, Cedarburg Police Department

We hope you consider joining us and look forward to seeing you at one of our meetings.

Sincerely,

WI-PAC Executive Board

# Accreditation Manager Resource Guide

| Resources   | Contact Info   | What you can expect...  |
|---|--|---|
| <p>Custom Service Information-LLC<br/>- CSI -</p>                                   | <p>Tim Kriz<br/>Email: <a href="mailto:csi-llc@hotmail.com">csi-llc@hotmail.com</a></p>  | <p>Policy writing, organization, guidance with proofs and/or role of Accreditation Manager. 2014 fees range from \$500 to \$3000. CVMIC agencies get up to ½ half of that fee paid by CVMIC (up to \$1500).</p>   |
|    | <p><a href="http://www.cvmic.com/">http://www.cvmic.com/</a></p>  <p>WILEAG<br/>Silver Sponsor</p>  | <p>Access to up-to-date standards that have gone through legal review, the CVMIC newsletter, have staff trained as assessors (the level of understanding about accreditation goes up dramatically) and members can attend CVMIC / WILEAG co-sponsored programs for free.</p>  |
|     | <p>Tom Frank<br/>Email: <a href="mailto:tfrank@deercreektech.com">tfrank@deercreektech.com</a><br/><a href="http://www.deercreektech.com">http://www.deercreektech.com</a></p>   | <p>Deer Creek Technologies provides software applications for: Document Management/Training/ Testing/Review/Compliance Employee Early Warning System provides complete reporting and review functionality. Pricing is affordable for every budget.</p>  |
| <p>International Association of Chiefs of Police</p>                                | <p><a href="http://www.theiacp.org/">http://www.theiacp.org/</a></p>   | <p>Free Model Policies</p>  |
|  | <p>Jerry Matysik<br/>Regional Support Manager<br/>Lexipol, LLC<br/>Office: 949-276-9970<br/>Cell: 715-828-6337<br/><a href="http://www.Lexipol.com">www.Lexipol.com</a></p>  | <p>Policy Writing, Policy Updates, and Training. The training (Daily Training Bulletins) consists of real-life scenario-based training with an emphasis on high-risk, low-frequency events. The Daily Training Bulletins can be completed in just a few minutes. As Lexipol President Gordon Graham says, "Every Day is a Training Day." Fee based on agency size. WMMIC, CVMIC, and WCMIC each contribute to the costs of a subscription.</p>          |
|   | <p>Email: <a href="mailto:sales@prophoenix.com">sales@prophoenix.com</a><br/><a href="http://www.prophoenix.com">http://www.prophoenix.com</a></p>  <p>WILEAG<br/>Gold Sponsor</p>                      | <p>ProPhoenix has a singular vision to shift the paradigm of the public safety industry by creating and delivering leading application software through the use of state of the art technology and techniques. They are achieving this goal by providing competitively priced solutions, employing best practices and lessons learned, and most of all by listening to the needs and ideas of our clients in the evolution of the Phoenix software.</p> |
|  | <p><a href="http://www.wi-pac.org/">http://www.wi-pac.org/</a></p>   | <p>Organization of Accreditation &amp; Policy Managers who have proven to be an outstanding network of support.<br/>\$50 annual membership fee, quarterly meetings.</p>   |
|  | <p>Rick Balistrieri – Program Manager<br/>414-813-0005<br/>Email: <a href="mailto:wileag@sbcglobal.net">wileag@sbcglobal.net</a><br/><a href="http://www.wileag.info/">http://www.wileag.info/</a></p>  | <p>WILEAG staff member providing guidance, forms and templates while serving as a liaison to the Wisconsin Law Enforcement Accreditation Group Governing Board.</p>   |

# Training Announcements



## FREE Webinar

**March 27<sup>th</sup>, 2014 @ 10:00 am**

*WILEAG webinars are produced in partnership with Cities and Villages Mutual Insurance Company*



*NEW Program!*

## Core Standards Verification Program

The Wisconsin Law Enforcement Accreditation Group (WILEAG) has identified 39 **CORE** standards from within the 235 4<sup>th</sup> Edition standards in the ACCREDITATION PROGRAM. The Core Standards Verification Program highlights the standards that can be described as “high risk” for Wisconsin law enforcement agencies; those standards that address mandates, statutory requirements and inherent risk. The core standards are focused on:

- ◆ Key Federal & State statutory mandates related to law enforcement.
- ◆ Requirements arising from case law.
- ◆ Inherent issues related to high risk law enforcement operations.
- ◆ Sensitive areas involving community relations.

This webinar will explain WILEAG’s newly released program targeting law enforcement agencies serving cities, towns, and villages with a population of 10,000 or less and sheriff’s offices serving a county population of 30,000 or less.

GO TO:

<http://www.cvmic.com/sub2/webinarSchedule.asp>

*WILEAG members will receive email notifications in advance of all webinars. Webinar links, for later viewing, will be posted on the WILEAG, WI-PAC, CVMIC and WILEnet websites.*



# Training Announcements

April 28<sup>th</sup>, 2014

## **FREE Assessor Training 101 (FULL DAY)**

**Every WILEAG agency should have at least one assessor!**

The Wisconsin Law Enforcement Accreditation Group (WILEAG) in partnership with Cities and Villages Mutual Insurance Company (CVMIC) is hosting FREE training for individuals interested in becoming WILEAG accreditation assessors.

**This course is entry level, intended for accreditation managers and assessor candidates that would like to become accreditation assessors but have little experience and some trepidation about the position.**

You will receive an education in the history of accreditation, learn the terminology and acronyms, go over all of the templates and assessor forms, view sample policies and proofs with guidance on what to look for, how the typical onsite is conducted and how the onsite assessors work as a team. Class members will participate in a file review exercise at the end of the training session.

*Note: While everyone is welcome to attend this training session, final individual appointment as an assessor is awarded following approval by the WILEAG Board of Directors.*

April 29<sup>th</sup>, 2014

## **FREE Advanced Assessor Training (1/2 DAY)**

The Wisconsin Law Enforcement Accreditation Group (WILEAG) in partnership with Cities and Villages Mutual Insurance Company (CVMIC) is hosting FREE advanced assessor training for individuals who have previously attended assessor training and are seeking a greater working knowledge of assessor procedures and expectations during an accreditation onsite.

Training objectives include assessor role and responsibility, onsite guidance on what to expect, what is expected of you, where and what to look for during an onsite (assessing agency compliance), how to document your findings on the ACR and chapter reviews (assessment documentation) and finally onsite problem solving.

*Note: While everyone is welcome to attend this training session, final individual appointment as an assessor is awarded following approval by the WILEAG Board of Directors.*

GO TO <http://www.cvmic.com/RollCallWebTraining/index.html> to enroll in any of the WILEAG / CVMIC sponsored training courses.



# Training Announcements

May 15<sup>th</sup>, 2014

## **FREE** Team Leader Training (FULL DAY)

The Wisconsin Law Enforcement Accreditation Group (WILEAG) in partnership with Cities and Villages Mutual Insurance Company (CVMIC) is hosting FREE training for individuals interested in becoming WILEAG Assessor Team Leaders.

Wisconsin Law Enforcement Accreditation Group (WILEAG) on-site assessments require three assessors; one member takes on the responsibility of Team Leader and coordinates the team through the agency assessment process. WILEAG is seeking individuals wishing to take on this leadership role.

This Team Leader training provides participants with the skill and direction to coordinate an assessment team through the static tour, file review, conducting interviews, compliance through documented observation / interview / paper proofs, making appropriate notations, problem solving, grievance procedures, and compilation of the final report and presentation to the WILEAG Board of Directors. The WILEAG Board makes their decision based upon the compilation of facts secured and relayed by the team leader.

*Note: While everyone is welcome to attend this training session, final individual appointment as an assessor is awarded following approval by the WILEAG Board of Directors.*

September 15<sup>th</sup>, 2014

## **FREE** Core Standards Assessor Training (1/2 DAY)

*Pre-requisites to attend this course: Previously attended and successfully completed assessor training courses (101 and/or Advanced), assessor experience by having conducted at minimum 3 (three) accreditation on-sites and an excellent working knowledge of Wisconsin mandated standards.*

The Wisconsin Law Enforcement Accreditation Group (WILEAG) has identified 39 **CORE** standards from within the 235 4<sup>th</sup> Edition standards in its ACCREDITATION PROGRAM. The Core Standards Verification Program highlights the standards that can be described as “high risk” for Wisconsin law enforcement agencies; those standards that address mandates, statutory requirements and inherent risk. This training program will explain the Core Standards Verification Program, the assessor process, terminology, forms, assessment reporting, and provide resources to verify agency compliance. Class members will also learn how to use Dropbox to conduct remote assessments as there is no physical agency onsite during the assessment process.

*Note: While everyone is welcome to attend this training session, final individual appointment as an assessor is awarded following approval by the WILEAG Board of Directors.*

GO TO <http://www.cvmic.com/RollCallWebTraining/index.html> to enroll in any of the WILEAG / CVMIC sponsored training courses.



# Training Announcements



**FREE**

## **Accreditation Manager Training September 25th, 2014 (FULL DAY) To be held in the FOX VALLEY!!!**

**Accreditation Manager Training is sponsored by WIPAC and CVMIC.**

In order for a law enforcement agency to become WILEAG accredited it takes the commitment, support and hard work of many agency members. While the process is challenging it is far less daunting when an agency has a skilled and knowledgeable Accreditation Manager. This program was developed by Wisconsin Police Accreditation Coalition (WI-PAC) to provide an agency with a sound understanding of the accreditation process and an opportunity to develop/enhance the skills of their Accreditation Manager. Training will cover:

- ◆ The respective roles of WILEAG and WI-PAC.
- ◆ Resources available through WI-PAC to assist agencies in the accreditation process.
- ◆ A general review of the accreditation process including: inquiry, application, agency profile and questionnaire, self-assessment, on-site assessment, WILEAG Governing Board review, and file maintenance.
- ◆ File construction & proof of compliance including: standards and dimensions, accreditation compliance reports (ACR), proofs, wet ink, and file construction (manual and electronic).
- ◆ Examples of completed files.
- ◆ Mock on-site – including the purpose and the role it plays in assisting an agency in the preparation for their formal on-site evaluation by WILEAG assessors.
- ◆ Formal on-site – a step by step review of the on-site process.

The morning format will be lecture style with a great opportunity for questions and discussion. In the afternoon participants will break up into small groups and have an opportunity to review files from accredited agencies and ask questions from those agency accreditation managers concerning the construction of the files. The last 2 hours of the program will be devoted to a panel discussion led by members from WILEAG & WI-PAC where participants will be encouraged to ask any remaining questions concerning the accreditation process and the roles of both WILEAG and WI-PAC. Presenters for the morning part of the program will be:

- ◆ Chief Pete Nimmer – Burlington PD – WIPAC Secretary
- ◆ Chief Lisa Otterbacher – Whitewater PD – WILEAG Board Member
- ◆ Captain Mark Ferguson – Glendale PD – WIPAC President
- ◆ Rick Balistrieri – WILEAG Program Manager

Target Audience – new and current Accreditation Managers, agency staff involved in the accreditation process and any staff members from agencies that are considering accreditation. Chiefs of Police or Sheriffs, who may be the agency accreditation manager or lead person for the accreditation process, or who will be involved in accreditation are also encouraged to attend.

GO TO <http://www.cvmic.com/RollCallWebTraining/index.html> to enroll in any of the WILEAG / CVMIC sponsored training courses.





# Team Leader's Corner

*Team Leader's Corner features advice and recommendations from assessment team leaders based upon their observations and experiences during candidate agency on-site assessments. The featured assessment team leader this issue is:*

**Chief Ann Wellens - South Milwaukee Police Department**

## Best practices for policy development, review, & historical files

Developing good sound policy requires research. When looking for a place to start there are several private businesses available to assist in policy development or WILENET offers IACP model policies. Policy writers need to review these “model” policies and take into consideration their agency’s operations and recommendations from legal counsel.

Once policy is written you are not done ... policies need to be kept up to date and trained. The 4<sup>th</sup> Edition WILEAG standard 1.4.4 – Written Directives Dimension #6 requires “A system requiring periodic review of all written directives at a minimal interval of three years”.

### 1.4.4 Written Directives

The agency has a system governing development and promulgation of written directives such as agency policies, procedures, rules, and regulations, which includes, but is not limited to:

#### 1.4.4.6 A system requiring periodic review of all written directives at a minimal interval of three years.

What does this mean? Best practice recommends that policies are reviewed for legal content. Case law, court decisions, new legislation, and new mandates all need to be researched/reviewed in this process. Once the research/review has occurred there are two possible outcomes: no changes or changes.

If the research finds there has not been anything “new” that impacts the policy best practice would be to assign a new “effective date” to the policy. By assigning a new “effective date” it documents when the policy was reviewed and that the policy was compliant with current practice. The policy should also be “reviewed” with all affected personnel and acknowledged, understood, and receipt signed. This process documents two items: the first step of the “Seven Steps of Just Cause” has been met, and that affected personnel have received the current policy (in case of litigation; training has occurred).

If the research finds there has been a change, update the policy and follow the above recommendations.

What to do with the old policy? Best practice recommends all “old” policies should be kept for historical purposes. If a policy is changed because of new legislation, new case law, a new mandate, etc that documentation should be attached with the policy and saved. This practice preserves the rationale for changes to policy. If an agency becomes involved in litigation this documentation could be detrimental to the case.

Policy development, review, and documentation are very important; it is recommended that agency’s follow best practices.

# Standards of Conduct



*Offering a voluntary and affordable method of achieving professionalism through the accreditation of law enforcement agencies and assisting those agencies to better serve their communities.*



*These Standards of Conduct govern relationships, professional conduct and practices among WILEAG assessors and program staff with applicant agencies and the general public.*

**R**epresentatives of WILEAG will serve with appropriate concern for the integrity of the accreditation / verification process and with no purpose of personal gain.

**R**elationships between representatives of WILEAG and the assessed agency will be of such character as to promote mutual respect within the law enforcement profession and to serve the goal of improving the quality of law enforcement services.

**N**o representative of WILEAG will act in an official capacity in any matter in which personal interest could impair objectivity.

**N**o representative of WILEAG will accept any gift or favor of a nature to imply an obligation that is inconsistent with the free and objective exercise of their professional responsibilities. At the conclusion of the assessment, assessors may accept a gift from the agency that is intended to serve as a remembrance of the assessment. The gift item shall be of token value and may only be presented on the last day of the assessment *after* the exit meeting.

**R**epresentatives of WILEAG will report to the WILEAG program manager, without reservation, any corrupt or unethical behavior which could affect the integrity of the process.

**R**epresentatives of WILEAG will maintain the integrity of private information and will neither seek personal data beyond that needed to perform official responsibilities, nor reveal information to anyone.

**A**ssessors agree to serve as representatives of WILEAG and understand that their relationship with the assessed agency must remain professional and non-adversarial.

## WILEAG Standards of Conduct continued:

Assessors will be diligent in their responsibility to thoroughly review an agency's compliance documentation and accurately report their findings to the assessment team leader and ultimately the WILEAG Board.

Assessors will ensure that statements in the ACRs / CVRs and Final Reports that are critical of the assessed agency will be made only as they are verifiable and constructive in purpose using appropriate professional language.

Assessors have access to information and records not normally available to individuals outside the agency, so inherent in the position of an assessor, is the expectation that access to this information will only be used to further the process.

Assessors agree that both during and after the assessment, they will not divulge to any person, firm or entity or in any way use for personal benefit, or that of another, any information obtained about the assessed agency during the course of their duties as an assessor. Assessors acknowledge that all information concerning WILEAG and the agency to be verified or accredited is strictly confidential and not subject to any disclosure, expressed or implied unless compelled by law or a court of competent jurisdiction.

Assessors will ensure that all records and or property of the assessed agency are returned at the completion of the on-site assessment.

Conflicts of interest, especially those that are obvious or personal, will be avoided. Conflicts refer to those circumstances or relationships that might affect an assessor's objectivity, or the appearance of objectivity, if selected for the assessment and shall be revealed to the WILEAG program manager as they become apparent.

While assessors are conducting an onsite assessment, they are not only serving as representatives of WILEAG but also their agency. Therefore, if the applicant agency has an issue with a particular assessor, it shall communicate those issues to the WILEAG program manager and **not** to any of the superior officers of the assessor in the agency where the assessor is employed.

The assessors, the accreditation manager and the chief executive officer are encouraged to contact the WILEAG program manager at any time during the onsite assessment for advice and conflict resolution, should it be needed.

The personal appearance of assessors and representatives of WILEAG (in uniform or civilian attire) shall be professional.



# Wisconsin Law Enforcement Accreditation



## ON-SITE ASSESSMENT SCHEDULE

| Month     | 2014                               | 2015                               | 2016                    |
|-----------|------------------------------------|------------------------------------|-------------------------|
| JANUARY   | MIDDLETON                          | OSHKOSH<br>&<br>PEWAUKEE (Village) | WAUSAU                  |
| FEBRUARY  | MENOMONEE<br>FALLS                 | <b>OPEN</b>                        | GLENDALE                |
| MARCH     | JANESVILLE                         | BELOIT (City)                      | WEST ALLIS              |
| APRIL     | LA CROSSE                          | UW-MADISON                         | WATERTOWN               |
| MAY       | SOUTH<br>MILWAUKEE<br>&<br>BAYSIDE | BROWN DEER                         | WAUKESHA SHERIFF        |
| JUNE      | WAUKESHA                           | WHITEWATER                         | CEDARBURG               |
| JULY      | Historically<br>Avoided            | Historically<br>Avoided            | Historically<br>Avoided |
| AUGUST    | Historically<br>Avoided            | Historically<br>Avoided            | Historically<br>Avoided |
| SEPTEMBER | MUSKEGO                            | MILWAUKEE                          | PORT<br>WASHINGTON      |
| OCTOBER   | MILTON                             | BELOIT (Town)                      | BARABOO                 |
| NOVEMBER  | HARTLAND                           | <b>OPEN</b>                        | EVANSVILLE              |
| DECEMBER  | SUPERIOR<br>&<br>REEDSBURG         | WINNEBAGO<br>SHERIFF               | GRAND CHUTE             |

### Agencies with WORK IN PROGRESS - not yet scheduled for an on-site assessment:

|                   |        |  |
|-------------------|--------|--|
| Beaver Dam (City) | Cudahy | Burlington ( <i>New Agency in 2014</i> ) |
|-------------------|--------|--|



# Accreditation 2014 Fee Schedule

| Item  | Cost  | Explanation  |
|---|---|--|
| <b>Start Up Application Fee</b>                                       | <b>\$300</b><br>One-time fee  | The initial application fee covers staff time for processing, program installation and guidance.   |
| <b>Annual Membership</b>  | <b>\$600</b><br>Annually  | Annual membership is invoiced in December; payment is due in January.  |
| <b>On-Site</b><br><i>(re-accreditation is required every 3-years)</i> | <b>\$150</b><br>Application   | Staff time coordinating the on-site assessment.<br><br>The application fee does not cover assessor lodging, mileage and per diem.  |
| <b>On-Site Final Invoice</b>  | Approximately<br><b>\$650</b><br>for a typical agency   | Assessor lodging, mileage and per diem. Your agency is invoiced AFTER the on-site event and all expenses have been compiled.<br><br><b>Are you a CVMIC agency? CVMIC will contribute up to \$500 toward the cost of the on-site process.</b> |
| <b>Decals</b>   |  <b>\$4</b> each | Durable, appropriate for adhering to fleet vehicles.<br><br>Add shipping and handling.   |
| <b>Lapel Pin</b>  |  <b>\$3</b> each | Add shipping and handling.   |



# WILEAG Sponsors in 2014



## PROPHOENIX®



*Next Generation Public Safety Software*

**In January 2012, ProPhoenix became our first corporate exclusive “GOLD” sponsor. The WILEAG Governing Board wishes to thank them for their support of law enforcement accreditation.**

ProPhoenix Corporation [www.prophoenix.com](http://www.prophoenix.com) is a public safety and security software company, created in 2004, with headquarters in Moorestown (Burlington County), New Jersey. For the 18 months following its inception, ProPhoenix had the opportunity to literally re-invent the way Public Safety Software was designed, delivered, and maintained by utilizing the latest technologies available. By developing software from a “clean slate”, ProPhoenix could implement lessons learned over the past 20 years, as well as best practices, to achieve the industry’s leading application.

- ◆ ProPhoenix was formed with a team of experts consisting of IT industry professionals and former Public Safety practitioners and Subject Matter Experts.
- ◆ ProPhoenix is recognized as a dominant vendor in providing high end enterprise level critical solutions to public safety agencies.
- ◆ ProPhoenix considers customers as the most valuable asset; demonstrates loyalty and respect on every encounter.
- ◆ ProPhoenix continuously improves employee quality of life, employees are proud to be a part of them.
- ◆ ProPhoenix is managed with integrity; fiscally responsible and profitable.
- ◆ ProPhoenix contributes to society by providing innovative solutions that save lives and provide security for citizens.



### Wisconsin Chiefs of Police Association Leadership Foundation

**WPLF continues to support WILEAG as a “SILVER” sponsor. Their ongoing support and partnership is greatly appreciated as we work together in the pursuit of law enforcement excellence in the State of Wisconsin.**



**CITIES & VILLAGES  
MUTUAL INSURANCE  
COMPANY**

**The CVMIC Executive Board continues to support WILEAG and State Accreditation as a “SILVER” sponsor while encouraging the agencies it serves to pursue accreditation. CVMIC support includes:**

- CVMIC contributes up to \$500 **toward** the cost of the on-site process for any CVMIC member seeking accreditation, re-accreditation, Core Standards Verification or re-verification.
- Any member that is WILEAG or CALEA accredited is allowed to opt out of the CVMIC Law Enforcement portion of the Risk Assessment process.
- Their community will be acknowledged with having attained the maximum score on the CVMIC Law Enforcement portion of the Risk Assessment.



Rural Mutual Insurance Company became a **New** sponsor of WILEAG in 2013. The WILEAG Board of Directors welcomes Rural Mutual’s support of law enforcement excellence.

**WILEAG is a 501(c)(3) non-profit organization. If you are interested in sponsorship or have questions please email Jim Scrivner, WILEAG Governing Board Secretary, at [jbscriv@aol.com](mailto:jbscriv@aol.com)**