



# The Standard

## President's Message

from Greg Peterson, Chief, Grand Chute Police Department 



Greetings everyone; I sincerely hope everyone enjoyed a bountiful Thanksgiving and, should you be among the group that dons blaze orange and

heads into the woods this time of year, a successful hunt. I, unfortunately, enjoyed neither this year. Alas, I am reminded annually about the importance of getting a flu shot, but this year that reminder came in the form of a nasty virus that kept me horizontal for the better part of two weeks. In retrospect, inoculating myself would have been a much better choice than suffering through the consequences of not doing so. After all, as Ben Franklin said, "An ounce of prevention is worth a pound of cure." If only I'd taken that precautionary step, what a better holiday it would have been.

Prevention was also the theme recently during a presentation on Accreditation and Core Standards Verification to an audience of attendees at the annual Wisconsin Towns' Association conference in Stevens Point. The presentation, conducted by Program Manager Rick Balistrieri, and including a panel of chiefs comprised of Steve Kopp, Town of Beloit, Dennis Nasci, Village

of West Milwaukee, and me, was designed to acquaint town officials with practical, need to know information regarding state-mandated policies and practices for small communities with their own police departments. The session generated numerous questions from the thirty-seven people in attendance, each of whom was provided with a list of critical policies and encouraged to inquire of their police chiefs whether their agencies were in compliance with these policy requirements. At the end of the presentation, one of the attendees asked, "Why wouldn't a police department want to pursue accreditation?" A great question and one that is fundamental to any discussion requiring preventative decisions. Ultimately, the answer is either we choose to inoculate ourselves, or in this case our agencies; or we cross our fingers and hope we don't suffer the consequences of not doing so!

It's always a pleasure to use this column as a means to share positive news, and that's how I'd describe the introduction of our newest Governing Board member, Rick Cole. Rick represents two-year colleges in the state, and has served as a criminal justice instructor and police recruit school director for the Milwaukee Area Technical College for the past four years.

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In the seven years preceding his appointment to the MATC staff, he served first as an assistant district attorney for Kenosha County, then as a criminal defense attorney. From 1994 to 2003 he was a deputy sheriff for the Kenosha County Sheriff's Department. Rick has a J.D. from the Marquette Law School and a B.S. in Social Welfare and Criminal Justice from the University of Wisconsin Milwaukee. With his impressive resume, he will be an outstanding addition to the WILEAG Governing Board.



Finally, we're anxiously awaiting the upcoming Wisconsin Police Leadership Foundation winter conference, as our partnership in policing excellence with the W.P.L.F will afford us a number of noteworthy moments at the conference.

Most notably, we will be presenting Accreditation and

Core Standards Verification awards to a dozen agencies, the largest number ever in a single year!

We will also be selecting and announcing one agency for receipt of the **ProPhoenix Program of the Year Award!**



Additionally, we will be conducting a breakout session on the Core Standards Verification Program that will target 4<sup>th</sup> Class cities, villages, and towns.

We hope to see everyone at the conference. Please make a point of stopping by our booth. You'll find us in the hallway just outside the main vendor area. To guarantee your attendance, don't forget to register, but most importantly, don't forget your flu shot!

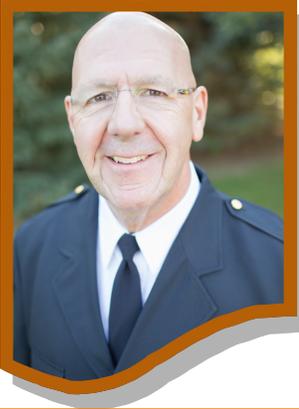


## Calendar of Events



December 5	WILEAG Board Meeting
December 9-11	Waukesha Co. Sheriff On-site
December 16-18	Reedsburg PD On-site
January 2015	Oshkosh PD CALEA/WILEAG Assessment
January 23, 2015	WILEAG Board Meeting
January 27-29, 2015	Village of Pewaukee On-site
February 8-11, 2015	WPLF Police Chiefs Conference
March 2015	City of Beloit PD CALEA/WILEAG Assessment
March 2, 2015	Core Standards Verification Program Orientation
March 11, 2015	WIPAC Meeting @ Middleton PD
March 23, 2015	Assessment TEAM LEADER Training (full day)
April 2015	UW-Madison PD CALEA/WILEAG Assessment
April 27, 2015	Assessor 101 (Basic) Training (full day)
April 28, 2015	Advanced Assessor Training (1/2 day)





*Featured Board Member*

**Robert Rosch**  
**Chief of Police**

**Hartland Police Department**

**WILEAG Treasurer**



**Education**

- 1989 Criminal Justice Degree
- 1993 WI DOJ Executive Development Program
- 1998 FBI National Academy (192nd Session)
- 2006 Law Enforcement Executive Development (LEEDS)
- 2006 UW-Law School Police Program

**Law Enforcement Career - History**

- 1982-1984 Waukesha County Sheriff's Department Correctional Officer
- 1984 Hired by Hartland Police Department
- 1991 Promoted to Lieutenant
- 2000 Appointed Chief of Police

**Memberships**

- Member of Waukesha County Police Chiefs Association
- Member of Wisconsin Chiefs of Police Association
- Member of Wisconsin Chapter FBI National Academy Associates



The Hartland Police Department has 16 full-time police officers that serve a community of 9100 citizens in western Waukesha County, about 20 miles west of Milwaukee. The staff consists of the Chief, Deputy Chief, Captain, Lieutenant, Detective, and 11 patrol members. In addition, the department has 2 full-time administrative assistants, 2 part-time administrative assistants and 11 part-time crossing guards.

“My experience serving on the WILEAG Board has been tremendous and very rewarding. All the members are outstanding people and very dedicated to the accreditation process and their profession. They open up their departments for others to see how they do business, provide ideas and suggestions, and give you good advice for your own accreditation process. All our Board members are very approachable and I am proud to be associated with the Wisconsin Law Enforcement Accreditation Group.

My agency has been working on the accreditation process for a few years as it will be our first time. We are scheduled for our on-site in November of 2015 and we know we will be ready for that. We waited for the 4<sup>th</sup> edition to come out and are currently in the process of reformatting and updating all our policies. This will make the job of putting the ACR's together much better for our first time and subsequent times. As all the departments that have achieved accreditation know, it takes time and you want to be diligent in your efforts.”



**WILEAG Staff - Program Manager Rick Balistrieri**

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

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

**Award to be issued during the banquet at the  
February 2015 Chiefs Conference  
It could be YOU and YOUR AGENCY!!!**

**\*\*\* Significant Program of the Year \*\*\***



**PROPHOENIX**



*Next Generation Public Safety Software*

**WILEAG  
Gold Sponsor**

*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 Significant Program of the Year 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.



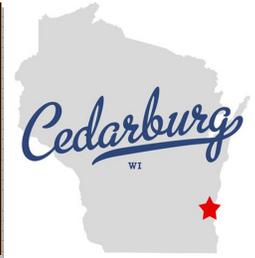
**NOW IT'S YOUR AGENCY'S TURN.** Most every agency has a significant and innovative program specifically designed to meet the needs of its community. The 2014 **ProPhoenix Significant Program of the Year Award** will be issued during the 2015 Winter Chiefs Conference to an agency CEO in front of his/her peers. **The application process is simple, start now be sending me an email [wileag@sbcglobal.net](mailto:wileag@sbcglobal.net) requesting the award application form.** **Completed applications are due December 12th, 2014.** The award will be presented during the banquet at the 2015 Chiefs Conference!

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

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



*Featured Agency*  
**Cedarburg Police Department**  
Ozaukee County  
Population 11,500 20 Sworn Personnel



*Editor's Q & A with Tom Frank, Chief of Police, City of Cedarburg. Chief Tom Frank has a BS degree in Criminal Justice from UW-Milwaukee, MBA from Concordia University, and he is a graduate of Northwestern University School of Police Staff and Command. Tom has 36 years as a law enforcement officer for the Cedarburg Police Department; he served roles as a patrol sergeant, detective sergeant, SWAT operator and officer in charge of the tactical team before he was appointed chief in 1999.*

**Q. Please tell our readers about how accreditation has benefited you as the CEO.**

Early on in the accreditation process I realized just how disorganized and out of date my policy manual was. I was surprised to find that I was lacking many policies that I should have had by legal mandate or that language was missing that should have been present in critical policies. Many policies had not been updated for many years and were missing changes in the law that had occurred over time. We also had some policies that did not come close to giving the clear direction that was needed. I also found that as new and revised policies are disseminated, employees are trained and have refreshed knowledge on the contents of that policy.

**Q. In your opinion, what can a CEO do as a leader to enhance the success and professionalism of his/her organization? How does accreditation fit in?**

As the leader of any organization I feel it's important to do everything you can to prepare employees to make the best decisions possible and to stay current. This means good policies and training to give everyone guidance and direction in areas that are mandated by law and areas that you feel are important for the community and department. Accreditation is a very positive process to move in that direction. The standards that must be addressed in accreditation are a collection of legal requirements and best practices which have gone through stringent review and many revisions to stay current. If a CEO attempts to do this as an individual it would require significant resources. The review by the assessment team is also an important part of accreditation. Additionally, it is of great benefit to have experienced law enforcement professionals review your policies and operations and offer suggestions for organizational improvement.

**Q. In these difficult economic times how do you justify the expenditures of dollars, time and personnel on accreditation?**

The time and money spent on accreditation is very small in comparison to the benefits to the organization and community. On the risk management side alone what is the total cost of a lawsuit to personnel, the organization and to the community? Putting time and money toward positive change for your organization is really hard to quantify but I have been very pleased with the changes accreditation has made.

**Q. What are the benefits of accreditation to individual citizens, the community, and the "troops"?**

The citizens and community have a better prepared law enforcement agency because of accreditation. Policies and practices are up to date and training takes place following modern standards. Employees are much better prepared to make decisions and take appropriate legal action as they need to. The organization no longer relies on "organizational memory" where procedures may have been done differently on different shifts or under different supervisors. As a CEO you will be clearly giving guidance and direction for all employees.

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**Q. Talk about the experience of getting your small agency positioned to have a successful on-site and favorable decision by the WILEAG Board.**

The assistance every agency receives whether small or large is significant. There are many experienced people on the WILEAG Board who have valuable law enforcement experience. Additionally, the WIPAC assessors group comprised of the field assessors for WILEAG will provide as much assistance as necessary to help to ensure preparation is being done correctly giving guidance along the way. As I prepared for my first on-site WILEAG and WIPAC provided me with opportunities for training and physical site visits with accredited agencies as they were going through on-site preparation. This support was very important for my staff and me. WILEAG's goal is to help and agencies succeed in the process and become better as a result.

**Q. Please comment on the WILEAG program from your point of view as an assessor/team leader.**

WILEAG has changed my way of thinking as an administrator and has greatly improved the Cedarburg Police Department's preparation, confidence and professionalism. Being an assessor has afforded me with the opportunity to both help other law enforcement organizations and see what best practices they have in place that I might bring back to Cedarburg. Lastly, staying involved as an assessor with WILEAG has kept my knowledge current and focused on what I need to be concentrating on with my own agency.

**CEDARBURG COMMUNITY PROFILE**

- ◆ Cedarburg is located 20 miles north of Milwaukee near Interstate 43 and Highway 60. With a population of approximately 11,500 residents, Cedarburg is a growing community that has successfully maintained rural characteristics but is close to national retailers, a regional hospital and industrial and office parks.
- ◆ The city has access to all that Metropolitan Milwaukee offers, but boasts its own award winning school system, seasonal festivals, visual and performing arts and thriving commerce activity. Recreation abounds in dozens of parks, bike trails, lakes and the nearby beautiful Lake Michigan shoreline. From its early beginnings in the mid 1800's as a destination known for its mineral spring waters and bucolic setting along the banks of Cedar Creek, much of the charm of Cedarburg has not changed. German Immigrants used the native limestone to build homes, churches and stores, many of which are standing today. The stone is incorporated into municipal buildings, bed and breakfasts, museums and art galleries – which earned Cedarburg's main street a designation on the National Register of Historic Places.
- ◆ The Cedarburg Police Department consists of 20 officers and a full time dispatch center staffed by 6 dispatchers. In addition we have 2 civilians' in a clerical support role. We also manage 15 crossing guards and 15 members of a volunteer auxiliary police unit. We have officers who are assigned to and participate on a County wide metro tactical team and drug enforcement unit. In addition we have a very active K9 program.



# Wisconsin Police Accreditation Coalition

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



**Having trouble developing a policy to address a standard?**

**Not sure if your proofs will demonstrate compliance?**

**Don't know where to start or how to set up your files?**

These are common issues faced by agencies as they work towards full accreditation or verification under the Core Standards program. Don't reinvent the wheel, WI-PAC can help you answer these and many other issues as you implement best practices for your agency.

The Wisconsin Police Accreditation Coalition (WI-PAC) consists of 35 agencies involved in the accreditation or core standards verification program 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 or core standards verified.

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

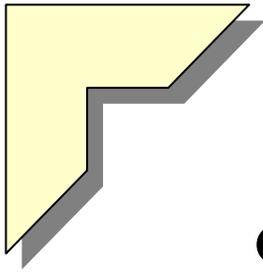
WI-PAC membership is open to any law enforcement agency interested in the process of obtaining or maintaining WILEAG Accreditation or the Core Standards Verification Program. The annual membership fee is \$50.00. WI-PAC meetings are held four times a year in Madison.

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



# 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 contributing assessment team leader this issue is:*

**Chief Steven Kopp - Town of Beloit Police Department**

## **One Team Leader's Perspective:**

## **Guidance for Assessors and What Accreditation Managers Can Expect...**

### **On-site Documentation and Information Gathering**

We all recognize that WILEAG accreditation is a proven method for an agency to demonstrate that it is providing professional police services in accordance with a body of widely-accepted standards. Everyone also knows that achieving accredited status requires considerable work by all involved, especially for the accreditation manager and others providing critical support roles. Commitment by the agency head, command staff, and city/town/village officials is crucial.

So you find yourself as the accreditation manager for your agency. You and your colleagues have spent perhaps years working towards accreditation, and your on-site assessment date is drawing near. You have been under a great deal of stress throughout this process, but now that the date is set and it is getting close, your stress level has increased.

Hopefully you have been a member of WIPAC and regularly attended the meetings, where you certainly gained from the experiences of others. Also by this point you should have had a vigorous mock assessment, and changes and corrections have been made following the suggestions of the mock assessors.

Once your on-site date is set and the assessment team has been selected, your on-site will go smoother if you establish a dialog with the team leader. The team leader will generally take that first step and reach out to you. If not already provided by WILEAG, the team leader will be looking for several crucial documents from you:

- An updated Agency Profile Questionnaire (APQ)
- An updated organizational chart
- A narrative description of the community and agency
- Public Information Plan
- Proposed On-Site Schedule

When the team leader has these documents in-hand, he/she will review them to ensure the needs of the assessment team are met. Most team leaders have considerable experience in conducting on-site assessments, and in particular are very aware of what works well and what does not regarding the proposed schedule. Do not be offended if the team leader suggests alterations to your schedule. The goal for all is a thorough yet efficient examination of your agency.

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You will most likely have several conversations with the team leader prior to the on-site. The public information plan will be reviewed to ensure proper notice to the community. The schedule will be finalized so that all agree on the timing of tours, presentations, the public information session, and other events which may necessitate pre-planning. Take full advantage of these dialogs to have your questions and concerns answered by the team leader. There is no better time to address these than prior to the on-site.

While the WILEAG Program Manager will make lodging arrangements for the assessment team, he will rely upon recommendations from you. In addition, there are other logistical matters that you can address to ensure a smooth on-site. The agency must not provide meals for the assessors as they are paid a per diem. However you can be prepared to provide restaurant suggestions or make arrangements for the assessors to order food, whichever is their preference. The agency may provide refreshments and must have needed office supplies on hand for the assessors.

## SAMPLE ON-SITE AGENDA

### Day One

**Morning** - Assessors arrive at the agency or their hotel (if lodging is required) and meet with the team leader. The team leader assigns chapter review responsibilities to each team member, reviews the schedule of activities and discusses potential problems that may surface. Assessors also exchange information about the candidate agency and review the policy and procedures of the on-site assessment.

**Afternoon** - The accreditation manager gives assessors a tour of the facility, city/town, and a static display. The tour will involve meeting officers responsible for various functions such as Property/Evidence, Patrol, Criminal Investigation, Communications, etc. After the tour, the assessors are shown to their work space. The accreditation manager should explain the file system. Assessors begin working with the files.

### Day Two

**Morning/Afternoon** - The team will meet the CEO (unless this was included in Day One activities) and other agency staff, begin reviewing the documents, and plan for the public hearing. Phone calls from the public can also be received by the team during a specified time period set by the Accreditation Manager.

**Evening** - The public hearing occurs.

### Day Three/Four

**Morning** - Wrap up review activities. Review repair work. The team conducts the exit interview with the agency CEO, Accreditation Manager, and other staff members. Final report is outlined.

## PUBLIC INFORMATION PLAN

### PUBLIC NOTICE

The public notice will be distributed by Public Information Officer (*NAME*). A copy will be provided to the City Public Information Office for inclusion on Cable Network Channel.

Copies will be available in the Lobby by (*DATE*).

The public notice will be posted in the following buildings, or areas: City Hall, PD Lobby, Library, Community Center, and Mall Storefronts.

### PRESS RELEASE

The news release announcing the on-site assessment will be released to the following media sources:

The news release will be issued (*DATE*).

### PUBLIC INFORMATION SESSION

The public information session will be held in the (*PLACE*) located at (*LOCATION*) on (*DATE*).

(*NAME*) will assist the assessors with the speaker and contact sheets.

Session will be videotaped by (*NAME*). The Assessment Team Leader will verify that the session was videotaped and the tape will be retained by the Agency.

### PUBLIC ACCESS TELEPHONE SCHEDULE

The public notices and news releases will detail the telephone schedule of the assessors and the phone numbers to call.

On (*DATE*) between (*TIME*) and (*TIME*), the public will have access to the assessors through a dedicated line to the assessors' work area at (*NUMBER*).

### MAILINGS

Approximately (*NUMBER*) mailings will be sent to community leaders and citizens encouraging their input during the on-site assessment. The mail packets will include an informational letter and an overview of the accreditation process.

Mailings will occur by (*DATE*).

### PROFESSIONAL ORGANIZATIONS

Letters of announcement will be sent to various area and statewide professional law enforcement organizations, including (*NAMES*).

The Chief will make an announcement at the (*MONTH*) meeting of the Chief's Association.

### AGENCY EMPLOYEES

All patrol units will be issued copies of the Public Notice by (*METHOD OF NOTIFICATION*).

Official announcement of the on-site assessment occurred (*DATE(S)*) when Accreditation Manager (*NAME*) provided roll call training at the on-site assessment.

All agency employees will be given notification of the prepared agendas of the on-site assessment and the agency tour/static display by (*METHOD OF NOTIFICATION AND DATE*).

It is common for an accreditation manager to experience a high level of anxiety prior to and during an on-site assessment, especially the first time. But remember it is not an adversarial relationship between the assessors and the agency. The assessors want you to succeed and will work with the agency toward that goal while maintaining the integrity of the process.

Thorough preparation, honest self-assessment, a vigorous mock assessment, and a well-planned on-site assessment are the keys to achieving the goal of recognition as a WILEAG accredited agency.

## WILEAG Member Update

Agency	CEO	Accreditation Manager
* Baraboo	Mark R. Schauf	Sgt. Ryan Werner
*Bayside	Scott McConnell	Same as CEO
Beaver Dam (City)	John Kreuziger	Same as CEO
* Beloit (City)	Norm Jacobs	Jillian Peterson
Beloit (Town)	Steven J. Kopp	Sgt. Laura Palmer
* Brown Deer	Michael A. Kass	Lt. Lisa Kumbier
Burlington	Peter Nimmer	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	Capt. Colette Jaeger
Hartland	Robert J. Rosch	Viki Dobbertin
* Janesville	David J. Moore	Sgt. Brian Vaughn
* La Crosse	Ron Tischer	Lt. Patrick Hogan
* Menomonee Falls	Anna M. Ruzinski	Capt. Terry Hansen
* Middleton	Charles Foulke	Capt. Troy Hellenbrand
Milton	Dan Layber	Detective Ryan 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
Whitefish Bay	Michael Young	Sgt. Andy Mroz
* Whitewater	Lisa Otterbacher	Capt. Brian Uhl
Winnebago Sheriff	John F. Matz	Lt. Lara Vendola-Messer

\* Indicates CURRENTLY ACCREDITED (21 agencies).

There are 35 WILEAG member agencies.

# Core Standards Verification Program Member Agencies

Core Agency	CEO	Application Date
Beloit (Town) - <b>Pilot</b>	Chief Steven J. Kopp	VERIFIED AGENCY January 2014
Big Bend (Village)	Chief Donald J. Gaglione	04/11/2014
Brillion (City)	Chief Jo Ann Mignon	08/19/2014
Clear Lake (Village)	Chief Tim Strohmusch	04/02/2014
Darlington (City)	Chief Jason King	04/24/2014
Jackson (Village) - <b>Pilot</b>	Chief Jed M. Dolnick	VERIFIED AGENCY January 2014
Kiel (City) - <b>Pilot</b>	Chief David Funkhouser	09/11/2013 – Pilot Agency Gathering Proofs Now-Getting Close
Phillips (City) - <b>Pilot</b>	Acting Chief Michael Hauschild	VERIFIED AGENCY July 2014
Shawano (City)	Chief Mark Kohl	05/12/2014
UW-Green Bay	Chief Tom Kujawa	07/25/2014
Wrightstown (Village) - <b>Pilot</b>	Chief Perry Kingsbury	VERIFIED AGENCY February 2014
West Milwaukee (Village)	Chief Dennis Nasci	VERIFIED AGENCY July 2014



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.

Interested in 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? Contact the WILEAG Program Manager for further information.

# 2015 Training Calendar

**FREE**

**March 2<sup>nd</sup>, 2015**

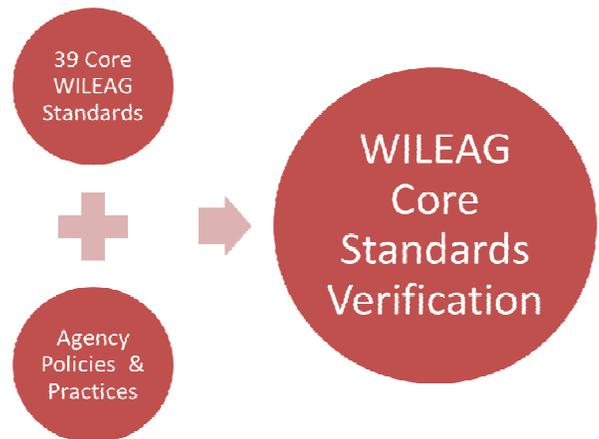
## **Core Standards Verification Program Orientation**

A full training day sponsored by CVMIC & WILEAG



*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 completing the 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 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. 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 training session will explain how to successfully complete WILEAG’s program targeting 4<sup>th</sup> Class cities, towns, and villages (populations of 10,000 or less) and sheriff’s departments with a county population of 30,000 or less. Class members will receive guidance in file assembly, gathering proofs and resources for policy development.

**Registration check-in:** 8:15 a.m. – 8:30 a.m. The program will begin at 8:30 a.m. and conclude at 4:00 p.m.

*A light continental breakfast and lunch will be provided.*

### **REGISTRATION FOR ALL TRAINING**

<http://www.cvmic.com/RollCallWebTraining/index.html>

to enroll in WILEAG - CVMIC sponsored training courses.



# 2015 Training Announcements

**FREE TRAINING!**

**March 23<sup>rd</sup>, 2015**

## **Assessment Team Leader Training**

A full day of training sponsored by CVMIC & WILEAG

*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 Assessment 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 its decisions based upon the compilation of facts secured and relayed by the team leader. Training will be in a discussion format conducted by a panel of current team leaders.

### **Target Audience:**

Experienced assessors who have participated in several accreditation onsite processes and would like to take on the role of on-site assessment team leader.

***Note:** Final individual appointment as an assessor or team leader is awarded following approval by the WILEAG Board of Directors.*

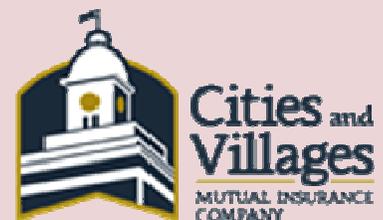
**Registration check-in:** 8:15 a.m. – 8:30 a.m. The program will begin at 8:30 a.m. and conclude at 4:00 p.m.

***A light continental breakfast and lunch will be provided.***

## **REGISTRATION FOR ALL TRAINING**

<http://www.cvmic.com/RollCallWebTraining/index.html>

to enroll in WILEAG - CVMIC sponsored training courses.



# 2015 Training Announcements

**FREE TRAINING!**

**April 27<sup>th</sup>, 2015**

## **Assessor Training - Basic 101**

**A full day of training sponsored by CVMIC & WILEAG**



*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.

**Target Audience:** Newly appointed accreditation managers and those individuals interested in becoming a law enforcement accreditation assessor representing the Wisconsin Law Enforcement Accreditation Group (WILEAG) during accreditation on-site assessments of law enforcement agencies.

*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.*

**Registration check-in:** 8:15 a.m. – 8:30 a.m. The program will begin at 8:30 a.m. and conclude at 4:00 p.m.

*A light continental breakfast and lunch will be provided.*

**FREE**

**April 28<sup>th</sup>, 2015**

## **WILEAG Advanced Assessor Training**

**½ day of training sponsored by CVMIC & WILEAG**



*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. Training will be scenario driven with a discussion panel of current assessment team leaders.

**Target Audience:** New and current law enforcement assessors and assessor candidates that have completed the basic assessor course and are seeking greater knowledge in a discussion driven forum.

*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.*

**Registration check-in:** 8:15 a.m. – 8:30 a.m. The program will begin at 8:30 a.m. and conclude at 4:00 p.m.

*A light continental breakfast and lunch will be provided.*

# 2015 Training Announcements



**September 18<sup>th</sup>, 2015**

## **Accreditation Manager Training**

**A full day of training sponsored by: CVMIC, WIPAC & WILEAG**

*The Wisconsin Law Enforcement Accreditation Group (WILEAG) in partnership with Cities and Villages Mutual Insurance Company (CVMIC) and the Association of Accreditation Managers (WIPAC) is hosting FREE training for individuals interested in becoming an Accreditation Manager.*

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. This training will cover:

- ◆ The respective roles of WILEAG and WI-PAC.
- ◆ Resources available through both WILEAG and WI-PAC to assist agencies in the accreditation and core verification process.
- ◆ A general review of the accreditation process including: inquiry, application, agency profile and questionnaire, self-assessment, on-site assessment, Governing Board review, and maintenance/compliance.
- ◆ 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 opportunities for questions and discussion. The afternoon session will break up class members into small groups with 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 the program include:

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

**Target Audience:** new and current accreditation/core managers, agency staff involved in the accreditation/core process and any staff members from agencies that are considering accreditation or core standards verification. Chiefs of Police or Sheriffs, who may be the agency accreditation/core manager or lead person for the accreditation/core process, or who will be involved in accreditation/core are also encouraged to attend.

**Registration check-in:** 8:15 a.m. – 8:30 a.m. The program will begin at 8:30 a.m. and conclude at 4:00 p.m.

*A light continental breakfast and lunch will be provided.*



# ON-SITE ASSESSMENT SCHEDULE



Month	2013	2014	2015	2016	2017
JANUARY	-	MIDDLETON 4 <sup>th</sup> Edition <b>Board Approved</b>	OSHKOSH Dual-CALEA & PEWAUKEE (Village) 4 <sup>th</sup> Edition	WAUSAU 4 <sup>th</sup> Edition	MIDDLETON
FEBRUARY	GLENDALE <b>Board Approved</b>	MENOMONEE FALLS 3 <sup>rd</sup> Edition <b>Board Approved</b>	<b>OPEN</b>	GLENDALE	MENOMONEE FALLS
MARCH	WEST ALLIS <b>Board Approved</b>	JANESVILLE 3 <sup>rd</sup> Edition <b>Board Approved</b>	BELOIT (City) <b>Dual-CALEA</b>	WEST ALLIS	JANESVILLE
APRIL	WATERTOWN <b>Board Approved</b>	LA CROSSE 3 <sup>rd</sup> Edition <b>Board Approved</b>	UW-MADISON <b>Dual-CALEA</b>	WATERTOWN	LA CROSSE
MAY	OSHKOSH <b>Board Approved</b> & WAUKESHA SHERIFF (pending status)	SOUTH MILWAUKEE 4 <sup>th</sup> Edition <b>Board Approved</b> & BAYSIDE 4 <sup>th</sup> Edition <b>Board Approved</b>	BROWN DEER	<b>OPEN</b>	SOUTH MILWAUKEE & BAYSIDE
JUNE	CEDARBURG <b>Board Approved</b>	WAUKESHA 3 <sup>rd</sup> Edition <b>Board Approved</b>	WHITEWATER	CEDARBURG	WAUKESHA
JULY	Historically Avoided	Historically Avoided	Historically Avoided	Historically Avoided	Historically Avoided
AUGUST	Historically Avoided	Historically Avoided	Historically Avoided	Historically Avoided	Historically Avoided
SEPTEMBER	PORT WASHINGTON <b>Board Approved</b>	MUSKEGO 4 <sup>th</sup> Edition Pending Board Review December 5th	MILWAUKEE 4 <sup>th</sup> Edition	PORT WASHINGTON	MUSKEGO
OCTOBER	BARABOO <b>Board Approved</b>	MILTON 3 <sup>rd</sup> Edition Pending Board Review December 5th	BELOIT (Town) 4 <sup>th</sup> Edition	BARABOO	MILTON
NOVEMBER	EVANSVILLE <b>Board Approved</b>	-	HARTLAND 4 <sup>th</sup> Edition	EVANSVILLE	<b>OPEN</b>
DECEMBER	GRAND CHUTE <b>Board Approved</b>	WAUKESHA SHERIFF 4 <sup>th</sup> Edition 9 <sup>th</sup> -11 <sup>th</sup> & REEDSBURG 3 <sup>rd</sup> Edition 16 <sup>th</sup> -18 <sup>th</sup>	WINNEBAGO SHERIFF 4 <sup>th</sup> Edition	GRAND CHUTE	WAUKESHA SHERIFF & REEDSBURG



# Accreditation 2015 Fee Schedule

Item	Cost	Explanation
<b>Start Up Application Fee</b>	<b>\$300</b> One-time fee	The initial application fee covers staff time for processing, program installation and guidance.
<b>Annual Membership</b>	<b>\$600</b> Annually	Annual membership is invoiced in December; payment is due in January.
<b>On-Site</b> <i>(re-accreditation is required every 3-years)</i>	<b>\$150</b> Administrative Fee	Staff time coordinating the on-site assessment.  The application fee does not cover assessor lodging, mileage and per diem.
<b>On-Site Final Invoice</b>	Approximately <b>\$650</b> 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.  <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.  Add shipping and handling.
<b>Lapel Pin</b>	 <b>\$3</b> each	Add shipping and handling.



# Core Standards Verification Program 2015 Fee Schedule

Item	Cost	Notes
<b>Start Up Application Fee</b>	<b>\$100</b> one-time fee	The initial application fee covers staff time for processing, program installation and guidance.
<b>Annual Membership</b>	<b>\$300</b> annually	<p>Annual membership is invoiced in December; payment is due in January.</p> <p><i>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.</i></p> <div style="text-align: right;">  </div>
<b>File Assessment</b> <b>(re-verification is required every 3-years)</b>	<b>-0-</b>	In an attempt to maintain minimal program costs, Core Standard Verification agencies are required to provide an assessor to conduct at minimum one Core assessment in a 3-year period. Assessors are required to attend annual WILEAG assessor training.

# Accreditation Manager Resource Guide

Resources	Contact Info	What you can expect...
<p>Custom Service Information-LLC - CSI -</p>	<p>Tim Kriz 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 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 Email: <a href="mailto:tfrank@deercreektech.com">tfrank@deercreektech.com</a> <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 Regional Support Manager Lexipol, LLC Office: 949-276-9970 Cell: 715-828-6337 <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>Next Generation Public Safety Software</p>	<p>Email: <a href="mailto:sales@prophoenix.com">sales@prophoenix.com</a> <a href="http://www.prophoenix.com">http://www.prophoenix.com</a></p>  <p>WILEAG 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. \$50 annual membership fee, quarterly meetings.</p>
	<p>Rick Balistrieri – Program Manager 414-813-0005 Email: <a href="mailto:wileag@sbcglobal.net">wileag@sbcglobal.net</a> <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>



# WILEAG Sponsors in 2015



## PROPHOENIX<sup>®</sup>



*Next Generation Public Safety Software*

**In January 2012, ProPhoenix became our first corporate exclusive “GOLD” sponsor. The WILEAG Governing Board is grateful 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)



**WPLF continues to support WILEAG as a “GOLD” sponsor in 2015. Their ongoing support and partnership is greatly appreciated as we work together in the pursuit of law enforcement excellence in the State of Wisconsin.**



**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.

***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)***