



Winter  
2009-2010

The Standard

# President's Message

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

Whenever we embark upon a new year it seems the transition comes with some duty to reflect on the major events of the preceding year. Whether in the form of family letters tucked into Christmas cards that recount high school graduations and that first ride without training wheels or the media's inevitable "year in review," the practice is well established. Not wanting to challenge conventional wisdom, it's only logical that my first message for 2010 include a review of our major achievements in 2009.

2009 was a momentous year for the Wisconsin Law Enforcement Accreditation Group. It began on the heels of a comprehensive strategic planning process that accomplished two main points. First, it provided a clear mission statement for the organization. It reads as follows:

***"WILEAG's primary mission is to offer a voluntary and affordable method of achieving professionalism through the accreditation of law enforcement agencies and to assist those agencies to better serve their communities."***

Additionally, the strategic planning process served to define key elements critical to fulfilling our mission. They were identified as funding, marketing, and process, and provided focus for the Board's efforts throughout 2009.

Our efforts to address funding began with the development of a tiered system of recognition for individual and corporate sponsorship and a fund raising kit designed to provide structure and consistency in our fund raising endeavors. We also welcomed three key corporate sponsors, Cities & Villages Mutual Insurance Company (CVMIC), Rural Mutual Insurance Company, and Vita Plus Corporation. Each has shown strong support for WILEAG's mission.

The marketing of WILEAG and the accreditation process took a huge step forward with the introduction of our new website. Highly informative and user friendly, the site is poised to play an integral role in promoting the benefits of accreditation. Please visit the site at [www.wileag.info](http://www.wileag.info). We've also enhanced our visibility and generated interest in the process through regular attendance at the Chiefs of Police and Sheriff's Association conferences. Perhaps the most exciting marketing opportunity, however, comes from the sponsorship offered by Cities & Villages Mutual Insurance Company. In addition to their gracious financial support, CVMIC, provider of insurance services to over 40 municipalities in Wisconsin, has agreed to encourage all its members to become WILEAG accredited. Of course, I can't overlook *The Standard* as another important means of communicating the efforts of the Wisconsin Law Enforcement Accreditation Group.

Finally, our emphasis on process improvement has been energized by the formation of several Board subcommittees, each responsible for one of the following areas; training, outreach, finance, standards review, and process and forms. These committees have made great strides in areas such as assessor training and team leader development, revision of WILEAG documents, standardization of agency file construction guidelines, delineation of WILEAG/WIPAC roles, and the development and distribution of an annual certification of sustained agency compliance for those agencies having achieved accredited status. Our goal of continuous process improvement also includes an agenda for future consideration that proposes a comprehensive review of all standards on a three year cycle and clarification of proof requirements for first time accreditation and reaccreditation.

I hope you agree with our assessment that 2009 was a productive year. At the same time, I encourage you to stay tuned. Without a doubt, the successes of 2009 served to generate tremendous momentum within the WILEAG community and have paved the way for a promising 2010. Please join us and help promote law enforcement excellence in Wisconsin!

# Board Member Profile

**David O. Steingraber, at-large member 1996 to present, Board Secretary, 1996 to 2008**

Dave currently serves as Executive Director of the Wisconsin Office of Justice Assistance having been appointed to that position by Governor Jim Doyle in January of 2003. The office is responsible for planning, program development and grant administration for state and Federal programs involving over \$50 million annually.

Previously he was the Administrator of the WI Department of Justice, Division of Law Enforcement Services (1995 to 2003), Chief of Police in Menomonee Falls, WI (1980 to 1995) and Chief of Police in Middleton, WI (1975 to 1980).

He is a life member of the IACP, former President and life member of the WCPA and a founding member of the Wisconsin Police Executive Group. He is involved with and has held leadership positions in numerous groups serving the law enforcement community at the local, state and national level.

Dave is a founding member of WILEAG. His energy, commitment, understanding of the accreditation process and “institutional memory” are contributing factors to WILEAG being where it is today. The Menomonee Falls Police Department was one of the first agencies receiving WILEAG accreditation.

Dave recently offered these perspectives as he reflected back on the history. He



noted that while he was WCPA President: “We recognized that for many Wisconsin Law Enforcement organizations, accreditation under the national program was cost prohibitive.” . . . a situation he would add that is still true today.

On the value of WILEAG accreditation: “Accreditation is a great way to explore best practices for law enforcement”.

And finally, on WI-PAC: “WI-PAC dates back to the early days of accreditation in Wisconsin and is the voice of agency experience providing the WILEAG Governing Board with valuable insight into the process from the local perspective”.

# Featured Agency: La Crosse Police Department

## Background:

The City of La Crosse, population 50,266, is the 12<sup>th</sup> largest city in the state. Situated on the Mississippi River at the confluence of the Black and La Crosse Rivers, it is 20.1 square miles – 17 miles long – defined by the river on the west and towering bluffs to the east. It is a relatively young community, almost 6 years less than the statewide average with 3 colleges. There is a mix of service, manufacturing and governmental employers.

The department has 95 sworn officers and 22 civilians with a budget of just over \$10 million. It is organized into 4 main divisions – Administrative Services, Community Services, Investigative Services and Field Services. The Department engages in an exceptional number of programs and partnerships in the community.



## Department of Police



**EDWARD N. KONDRACKI, CHIEF**  
LA CROSSE WI 54601-3396

### A Message From The City of La Crosse Police Chief Edward Kondracki

The City of La Crosse Police Department was among the first Wisconsin metropolitan police departments to receive initial accreditation in 1998. We were reaccredited in 2004 and most recently in 2008. I cannot speak more highly of the professionalism demonstrated by the Wisconsin Law Enforcement Accreditation Group and especially the various on site assessment teams who have visited La Crosse. Accreditation is a voluntary demonstration to the community and especially to every member of the police agency, of the professionalism, excellence, and competence of their police department.

The benefits of accreditation are many including greater accountability within the agency, enhanced support from governmental officials and increased community advocacy. I was amazed at how many members of the La Crosse community were aware of our participation in the process and how complimentary they were of our having achieved accreditation. City of La Crosse marked squad cars all display the following: "An Accredited Agency Serving the Community" which I feel says so much about our commitment to community policing.

I was very pleased with the personal pride that our members demonstrated when we achieved accreditation. Accreditation can truly benefit morale in that it requires a department wide commitment to excellence and achieving accreditation demonstrates success.

I would encourage police administrators across the state to consider participating in the accreditation process. I would like to thank Captain Robert Abraham, our accreditation manager, for helping make the process a success. Please do not hesitate to call upon me personally or Captain Rob Abraham if we can assist your agency in any way.

Sincerely,

A handwritten signature in cursive script that reads "Edward Kondracki".

Edward N. Kondracki  
Chief of Police, La Crosse Police Department

# Technical Corner: “Wet Ink”

The WILEAG Governing Board has adopted the following guidance related to “wet ink” documents and proofs of compliance in response to concerns raised by assessors, accreditation managers and staff. This is an early release to help people “in process”. The language will be incorporated in a “Guiding Principles” document that is being updated as well as training materials.

**Definition of Wet Ink:** Policies and/or procedures that have been recently developed and remain relatively untested.

“Wet-ink” directives generally will not be accepted in a re-accreditation situation unless they relate to a new or substantially revised standard. Implementation dates should be considered before accepting that a directive is actually a “wet-ink” directive.

## Proofs of Compliance

There is an expectation that all agencies will provide three (3) years worth of proofs of compliance for each Standard. The three year period shall begin with the year the agency will conduct its on-site assessment and include the two (2) years prior to that year. Three years of proofs will be the maximum number of years that an agency is required to provide for any on-site assessment.

An example would be: an agency requests an on-site assessment for August, 2010. The three years of proofs of compliance that are expected are 2008, 2009, and 2010. If the agency has been in the self-assessment process since 2007, proofs for 2007 are not required.

A first time accreditation has the expectation of proofs for each year an agency is in the self-assessment stage (up to a maximum of three years of proofs) with the exceptions of “wet ink”, however **one year of proofs is mandatory.**

For each year an agency is involved in the self-assessment process, proofs are expected for that year. Remember that the maximum number of years of proofs required is three, so it is important to determine the approximate length of time each agency will need for self-assessment.

For an agency that has achieved accreditation status and is seeking re-accreditation, three years of proofs are mandatory with the exception of new Standards or any potential “wet ink” situations.

Written documentation is the preferred method for proofs of compliance (when it is available), however, some Standards may be proven by observation or an interview. It is highly recommended that agencies always include written documentation. An on-site assessment team may require additional proofs of compliance in any form they deem appropriate.

If a dispute arises during an on-site, the Team Leader shall mediate each case. If needed, a WILEAG Governing Board member shall be contacted. The Board as a whole shall have the final determination in all disputes.

Any questions should be directed to Tim Kriz, WILEAG Program Manager at [csi-llc@hotmail.com](mailto:csi-llc@hotmail.com).

# WILEAG Training News

Training for 2010 will have an exciting new focus and direction.

**CVMIC SPONSORSHIP:** On November 24, 2009 the Cities and Villages Mutual Insurance Company (CVMIC) Board of Directors approved a sponsorship of WILEAG. Part of this sponsorship includes conducting joint training, which will be **AT NO COST** to CVMIC or WILEAG members. Planning is underway for two training sessions this year.

**MAY 18, 2010:** CVMIC & WILEAG have reserved this date at the Chula Vista Resort located in Wisconsin Dells for our first training session. There will be a one-day training program on the impacts to law enforcement agencies when Wisconsin Act 28 begins on January 1, 2011. Well-known and prominent instructors will present valuable information on this very current and relevant topic.

ALL LAW ENFORCEMENT AGENCIES who have an interest in this topic are welcome and encouraged to attend this training. There will be a nominal charge for non-CVMIC and non-WILEAG members.

Additional information will be available on our web site at [www.wileag.info](http://www.wileag.info).

**FALL 2010:** CVMIC & WILEAG have begun plans for a training session on Entry-Level Law Enforcement Assessment Centers. As we develop this program further, the site location and details will be announced in upcoming newsletters and the web site.

**ASSESSORS AND TEAM LEADERS:** The training for these volunteers is conducted by WILEAG Staff. There were a number of training sessions in 2008 and 2009 and all Assessors and Team Leaders are current in initial and update training requirements. With our anticipated growth in the near future, we are planning on conducting additional new assessor training in early 2011.

Look for details in future newsletters and on the web site.

## Web Site Information

Check out the new website at [www.wileag.info](http://www.wileag.info) that was designed to keep you informed on most aspects of the State Accreditation process. If you have any recommendations, please forward them to the attention of Police Chief Michael Jungbluth at [mjungbluth@ci.west-allis.wi.us](mailto:mjungbluth@ci.west-allis.wi.us).

## Upcoming Events

WILEAG Governing Board meeting: 3/12/2010  
WILEAG Governing Board meeting: 5/17/2010

CVMIC/WILEAG Training Opportunity: 5/18/2010  
CVMIC/ WILEAG Entry Level Assessment Center Training – Fall 2010  
Wisconsin Attorney General Conference: June 15-17, 2010  
Wisconsin Chief of Police Conference: August 15-18, 2010 (Wausau, WI)

# WILEAG/WI-PAC Partnership

The executive committees of WILEAG and WI-PAC met in early January 2010. The purposes of the meeting were to clarify and better define, as needed, the respective roles and responsibilities of each entity and to explore any areas of immediate concern. A natural side benefit was those in attendance had a chance to get to know each other better.

The result is the roles and responsibilities have been outlined in a document agreed to by all. The document is available on the WILEAG website as part of the minutes of the January 2010 WILEAG Governing Board meeting.

There were 4 issues raised and explored. Three have been referred to various committees of the WILEAG Governing Board for follow up. The fourth was dealt with at the January WILEAG Governing Board meeting and is the subject of a new column in his newsletter entitled "Technical Corner".

The WILEAG Board recognizes the dedication and hard work of the active members of WI-PAC and acknowledges the vital support provided to agencies immersed in the accreditation process. We encourage any agency that is contemplating seeking accreditation to look into a WI-PAC membership. See a letter from WI-PAC following.

## Wisconsin Police Accreditation Coalition

2424 15<sup>th</sup> Ave.  
South Milwaukee, WI 53172  
[www.wi-pac.org](http://www.wi-pac.org)



Greetings from the Wisconsin's Police Accreditation Coalition:

We would like to take a few minutes of your time to introduce our organization and explain how we network with the Wisconsin Law Enforcement Accreditation Group (WILEAG). WILEAG is the only recognized State of Wisconsin accreditation authority for Wisconsin Law Enforcement agencies; where they prove the quality of their law enforcement services, integrity, excellence and professionalism through a system of nationally accepted standards.

As WILEAG has evolved, so has the Wisconsin Police Accreditation Coalition (WI-PAC); by supporting and educating Wisconsin's police and sheriff departments in WILEAG's accreditation process. WI-PAC serves many diverse roles in supporting WILEAG; from an active voice with the WILEAG Governing Board, to a mentor and facilitator in standard adherence, policy development, training, mock on-sites, and overall support of accreditation to law enforcement agencies which are either actively involved or seeking involvement with the accreditation process.

WI-PAC "Membership" is open to any law enforcement agency interested in the process of obtaining, or maintaining accreditation. The annual membership fee is \$50.00. WI-PAC meetings are held every other month at a centralized location in Madison. Meeting dates, agendas and meetings are posted on the WI-PAC website at [WI-PAC.org](http://WI-PAC.org).

We hope that you are able to attend a WI-PAC meeting and begin networking with some of the dedicated and energetic members of WI-PAC. The current president of WI-PAC is Lisa Otterbacher of the Whitewater Police Department; the Vice President is Mark Ferguson of the Glendale Police Department; the Secretary is Peter Nimmer of the Brown Deer Police Department; and the Treasurer is Jill Kallay of the South Milwaukee Police Department.

Sincerely,

WI-PAC Executive Board: Lisa Otterbacher, Mark Ferguson, Pete Nimmer and Jill Kallay

# Sponsor Profile: CVMIC

The Cities and Villages Mutual Insurance Company (CVMIC), incorporated by the Wisconsin Insurance Commissioner on September 14, 1987, was established to provide liability insurance and risk-management services to Wisconsin cities and villages ranging in population from 2,500 to over 100,000. Since its inception, the number of members has grown to 44.



These communities, now members of CVMIC, adopted insurance strategies to achieve budget stability, insurance-rate predictability, stable premiums and a constant high level of insurance protection. CVMIC became Wisconsin's first municipal mutual insurance company providing all lines of liability coverage and the country's fourth fully capitalized municipal mutual insurance company.

## **CVMIC Commits to WILEAG for 2010**

On November 24th, 2009, the CVMIC Executive Board approved a proposal that supports State Accreditation, while encouraging the agencies it serves to pursue accreditation. The following are the elements of the proposal:

- 1) CVMIC become an annual Sponsor of WILEAG at the silver level with a contribution of \$2,500 for 2010. The continued sponsorship will be part of the CVMIC budget process each year.
- 2) For any CVMIC member who seeks accreditation or reaccreditation CVMIC will contribute up to \$500 toward the cost of the on-site process. (Reaccreditation occurs every 3 years).
- 3) For any member that is WILEAG or CALEA accredited they will be 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.
- 4) CVMIC and WILEAG will co-sponsor an annual law enforcement training program. WILEAG and CVMIC members will be allowed to attend for free. Any profit from this training program will be split equally between CVMIC and WILEAG..
- 5) CVMIC will actively encourage all members to become WILEAG accredited.

The WILEAG Governing Board would like to thank CVMIC for their support of WILEAG and the ac-



### Interested in a Sponsorship?

Please contact Tim Kriz (Program Manager) or Jim Scrivner (Finance Committee Chair) or any other WILEAG Board Member.

---

## WILEAG SPONSORS

---



Cities & Villages Mutual Insurance Company



[www.ruralins.com](http://www.ruralins.com)

### IN-KIND SPONSORS



Employee-Owned

**West Allis Police Department  
Police Chief Michael Jungbluth  
Custom Service Information - LLC (CSI)**

Please e-mail comments or questions about this newsletter to the editor, Jim Scrivner, WILEAG Governing Board-Secretary at [jbscriv@aol.com](mailto:jbscriv@aol.com)