

Board of Police & Fire Commissioners  
Human Resources Department  
625 52<sup>nd</sup> St. , Room 205  
Kenosha, WI 53140  
Phone (262) 653-4130  
Fax (262) 653-4127  
E-mail: [ibaltes@kenosha.org](mailto:ibaltes@kenosha.org)



COMMISSION MEMBERS:  
Peni Keeling  
Ron Frederick  
Charles Bradley  
Helen Schumacher

Kenosha Police and Fire Commission  
**AGENDA**  
Tuesday, May 17, 2011  
8:00 a.m.  
Municipal Office Building, Room 202  
625 52<sup>nd</sup> Street, Kenosha, Wisconsin

1. Call to order.
2. Election of Officers. (action)
  - President
  - Vice-President
  - Secretary
3. Approval of the minutes of the regular meeting held April 19, 2011. (enclosed, action)
4. Citizen comments on matters relative to the agenda and within the jurisdiction of the Board.
5. Receive and file Police and Fire Department Reports for the month of April, 2011. (enclosed, action)
6. Receive and file Police Chief Morrissey's notification of Assistant Chief Thomas W. Genthner's retirement effective April 30, 2011. (enclosed, action)
7. Receive and file Paul Arendt's complaint regarding the conduct of an off duty City of Kenosha Police Officer. (enclosed, action)
8. Discussion and approval of the revised Firefighter recruitment procedures. (action)
9. Chiefs' Comments.
10. Commissioners' Comments.
11. Motion to go into closed session (action)

The Board of Police & Fire Commissioners will go into closed session under authority of Section 19.85 (1)(c) to discuss:

- A candidate for promotion to Police Detective
- and under authority of Section 19.85 (1)(i) to discuss:
- any other business under authority of the Commission.
- and will reconvene into open session (action)

12. Set next meeting date and agenda items.

13. Adjournment. (action)

If you are a person with a disability, please contact the Human Resources Department at the Municipal Office Building (262-653-4130), at least seventy-two (72) hours in advance of the Commission meeting to give them time to make any necessary accommodations for you.

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625 52<sup>nd</sup> St. , Room 205  
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Phone (262) 653-4130  
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E-mail: jbaltes@kenosha.org



COMMISSION MEMBERS:  
Todd Ingrouille, *President*  
Peni Keeling, *Vice President*  
Ronald Frederick, *Secretary*  
Charles Bradley, *Commissioner*  
Helen Schumacher, *Commissioner*

POLICE AND FIRE COMMISSION  
MINUTES OF MEETING HELD APRIL 19, 2011

1. The regular Police & Fire Commission meeting was called to order by President Ingrouille at 8:00 a.m. on Tuesday, April 19, 2011. The meeting was held in the Police Chief's Conference Room of the Public Safety Building at 1000 55<sup>th</sup> Street. On roll call, commission members Todd Ingrouille, Peni Keeling, Ron Frederick, Helen Schumacher and Charles Bradley were present.
2. Secretary Frederick made a motion to approve the minutes of the regular meeting held March 15, 2011. Vice President Keeling seconded the motion and it was carried unanimously.
3. Citizen's comments:  
  
None
4. Vice President Keeling made a motion to receive and file Police and Fire Department Reports for the month of March, 2011. Commissioner Schumacher seconded the motion and it was carried unanimously.
5. Vice President Keeling made a motion to receive and file Police Officer Booker Bennett's notification of retirement effective April 4, 2011. Commissioner Schumacher seconded the motion and it was carried unanimously.
6. The motion to receive and file Fire Chief John Thomsen's notification of Firefighter Samuel Wenger's one (1) day suspension was made by Vice President Keeling, seconded by Commissioner Bradley and carried unanimously.
7. Chiefs' Comments:

***Deputy Fire Chief Dan Santelli:***

- Mentioned that the 3 probationary firefighters recently hired are about 2 ½ weeks into the 8 week Basic Recruit Training Program.

***Police Chief John Morrissey:***

- Thanked President Todd Ingrouille for his service on the commission.
- We have 3 police officers attending the Police Academy at Gateway Technical College. There will be a graduation ceremony at 10:30 a.m. on May 13, 2011.
- After the meeting today all present are invited to tour the building. The recent remodel added 10,000 square feet to the building. The Dispatch Center is much improved.
- Assistant Police Chief Thomas Genthner will be retiring April 30, 2011. He will be

missed.

- The Annual Law Enforcement Memorial Ceremony will be held at noon on Wednesday, May 11, 2011.

***Assistant Police Chief Tom Genthner:***

- Retiring now is in the best interest of his family. It has been an honor and a privilege to serve with the Kenosha Police Department.

8. Commissioners' Comments:

- ***Commissioner Bradley*** – Mentioned there are many KPD calls in the area of 30<sup>th</sup> Avenue and Roosevelt Road. Chief Morrissey indicated they are working closely with one business owner in that area, however, business owners have no control over what customers might do once they leave their premises.
- ***Commissioner Schumacher*** – Thanked Todd Ingrouille for his help, commended the KPD for its tribute to the recently deceased Fond du Lac police officer, Craig Birkholz and praised both Police & Fire for their handling of the recent drowning incident.
- ***Vice President Keeling*** – Thanked Todd Ingrouille for his service on the commission.
- ***President Ingrouille*** - He has enjoyed the last 5 years. Thanks to all.

9. The next regular Police and Fire Commission Meeting is scheduled for 8:00 a.m., Tuesday, May 17th in room 202 of the Municipal Office Building located at 625 52<sup>nd</sup> Street.

10. The meeting adjourned at 8:23 a.m. on a motion made by Secretary Frederick, seconded by Vice President Keeling and carried.

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Todd Ingrouille - President

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Peni Keeling – Vice President

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Ron Frederick - Secretary

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Charles Bradley - Commissioner

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Helen Schumacher - Commissioner

CFS01 - Run By: MORRISSEY, JOHN

C A P S

Calls For Service  
 Daily Summary  
 04/01/2011 to 04/30/2011

Incident Number	Ofcr Add Assg Unt	Complainant	Type Call	Location	Time Recd	Time Disp	Time Arvd	Time Comp	Time Spnt	Disposition
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Total Calls for the Period: 8,662

REPORT GRAND TOTALS

CALL RECEIVED SUMMARY

ALARM	120
BOX ALARM	
CELL PHONE	1,907
E-911 CALL	455
OFFICER INITIATED	1,673
PHONE	2,543
RADIO	3
TRAFFIC STOP	1,684
WALK-IN	276
OTHER	
ATUO CALL	1

TOTAL WORK TIME 658,860

CALL DISPOSITION SUMMARY

REPORT	1,755
NO REPORT	6,784
VOID	115
CSR-CITIZEN SELF REPORT	
GOA	
WARRANT	8
TRANSPORTED	
NO TRANSPORT	
DENIAL OF INJURY (DOI)	
ASSIST CITIZEN/NO TRANSPORT	
NO PATIENT	
AGAINST MEDICAL ADVICE (A	
SAVE/REASSIGNED	

OFF01 - Run By: JWM309

## C A P S

OFFENSE ACTIVITY  
BY DISPOSITION  
04/01/2011 THRU 04/30/2011

OFFENSE	OFFENSES REPORTED	UNFOUNDED	ACTUAL OFFENSES	/----- OFFENSES CLEARED -----/			TOTAL CLEARED	PERCENT CLEARED	
				/---BY ARREST---/	/---BY EXCEPTION---	OTHER			
				ADULT	JUVENILE				
	1		1			1	1	100.0	
CHAP51/SUICIDE ATT	8		8			8	8	100.0	
ACCI DEATH,DROWNING	1		1			1	1	100.0	
NATURAL DEATH	4		4			3	3	75.0	
DEATH INV	4		4			1	1	25.0	
RAPE,ADULT	1		1					0.0	
ROBBERY/FIREARM RESIDENCE	1		1					0.0	
ROBBERY/FORCE H/S/A	2		2	1		1	2	100.0	
ROBBERY/FORCE GAS/SERV/ST	1		1					0.0	
ROBBERY/ATTEMPT OTHER LOC	1		1	1			1	100.0	
AGG ASLT/SHARP INSTRUMENT	1		1	1			1	100.0	
AGG ASLT/BLUNT INSTRUMENT	4		4	1		2	3	75.0	
AGG ASLT/OTHER WEAPON	3		3	1		2	3	100.0	
AGG ASLT/HANDS,FEET,ETC	6		6	2		2	4	66.6	
BURG/FORCE,RESIDENCE	12		12	1		3	4	33.3	
BURG/FORCE,NON-RESIDENCE	3		3	1			1	33.3	
BURG/UNLAWFUL ENTRY,RESID	14		14	1		4	5	35.7	
BURG/UNLAWFUL ENTRY,NON-R	5		5	1		1	2	40.0	
BURG/ATTEMPT,NON-RES	1		1					0.0	
THF PCKPOCK \$50-199	1		1					0.0	
THF SHOPLFT 200+	6		6	3			3	50.0	
THF SHOPLFT \$50-199	8		8	5	3		8	100.0	
THF SHOPLFT \$1-49	42		42	30	10	1	41	97.6	
THF FRM VEH 200+	27		27	5			5	18.5	
THF FRM VEH \$50-199	4		4					0.0	
THF FRM VEH \$1-49	5		5					0.0	
THF FRM VEH,ATTEMPT	3		3					0.0	
THF VEH ACC 200+	5		5					0.0	
THF VEH ACC \$50-199	7		7					0.0	
THF VEH ACC \$1-49	8		8			1	1	12.5	
THF BIKE 200+	4		4			1	1	25.0	
THF BIKE \$50-199	3		3					0.0	
THF BLDG 200+	3		3			1	1	33.3	
THF BLDG \$50-199	6		6	1		3	4	66.6	
THF BLDG \$1-49	2		2		1		1	50.0	
THF VENDING \$1-49	1		1					0.0	
THF DRIVE OFF \$50-199	3		3	1		1	2	66.6	
THF DRIVE OFF \$1-49	1		1					0.0	
THF OTHER 200+	33		33	1	3	2	5	11	33.3
THF OTHER \$50-199	11		11			2	2	18.1	

OFF01 - Run By: JWM309

## C A P S

 OFFENSE ACTIVITY  
 BY DISPOSITION  
 04/01/2011 THRU 04/30/2011

OFFENSE	OFFENSES		ACTUAL OFFENSES	OFFENSES CLEARED					TOTAL CLEARED	PERCENT CLEARED
	REPORTED	UNFOUNDED		/---BY ARREST---/ ADULT JUVENILE		/----BY EXCEPTION-----/ ADULT JUVENILE OTHER				
THF OTHER \$1-49	10		10					2	2	20.0
THF OTHER, ATTEMPT	1		1							0.0
MV THEFT, AUTO	7		7					4	4	57.1
MV THEFT, TRUCK	1		1							0.0
MV THEFT, OTH JURIS, REC LO	1		1					1	1	100.0
BATTERY/SIMPLE ASLT	28		28	8	5			5	18	64.2
BATTERY/DV	31		31	25	2			1	28	90.3
THREATS/INTIMIDATION	16		16	3				5	8	50.0
BATTERY, OTHER	1		1		1				1	100.0
ARSON, RES, SNGL STRUC, UNI	2		2							0.0
FORGERY/CHECK, MONEY ORDER	2		2	1				1	2	100.0
FORGERY/PRESCRIPTION FOR	1		1	1					1	100.0
FRAUD/WORTHLESS CK	1		1							0.0
FRAUD/CHECK	4		4					3	3	75.0
FRAUD/CONFIDENCE	1		1					1	1	100.0
FRAUD/ATTEMPT	1		1	1					1	100.0
FRAUD/DEFRAUD INNKEEPER	1		1							0.0
FRAUD/OTHER	2		2					1	1	50.0
FRAUD/IDENTITY THEFT	25	3	22					3	3	13.6
STLN PROPERTY, POSSESS	1		1		1				1	100.0
VANDALISM/RESIDENCE	9		9		1			4	5	55.5
VANDALISM/AUTO	47		47	3	2		1	12	18	38.2
VANDALISM/BUSINESS	4		4							0.0
VANDALISM/SCHOOL	1		1		1				1	100.0
VANDALISM/PUBLIC PROPERTY	1		1							0.0
VANDALISM/PRIVATE PROPERT	6		6	1	1			1	3	50.0
WPN/POSSESS ILLEGAL	1		1	1					1	100.0
WPN/ENDGR SAFETY/RECKLESS	2		2	2					2	100.0
WPN/AIMING & POINTING	1		1							0.0
WPN/POSS/SELL GUN-MINOR	2		2		1			1	2	100.0
WPN/CCW	4		4	3	1				4	100.0
WPN/SWITCHBLADE/KNIFE POS	1		1	1					1	100.0
WPN/OTHER VIO	3		3							0.0
SEX ASLT, 1ST (OFFENSE)	3		3	1	1			1	3	100.0
SEX/INDECENT EXPOSURE	1		1					1	1	100.0
SEX/ENTICE CHILD	2		2							0.0
SEX OFFENSES, OTHER	7	1	6					4	4	66.6
SEX/FONDLE-16 & OVER	2		2					1	1	50.0
SEX-13/15 YRS	1		1							0.0
SEX/COMPUTER-CHILD PORNOG	1		1							0.0

OFF01 - Run By: JWM309

## C A P S

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 BY DISPOSITION  
 04/01/2011 THRU 04/30/2011

OFFENSE	OFFENSES REPORTED	UNFOUNDED	ACTUAL OFFENSES	/----- OFFENSES CLEARED -----/			TOTAL CLEARED	PERCENT CLEARED
				/---BY ARREST---/	/---BY EXCEPTION-----/	OTHER		
				ADULT	JUVENILE			
SEX OFFENDER	1		1	1			1	100.0
DRUG/POSSESS HARD DRUGS	6		6	5			5	83.3
DRUG/POSSESS MARIJUANA	41		41	29	11		41	100.0
DRUG/PRESCRIPTION FRAUD,U	1		1	1			1	100.0
DRUG/PARAPHERNALIA SELL/P	2		2	2			2	100.0
FAMILY TROUBLE	137	2	135	2		126	128	94.8
CHILD NEGLECT	6	2	4	1			1	25.0
CHILD ABUSE	13	1	12	3		3	6	50.0
RESTRAINING ORDER	14	3	11	4		3	7	63.6
CHILD CUSTODY, INTERFERE	6		6			4	4	66.6
DWI	1		1	1			1	100.0
DWI, ALCOHOL	34		34	33	1		34	100.0
DWD, DRUGS	1		1	1			1	100.0
LIQ, LICENSE VIOLATION	2		2	2			2	100.0
LIQ, SELL TO MINOR	8		8	8			8	100.0
LIQ, POSSESSION BY UNDERAG	18		18	10	8		18	100.0
LIQ, TRANSPRT IN VEH W/MIN	1		1	1			1	100.0
LIQ, DRINK IN MV	4		4	4			4	100.0
LIQ, MINOR LOITER IN TAVER	1		1	1			1	100.0
LIQ, MINOR MISREP AGE TO O	1		1					0.0
LIQ, INTOX IN PARK	2		2	2			2	100.0
LIQ, VIOLATION OTHER	2		2	2			2	100.0
TAVERN REPORT	11		11			10	10	90.9
DC/PERSON	39		39	15	13	5	33	84.6
DC/ANNOYING PHONE CALLS	18		18	2		7	9	50.0
DC/LOUD MUSIC	8		8	6		1	7	87.5
DC/NEIGHBOR TROUBLE	2		2					0.0
DC/FIGHT IN PUBLIC	5		5		4		4	80.0
DC/OTHER	6		6	4		2	6	100.0
DC/DOM ABUSE	12		12	11			11	91.6
DC/STALKING	1		1			1	1	100.0
VAG, LOITERING (ADULTS)	1		1			1	1	100.0
OBSTRUCT FLOW OF TRAFFIC	8		8	6	2		8	100.0
TRESPASSING (ADULT ONLY)	2		2	1		1	2	100.0
CIVIL MATTER	4		4			2	2	50.0
IN PARK AFTER HOURS	1		1		1		1	100.0
MISC OFFENSE, OTHER	2		2	2			2	100.0
SMOKING VIOLATION	2		2	2			2	100.0
SUSP VEHICLE	5		5			3	3	60.0
SUSP PERSON	8		8			3	3	37.5

OFF01 - Run By: JWM309

## C A P S

OFFENSE ACTIVITY  
BY DISPOSITION  
04/01/2011 THRU 04/30/2011

OFFENSE	OFFENSES REPORTED	UNFOUNDED	ACTUAL OFFENSES	/----- OFFENSES CLEARED -----/			TOTAL CLEARED	PERCENT CLEARED	
				/---BY ARREST---/		/----BY EXCEPTION-----/			
				ADULT	JUVENILE	ADULT	JUVENILE	OTHER	
SUSP OTHER	1		1						0.0
SUSP PROPERTY	2		2					1	50.0
JUV/TRESPASS	2		2		2				100.0
JUV/CURFEW VIOLATION	18		18		18				100.0
JUV/TOBACCO VIOL	7		7	1	6				100.0
RUNAWAY	29		29		1			23	82.7
CHILD, MISSING	1		1					1	100.0
ADULT, MISSING	4		4					3	75.0
CHILD, FOUND	1		1					1	100.0
ADULT, FOUND	1	1							0.0
TRF/RECKLESS DRIVING	3		3	2				1	100.0
TRF/TOW IN	26		26	1				24	96.1
TRF/SPEEDING	1		1	1					100.0
TRF/PARKING COMPLAINT	1		1						0.0
TRF/PD ACCIDENT	10		10					10	100.0
TRF/PI ACCIDENT	1		1					1	100.0
TRF/REGISTRATION VIO	1		1	1					100.0
TRF/LICENSE VIOLATION	114		114	108	3			2	99.1
TRF/CHASE/FLEEING	1		1						0.0
TRF/MV VIO, OTHER	2		2	2					100.0
TRF/UNNECESSARY NOISE	3		3	3					100.0
TRF/EQUIP VIOL	5		5	2				3	100.0
ANI/DOG BITE	3		3					2	66.6
ANIMAL BITE, ALL OTHER	1		1					1	100.0
ANI/BARKING DOG	1		1	1					100.0
ANIMAL AT LARGE	1		1	1					100.0
ANIMAL CRUELTY	2	1	1					1	100.0
CONTEMPT, BAIL JUMPING	7		7	5				1	85.7
P & P VIOLATIONS	10		10	9					90.0
ESC FRM JUSTICE	1		1						0.0
JUV/TRUANT	46		46		45				97.8
RESIST/OBSTRUCT OFFICER	6		6	3	1				66.6
FALSE INFORMATION, GIVE	1		1	1					100.0
COUNTERFEIT MONEY	1		1						0.0
BOMB THREAT	1		1					1	100.0
EXPLOSIVE/FIREWORKS	2		2	1				1	100.0
FIRE, OTHER	1		1						0.0
CHECK RESIDENCE	1		1					1	100.0
CHECK WELFARE	16		16	1				13	87.5
INJ PERSON/MED RUN	19		19					16	84.2

OFF01 - Run By: JWM309

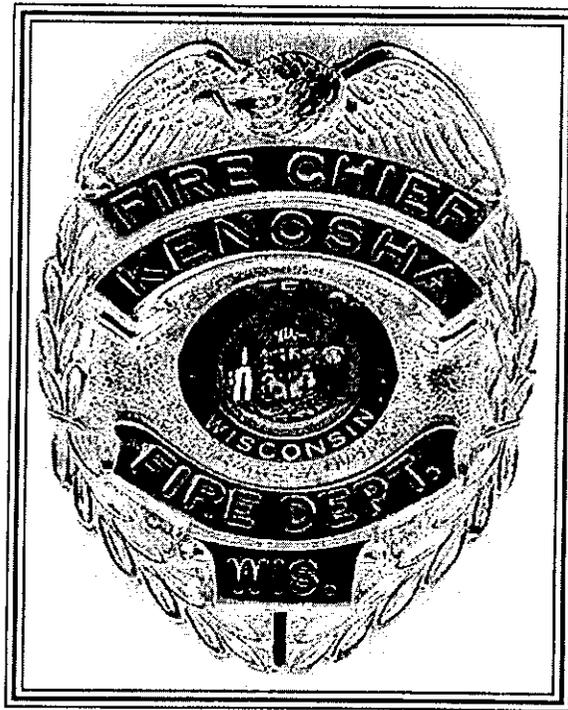
## C A P S

 OFFENSE ACTIVITY  
 BY DISPOSITION  
 04/01/2011 THRU 04/30/2011

OFFENSE	OFFENSES REPORTED	UNFOUNDED	ACTUAL OFFENSES	/----- OFFENSES CLEARED -----/					TOTAL CLEARED	PERCENT CLEARED
				/---BY ARREST---/		/---BY EXCEPTION---/				
				ADULT	JUVENILE	ADULT	JUVENILE	OTHER		
OVERDOSE, ACCIDENTAL	5		5					3	3	60.0
CHAPTER 51	9		9					9	9	100.0
MENTAL PROBLEMS	13		13					12	12	92.3
OPEN DR/WINDOW	1		1	1					1	100.0
SRV/DMG OR PROB W/SQUAD	1		1					1	1	100.0
SRV/CITIZEN ASSIST	2		2					2	2	100.0
ATL PERSON	3		3					2	2	66.6
ASSIST OTH AGENCY	5		5					5	5	100.0
TAMPERING WITH MAIL	1		1					1	1	100.0
WAW/WARRANT	1		1	1					1	100.0
WAW/JUV CAPIAS	1		1		1				1	100.0
PROPERTY/FOUND	22		22					13	13	59.0
PROPERTY/LOST	8		8					2	2	25.0
REPOSSESSION	23		23					23	23	100.0
LIC, BARTENDERS/OPERATORS	1		1	1					1	100.0
LICENSE VIOLATION	1		1	1					1	100.0
COMPUTER CRIMES	1		1					1	1	100.0
HIT & RUN PD	18		18					18	18	100.0
HIT & RUN PI	1		1					1	1	100.0
AGENCY: 00TOTALS	1400	14	1386	417	151	3	1	468	1040	

# KENOSHA FIRE DEPARTMENT

## MONTHLY REPORT



APRIL  
2011



RESPONSE BY UNITS

	MONTHLY		YEAR TO DATE		YTD COMBINED FIRE/EMS TOTALS
	EMS	FIRE	EMS	FIRE	
Engine #2	81	15	372	54	426
Engine #3	104	30	495	118	613
Engine #4	85	26	320	119	439
Engine #5	100	31	438	105	543
Engine #6	89	9	354	39	393
Engine #44	0	0	1	3	4
Engine #55	0	0	3	0	3
Truck #3	11	36	45	158	203
Truck #4	5	31	22	141	163
Truck #7	24	14	102	44	146
P-19	0	1	2	4	6
MERV #1	0	0	0	0	0
MERV #2	0	0	0	0	0
Battalion 1	8	47	49	182	231
Med Unit #2	18	0	81	4	85
Med Unit #3	264	11	1093	37	1130
Med Unit #4	174	10	730	37	767
Med Unit #5	228	5	922	30	952
Med Unit #7	64	2	281	9	290
Rescue #33	0	0	7	1	8
Rescue #44	2	0	9	0	9
Rescue #77	0	0	0	0	0



**KENOSHA FIRE DEPARTMENT CALLS FOR SERVICE**

04/01/11 THRU 04/30/11

	<u>MONTH</u>	<u>YEAR TO DATE</u>
EMS Calls for Service	<u>747</u>	<u>3108</u>
Fire Calls for Service	<u>97</u>	<u>425</u>
<b>Total Calls for Service</b>	<b><u>844</u></b>	<b><u>3533</u></b>

Approximate Fire Loss for April	<u>\$165,007</u>	Approximate Fire Save for April	<u>\$640,243</u>
Approximate Fire Loss to Date	<u>\$1,378,818</u>	Approximate Fire Save to Date	<u>\$5,849,073</u>
Amended Fire Loss Totals Jan-Mar		Amended Fire Save Totals Jan-Mar	
January	\$989,755	January	\$4,711,175
February	\$90,301	February	\$291,999
March	\$133,755	March	\$205,656

Respectfully Submitted,

John R. Thomsen  
Fire Chief  
Kenosha Fire Department

Kenosha Police Department  
Public Safety Building  
1000 - 55<sup>th</sup> Street  
Kenosha, WI 53140-3794  
(262) 605-5200



JOHN W. MORRISSEY  
Chief of Police

WILLIAM J. BRYDGES  
Assistant Chief of Police

THOMAS W. GENTHNER  
Assistant Chief of Police

# Memorandum

**To:** Mayor Keith Bosman  
**From:** Police Chief John W. Morrissey  
**Date:** April 18, 2011  
**Re:** Notification of Intent to Retire

---

Attached is a letter of intent to retire effective April 30, 2011 Officer Assistant Chief Thomas W. Genthner designating his last workday as April 30, 2011.

If you have any questions, please do not hesitate to contact me.

A handwritten signature in black ink, appearing to read "John W. Morrissey".

John W. Morrissey  
Chief of Police

Attachment

CC: Human Resources Department  
Finance Department  
File



To whom this may concern:  
Kenosha Chief of Police  
Kenosha Police/Fire Commissioner  
Kenosha City Attorney

I would like to make a formal complaint, relating to an incident which occurred on April 26, 2011

At approximately 9:40 a.m.

While leaving a pre-trial hearing at intake court, several individuals involved in a case against my son, began shouting and clapping when my wife almost collapsed. She has very poor health related to a rheumatoid arthritis condition. Our daughter responded to one of these comments, at which time a white male, in his mid to late 50's and approximately 5'10" 250lbs. approached us in a very aggressive manor as we were exiting the building and began pushing my wife and daughter through the breezeway.

This person was part of the group that was verbally assailing my family. When I put my arms around my wife and daughter to assist them out of the facility, this person, grabbed my arm and again pushed us, even though we were already exiting the building. I told this person to "get his hands off of me". To that he replied " I had better leave or I would be arrested for disorderly conduct". At no time prior to this did I utter one word to him or the group he was part of.

He followed us to the parking lot and continued to try and initiate a confrontation.

We ignored him and exited the parking lot. When we got clear of him, I asked, who he was and was told by my son, that his name is Detective Duffy. This detective was in street clothes and never identified himself as an officer.

I feel this officer maliciously and purposely wanted to initiate a confrontation. His behavior was unprofessional to say the least.

Your immediate attention would be greatly appreciated

Sincerely,  
Paul Arendt  
3124-13<sup>th</sup> lane  
Unit7-D Kenosha WI. 53144  
Ph.(262)883-4488

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HUMAN RESOURCES  
Labor Relations  
Recruitment & Selection  
Health & Benefits

May 10, 2010

TO: Police and Fire Commission  
FROM: Human Resources  
SUBJ: Recommended Changes to Entry-level Hiring Process

Please review the attached recommended changes to the entry-level hiring process for firefighter noted in "red."

"HIRING PROCESS" pg. #3

section #2 Oral Examination

section #3 Rating and Notification to Applicants

section #4 Interim Lists

section #5 Physical Agility

"HIRING PROCESS" page #4

section #6 Second Oral Examination

"POST JOB OFFER" page #5

Job Trait Assessment

section (a)

**CITY OF KENOSHA  
POLICE AND FIRE COMMISSION  
POLICY REGARDING ENTRY LEVEL FIREFIGHTER HIRING**

**POLICY STATEMENT**

It is the declared goal of the Police and Fire Commission of the City of Kenosha to provide quality and cost-effective protective services to the citizens. The City's ability to provide such service is dictated, in great measure, through the appointment of dedicated, highly motivated and highly qualified persons to positions in the Fire Department.

To provide a fair, valid, consistent and reliable procedure to accomplish the hiring of the best qualified individuals to meet the City's needs, including workforce diversity needs, the following steps shall be followed in the hiring of entry-level employees in the Fire Department.

**RECRUITMENT AND APPLICATION**

1. **Recruitment shall be done on a broad base in such a manner as to make all segments of the work force aware of the job opportunity and provide them with sufficient time to apply.**
  - a) Open recruitment for at least one (1) month.
  - b) Advertise locally, statewide and regionally.
  - c) Send and post job announcements to minority and women's organizations, schools, Job Service, libraries, electronic sources, etc., in order to meet workforce diversity needs and to achieve a balanced workforce.
  
2. **Potential Reasons for Rejecting Applicants include but are not limited to:**
  - a) Application incomplete, unsigned or late.
  - b) Supporting documents such as evidence of age, high school graduation or equivalent educational attainment, veteran status; missing, late or incomplete.
  - c) Applicant lacks minimum qualifications specified in job announcement.
  - d) Applicant fails any portion of testing process.
  - e) Illegal use of controlled substances.
  - f) Applicant has falsified application.
  - g) Applicant is unable or fails to keep any scheduled appointment for examination, screenings, interview, etc.

### 3. Appeal Process

- a) The Police and Fire Commission shall determine the appropriateness of any appeal and, as required, rule on any appeal of a decision to reject an applicant or to remove an applicant from the eligibility list.
- b) Appeals must be in writing and received by the Police and Fire Commission, Police Chief and/or the Human Resource Department within seven (7) days of mailing of the notice leading to the appeal.

## MINIMUM REQUIREMENTS

### 1. Firefighter Applicants

- a) U.S. Citizen
- b) High school graduate or equivalent.
- c) Minimum age of eighteen (18).
- d) No felony conviction unless pardoned. No criminal conviction related to the duties and responsibilities of the position.
- e) Valid driver's license and a driving record which meets City standards.
- f) No physical, mental or emotional conditions which would adversely affect ability to perform essential job functions.
- g) Must meet the vision standard set by the City.
- h) No loss of hearing within normal voice range.
- i) Read, write, speak and understand the English language.
- j) Other requirements as required by the **Firefighters Standards Board**.

### 2. Documentation of Qualifications

- a) Birth certificate or equivalent proof of age and citizenship.
- b) High school diploma, college transcript, GED, or equivalent proof of educational attainment.
- c) Form DD-214 (Certificate of Release or Discharge from Active Duty) if claiming veteran's preference points.
- d) Valid driver's license to be verified as part of the background check.

### 3. Application and Required Forms

- a) All required forms must be completely filled out and legible.
- b) All required information must be on file by the stated deadline.
- c) Subject to modification by the Police and Fire Commission at any time.

## HIRING PROCESS

### 1. Written Tests

- a) Job related and developed in accordance with acceptable reliability and validity standards.
- b) Applicants must receive a passing score of 70% to be considered further (*effective 2/19/02*).
- c) Only applicants best meeting the needs of the City will be called to subsequent portions of the selection process.

### 2. Oral Examination (Panel Interview) New

- a) The Human Resource and Fire Departments shall jointly develop interview questions and procedures.
- b) Panels consisting of several individuals with experience or training as appropriate in firefighting, interviewing, personnel selection, etc.
- c) Applicants must receive a passing score on the oral examination to be considered further.
- d) Only applicants' best meeting the needs of the City will be called to subsequent portions of the selection process.

### 3. Rating and Notification to Applicants (*after written and oral ~~physical~~ examinations*)

- a) Applicants shall be advised in writing of their total score and whether or not their name is on the interim list.
- b) Final score consists of written and oral ~~physical~~ test scores averaged and weighted equally.

### 4. Interim Lists (*after written and oral panel interview; before physical examinations*)

Applicants who pass the written examination, physical ability examination, ~~and properly complete and return the background investigation form~~ are placed on an interim list in final score order. The interim list shall be the responsibility of the Human Resource Department.

### 5. Physical Ability Examination

- a) Content valid sample of work activities.
- b) Physical ability tests are to be periodically reviewed by the Human Resource Department. Recommendations for change to be made jointly by the Fire and Human Resource Departments.
- c) Fire Chief and Human Resource Director jointly recommend passing score on physical ability test to Police and Fire Commission for approval.
- d) Applicants must receive a passing score on the physical ability examination to be considered further.

e) Only applicants best meeting the needs of the City will be called to subsequent portions of the selective process.

#### ***6. Second Oral Examination (Panel interview fire professionals) (NEW)***

***Successful candidates will participate in a Level II interview panel consisting of Deputy Chief, Battalion Chief and other Administrator.***

#### **7. Procedure to Establish Eligibility List**

The following procedure shall be used to develop a pool of qualified candidates from which the Fire Chief may select persons to be recommended to the Police and Fire Commission. To be considered for recommendation, candidates must complete all the remaining portions of the selection process as indicated.

- a) An eligibility list shall be developed by Human Resource consisting of the passing scores from the written, physical ability (pass/fail), and oral examination (panel interview).
- b) Military credit in accordance with state statutes shall be added to the derived score
- c) The eligibility list shall be maintained in total score order including military credit. Eligibility lists are approved by the Police and Fire Commission to have a life of eighteen (18) months or until ten (10) or fewer names remain, whichever occurs first. An eligibility list may be extended by the Commission.
- d) Applicants are responsible for giving notice to the City regarding current address and telephone number.
- e) Persons may be removed from the eligibility list for the following reasons:
  - 1) Refusal of appointment by applicant.
  - 2) Failure to respond to any inquiry sent to address on file with City.
  - 3) Discovery that applicant lacks any of the minimum qualifications specified in Sections above.
  - 4) Discovery that applicant has falsified application or other material.
  - 5) Applicant has been fraudulent in the exam process.
  - 6) Upon written request from the applicant.
  - 7) For conviction of a crime related to the duties and responsibilities of the position.

#### **8. Certification**

- a) The Human Resource Department shall certify to the Fire Department up to ten (10) names for the first vacancy. For each additional vacancy, the Human Resource Department shall certify up to five (5) names.
- b) Names may be removed from the eligibility list at the discretion of Human Resource for reasons such as: background investigations, driving record, falsification of application or other materials, refusal of appointment, failure to respond to an inquiry, failure to report to work, lack of minimum qualifications, conviction of a job-related crime, or by written

request from the applicant.

## 9. Fire Chief's Recommendation

- a) The Human Resource Department will send to the Fire Chief, a certified eligibility list. The Fire Chief may interview all candidates and shall recommend to the Police and Fire Commission a qualifying name for the first vacancy. The Fire Chief shall recommend names from among the top ten (10) scoring and qualified candidates on the eligibility list.
- b) For each additional vacancy, in addition to the above, the Fire Chief may recommend for further review in the selection process described as follows, names from among the next highest five (5) scoring candidates.

## 10. Background Investigation

- a) Based on the form provided to applicants which must be completely filled out and returned by stated deadline.
- b) Review to be performed by the Fire Department.
- c) Recommendation from the Fire Department.

## POST - JOB OFFER

Each applicant must successfully complete a **job trait**, psychological and medical examination.

### **Job Trait Assessment**

- a) The job trait assessment is a testing protocol administered to candidates for entry level fire positions. ~~It is done before the job offer is made, pre-offer.~~ *It is done after offer of conditional employment.*  
The testing process measures three areas deemed important to success in entry level fire positions (mental abilities, vocational interests, and personality assessment).

### **Psychological Evaluation**

- a) Professionally developed and standardized testing instruments.
- b) Administered and interpreted by a licensed psychologist or psychiatrist.
- c) Interview with psychologist/psychiatrist, as appropriate, to verify or substantiate findings.
- d) Narrative report with summarized findings.
- e) Develop recommendation.

## Medical Examination

- a) Standardized medical examination reported on forms approved by the City.
- b) Performed by City designated physician/clinic.
- c) Applicants will be notified if the City is advised to provide selected results to applicant for follow up with personal physician. The City may request follow-up information from personal physician.
- d) Develop recommendation.

## APPOINTMENT

1. The results of Items 1-10 of the HIRING PROCESS shall be used to develop a list of candidates who have successfully completed all portions of examination process. Such eligibility list shall be in total score order. The Human Resource Department shall be responsible for the management of the eligibility list.
2. Persons may be removed from the eligibility list for any of the reasons outlined in the above sections or if they have been considered for employment and not recommended by the Fire Chief.
3. Recommendations for appointment from the Fire Chief shall be considered by the Police and Fire Commission for approval after review of related background materials, including the results of each element of the examination process or other requested information.
4. Persons appointed are on probation for the first one hundred and twenty-one (121) days worked in the Fire Department, and may be removed with cause and without any right of appeal.
5. New hires must satisfy residency requirements contained in departmental rules and must comply with all departmental policies.
6. Persons appointed to the Fire Department as Firefighters must obtain a Wisconsin EMT license within two (2) years of employment date or be subject to termination. Individuals hired after September 21, 1988 must obtain and maintain Paramedic Certification at the request of the Department.
7. Candidate must agree to and sign a pre-employment contract regarding training expenses.

## LIBERAL CONSTRUCTION

In pursuing their responsibility for management of the eligible lists and oversight of the selection process, the Human Resource Department shall construe this policy and procedure liberally to aid in the selection of the best qualified candidates to Fire Department positions.

### CITY OF KENOSHA POLICE AND FIRE COMMISSION

#### DESIGNATION OF RESPONSIBILITY FOR ADMINISTRATION OF ENTRY LEVEL HIRING PROCESSES

##### RECRUITMENT *(Responsibility of the Human Resource Department)*

1. Maintain file of interest cards which are received prior to recruitment and contact those persons and all individuals on the expiring eligibility list to inform them of the recruitment process.
2. Write and place advertisements.
3. Develop and distribute job announcement.
4. Develop and maintain list of recruitment sources. Distribute job announcements to all available recruitment sources.
5. Distribute application packets. Review applications upon return for completeness, and check to insure that all required documentation and forms are received.
6. Determine acceptability of alternate documents for birth record and diploma.
7. Determine the acceptability of any late or incomplete applications.
8. Compile listing of applicants that have submitted complete applications and meet stated minimum qualifications.
9. Obtain and compile required EEO data during testing process.
10. Notify applicants whose applications are not accepted.

**WRITTEN EXAMINATION** *(Responsibility of the Human Resource Department except as noted)*

1. Develop or obtain a valid written examination. *(Fire Chief and Human Resource Director to jointly recommend written examination to Police and Fire Commission.)*
2. Arrange for testing site/test administration.
3. Insure that study guides, reference information, etc., if appropriate, are provided to applicants. Insure that applicants are notified of the date, time and location of the examination.
4. Respond to requests for alternate dates, complaints, etc.
5. Coordinate administration of examination.
6. Arrange for scoring of written examinations.
7. Applicants must receive a passing score of 70% *(effective 2/19/02)*.
8. Notify applicants of test results.
9. Respond to all inquiries regarding examination results.
10. Applicants must receive a passing score to be considered further.
11. Only applicants best meeting the needs of the City will be called to subsequent portions of the selection process. Not all applicants may be called at any one time.

**PHYSICAL ABILITY TEST - CPAT (Candidate Physical Ability Test)**  
*(Responsibility of the Human Resource and/or Fire Department)*

1. Design test. *(Fire and HR jointly)*
2. Arrange for test equipment. *(Fire)*
3. Arrange for test site. *(HR)*
4. Plan and coordinate administration of test. *(HR)*
5. Schedule and notify applicants of date, time and location. *(HR)*
6. Review requests for alternate testing times. Alternate times are at the sole discretion of City based upon availability. *(HR)*

7. Prepare Indemnity and Hold Harmless Agreement for applicants. *(HR)*
8. Determine acceptability of re-testing if permitted. *(HR)*
9. Notify applicants of results. *(HR)*
10. The Fire Chief and Human Resource Director jointly recommend a passing score on physical ability test to Police and Fire Commission for approval.
11. Applicants must receive a passing score on the physical ability examination to be considered further.

**LIST OF ALL APPLICANTS SUCCESSFULLY THE WRITTEN AND PHYSICAL ABILITY EXAMINATIONS. *(Responsibility of the Human Resource Department)***

The Human Resource Department shall develop and maintain a list of names of applicants who have successfully completed both the written and physical ability examinations.

1. The written examination score along with a passing score on the physical exam.
2. The list shall be maintained in total score order.
3. The Human Resource Department shall provide to the Fire Department sufficient names from this list for consideration in the next step in the process. Not all applicants may be called at any one time.
  - a) Only applicants best meeting the needs of the City will be called to subsequent portions of the selection process.
  - b) Selective certification, based upon attainment of education, certification or experience not possessed by all applicants, may be used upon mutual agreement of the Human Resource and Fire Departments to process applicants to subsequent portions of the selection process.

**ORAL EXAMINATION *(Responsibility of the Human Resource and/or Fire Department)***

1. Schedule facilities. *(Fire)*
2. Set up panels. *(Fire)*
3. Review applications for possible conflict of interest with panelists. *(Fire)*
4. Develop interview schedule for panel. *(Fire)*

5. Notify applicants of date, time and location for oral test. *(HR)*
6. Arrange for alternate times (and dates, if available) for applicants with difficulties with their schedule. *(At the discretion of the Fire)*
7. The Human Resource and Fire Departments shall jointly develop interview questions and procedures.
8. Prepare rating forms. *(HR)*
9. Prepare scoring guide and instructions. *(HR)*
10. Copy applications and appropriate enclosures. *(HR)*
11. Set up materials for each panelist with job announcement, schedule, scoring guide, rating forms, questions, applications, and other materials as required. *(Fire)*
12. Conduct orientation and training for panel.
13. Provide applicants with instructions and other information when they arrive for oral examination. *(Fire)*
14. Arrange for change of panels if applicants or panelists have a problem with conflict of interest. A panelist may abstain from rating a candidate if he/she feels unable to objectively consider the applicant. *(HR and Fire)*
15. Compute score - complete rating forms and other materials to be provided to Human Resource for compilation. *(Fire with review by HR)*

#### **BACKGROUND INVESTIGATION *(Responsibility of the Fire Department)***

1. Identify sources of information. Background information forms to be retained by Department, if used.
2. Check Motor Vehicle Department, Federal Bureau of Investigation, etc.
3. Arrange for investigators to check references, schools, work, neighbors, etc.
4. Summarize results, write reports as required.
5. Review results and develop recommendations.

## ELIGIBILITY LIST

1. An eligibility list shall be developed by the Human Resource Department consisting of the passing scores from the written, physical ability and oral examinations, weighted equally.
2. Military credit in accordance with state statutes shall be added to the derived score.
3. The eligibility list shall be maintained in total score order including military credit.
4. Applicants will be notified of the final score, their rank and future selection procedures at the time the eligibility list is approved.

## POST - OFFER

### **JOB TRAIT ASSESSMENT/PSYCHOLOGICAL EXAMINATION (*Responsibility of the Human Resource Department*)**

1. The Fire Chief will recommend names of candidates to undergo preplacement psychological examination in a manner consistent with the policy regarding entry level hiring.
2. Arrange for psychological testing.
3. Schedule and notify applicants of date, time and location.
4. Review results and develop recommendations.

### **MEDICAL (*Responsibility of the Human Resource Department*)**

1. Arrange for dates and times for preplacement medical examination.
2. Schedule and notify applicants of date, time and location.
3. All information, reports, etc., will be sent to the Human Resource Department for review. In order to be considered, an applicant must have medical clearance.
4. Handle all inquiries regarding examination and interpretation of results, as well as requests for follow-up information.
5. Request follow-up information as required; develop final recommendations.

## APPOINTMENT

Upon successful completion of the entire selection process and upon the favorable recommendation of the Fire Chief, the Police and Fire Commission will review appointments according to the following procedure.

1. Potential appointments shall be considered by the Police and Fire Commission during regular monthly meetings or at a special meeting called for this purpose. It shall be the responsibility of the Fire Chief to place the item on the Commission's agenda. Such requests shall include a provision for the Police and Fire Commission to go into Executive Session.
2. Results of all components of the selection process, test scores, and other factors considered by the Fire Chief in recommending the candidate, will be available should the Police and Fire Commission desire to review this material.
3. Candidate(s) may be invited to attend the open meeting during which the Police and Fire Commission considers the Fire Chief's recommendations.
4. The Police and Fire Commission may reject a candidate and request the Fire Chief to submit additional candidates for consideration.

*(Policy reviewed on May 10, 2011)*

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