

# **KRONENWETTER POLICE & FIRE COMMISSION**

## **SELECTION PROCESS FOR HIRING POLICE OFFICERS**

Effective Date: 10/11/2022

The Kronenwetter Police & Fire Commission (hereinafter referred to as both the “PFC” and the “Commission” recognizes that people are the most important asset of the Village’s Police Department. Quality services rely not on technology but on individual effort. A job related, useful, and non-discriminatory selection process is crucial in hiring the most qualified and capable persons for carrying out the duties of law enforcement. At the same time, we seek candidates who will be the best fit for the culture of our organization. The Police & Fire Commission is dedicated to selecting applicants based on merit who will consistently seek and find ways to affirmatively promote, preserve and deliver a feeling of security, safety and quality services to members of our community.

### **Procedure**

#### **1. Responsibility for Selection Procedure**

- 1.1. The Police & Fire Commission is responsible for developing a selection hiring process for police officers.
- 1.2. The Police & Fire Commission reserves the right to make changes or to alter the selection process in such a manner as to best serve the Village of Kronenwetter. Any such changes or alterations shall be done by formal action of the Commission.

#### **2. Applicant Eligibility**

To be eligible for consideration for employment as a Kronenwetter police officer, applicants must:

- 2.1. Be at least twenty-one (21) years of age at the time of application date deadline.
- 2.2. Be a United States citizen.
- 2.3. Have a valid driver’s license.
- 2.4. Have at least sixty (60) semester credits of post-high school education at an accredited university, college, or technical school at time of application date deadline (bachelor’s degree preferred), a high school graduate with a minimum of an Associate level degree (60 college credits) or obtainable within the first five (5) years of employment. College credits must be 60 semester hours at the Associate degree level or higher and must be from an accredited level school. Candidates must be WI Law Enforcement Standards Board certified at the time of hire (taken from our Essential Functions document).
- 2.5. Not be a convicted felon.
- 2.6. Not have been convicted of any domestic violence related offense.
- 2.7. Lawfully be able to possess and use a firearm.
- 2.8. Be eligible for Wisconsin Law Enforcement Standards Board Certification.
- 2.9. Sign a three year pre-employment agreement with the Village.

### **3. Selection Process**

- 3.1. The Kronenwetter Police & Fire Commission will establish or approve a timeline for the selection process.
- 3.2. If a current police officer eligibility lists exists, that list will be used in an attempt to fill any vacancy in the department's police force. If no eligibility list exists, an eligibility list may be created by the Commission.
- 3.3. All candidates will be evaluated by a selection process that measures qualifications directly related to the duties of the position sought.
- 3.4. All elements of the selection process will be administered, scored, evaluated, and interpreted consistently.
- 3.5. Candidates meeting the conditions for being considered for employment as outlined in the "Preliminary Application for Employment" form will be required to successfully complete the following steps:
  - 3.5.1. Written examination unless waived by formal action of the Commission.
  - 3.5.2. Initial background investigation.
  - 3.5.3. Police & Fire Commission interview.
  - 3.5.4. Secondary background investigation.
  - 3.5.5. Second interview to be conducted by a law enforcement panel as comprised and directed by the Chief of Police.
  - 3.5.6. Psychological evaluation
  - 3.5.7. Medical evaluation, to include drug screen
  - 3.5.8. Final review and follow-up investigation if matters or findings dictate.
  - 3.5.9. Field training program and probationary period.

### **4. Application Process**

- 4.1. The Kronenwetter Police Department Application for Employment form will be used in developing a roster of candidates to be eligible for consideration for employment as a Village of Kronenwetter police officer.
- 4.2. The Police & Fire Commission, or the Commission's designee, is responsible for receipt of the applications for employment.
- 4.3. Applicant signatures on the application form will be considered prima facie, enabling them to partake in the first phase of post-preliminary application.
- 4.4. The Police & Fire Commission, or the Commission's designee, will notify, by mail, those applicants eligible to compete in the testing phase. Applicants will be advised of the date, time, location, approximate length of the test, and materials (if any) that should be brought to the test site. If testing is waived, it shall be done by formal action of the Commission.

## **5. Testing Phase**

### **5.1. Written Test**

- 5.1.1. The written examination is designed to measure primary cognitive skills critical to successfully learning and performing the job of police officer.
- 5.1.2. A predetermined cutoff score (fail/pass) will have been established for the written test. Based on the number of officers to be hired, a determination will be made as to the total number of applicants who pass the test that will continue in the hiring process. The higher the number of employee vacancies, the higher the number of applicants continuing in the process.
  - 5.1.2.1. Test scores of those applicants chosen to continue in the selection process will not be used to rank applicants going into the next phase of testing.
- 5.1.3. The Police & Fire Commission, or the Commission's designee, is responsible for conducting the written test process.
- 5.1.4. The Police & Fire Commission, or the Commission's designee, will send a letter inviting those applicants chosen to continue into the next selection phase, the Fitness Evaluation Test.
- 5.1.5. Those candidates either failing the written test, or passing but not selected due to their test score standing, will be notified of such within thirty (30) days of such decision being made.

## **6. Personal History Form**

- 6.1. Prior to the commencement of the background investigation, each applicant will be required to fully complete the department's "Personal History Form for Police Officer Applicants."
- 6.2. The Chief of Police, or his/her designee, will review the personal history forms of the applicants. A list will be compiled by the Chief of Police or his/her designee(s) ranking the applicants as to an "Acceptable (Green)," "Possible (Amber)" or "Unacceptable (Red)" status and prepare a report for the Commission. The Chief and his/her designee will select candidates to be interviewed and submit that list to the PFC.
- 6.3. The Police & Fire Commission, or the Commission's designee, will notify by mail within thirty (30) days of such decision, those applicants not selected to continue in the process.

## **7. Initial Background Investigation**

- 7.1. Applicants selected to continue in the process will meet with a background investigator (as determined by the Police & Fire Commission) to review the personal history form. The background investigator will use this opportunity to clarify any questions he/she has with regards to the

questionnaire. This meeting will take place only if the background investigator feels there are questions that he/she needs to clarify with the candidate.

- 7.2. All information or material received or developed as a part of the initial background investigation will be treated as confidential until reviewed by the Commission. During the background investigation period, all information or material received will be kept secure.

## **8. Review of Initial Background Investigation Findings**

The Chief of Police will review completed background investigation findings to determine applicant continuation in the selection process. Specific background findings of an unfavorable nature will be cause for applicant disqualification. The following disqualification and discretionary disqualification guidelines, not intended to be all-inclusive, will be used in screening background investigation findings.

### **8.1. Mandatory Disqualification for Consideration for Employment**

During the background investigation phase, an applicant will become ineligible for consideration for employment as a police officer for our department under any of the following conditions:

- 8.1.1. The applicant has pleaded guilty or “no contest” to, or has been found guilty of, or has a pending indictment of any felony.
- 8.1.2. The applicant has a conviction for any family violence offense that would preclude the applicant from carrying a firearm under the then current Wisconsin Statutes.
- 8.1.3. The applicant does not meet or has falsified any one of the requirements or has made a false statement of material fact established concerning the examination for the position of police officer, or has otherwise been untruthful at any time during the selection process.
- 8.1.4. The applicant has used or attempted to use political pressure or bribery to secure an advantage in an examination or other determining factor in securing a position as a police officer.
- 8.1.5. The applicant fails to submit a complete, accurate and truthful application for employment.
- 8.1.6. The applicant has been convicted of selling, transporting, or dispensing drugs illegally, or has been convicted of selling or trading any contraband.
- 8.1.7. The applicant has established an unsatisfactory employment or personnel record evidenced by a reference check of such a nature as to determine unsuitability for employment.
- 8.1.8. The applicant has a record of disgraceful conduct or moral turpitude, or has otherwise established a pattern of conduct that would tend to disrupt, or diminish, or otherwise jeopardize public trust in law enforcement.

8.1.9. The applicant has served in the Armed Forces and was released or discharged under less than honorable conditions.

8.1.10. The applicant fails to provide documents requested for the purpose of conducting a background investigation.

## 8.2. Discretionary Disqualification for Consideration for Employment

During the background investigation phase, an applicant may be disqualified and ineligible for consideration for employment based upon any of the following conditions:

8.2.1. The applicant has pleaded guilty or “no contest” to, or has been found guilty of, or has a pending indictment of any misdemeanor charge, ordinance violation or infraction.

8.2.2. The applicant has been cited for an excessive number of traffic violations or one or more serious traffic violations.

8.2.3. The applicant has abused/misused alcohol or a controlled substance without successfully completing an acceptable alcohol or substance abuse treatment program.

8.2.4. The applicant is in arrears on taxes, or has demonstrated an unwillingness to honor fiscal contracts or just debts.

8.3. The Police & Fire Commission, or the Commission’s designee, will send a letter inviting those applicants passing the background investigation to participate in the next phase of selection: an oral interview with the Commission.

8.4. The Police & Fire Commission, or the Commission’s designee, shall notify by mail, those applicants not chosen to continue in the selection process.

8.4.1. Ineligible applicants shall be notified within thirty (30) days of such decision.

## 9. Police & Fire Commission Oral Interview

9.1. All applicants who advance to this phase in the selection process will be interviewed and assessed by the Police & Fire Commission.

9.2. The interview involves a structured format with specific questions asked of applicants by the Commission.

9.2.1. The same questions will be asked of each applicant.

9.2.2. Applicants will be scored on their interview and ranked according to their scores.

9.2.3. A pre-determined scoring method will be in place prior to the interview (if waived, shall be done by formal action of the Commission).

9.3. From this interview a number of applicants will be determined who will advance to the next phase of the selection process.

9.4. The Police & Fire Commission, or the Commission's designee, will send a letter advising those selected to continue in the process and will at that time advise them of the next step in the process, which will be the law enforcement panel interview.

9.5. The Police & Fire Commission, or the Commission's designee, will send a letter to those applicants not progressing in the selection process within thirty (30) days of such decision being made.

## **10. Law Enforcement Panel Interview**

10.1. A panel of law enforcement professionals selected and convened by the Chief of Police will interview each applicant who has successfully advanced to this stage of the selection process. As a result of this interview, the panel will select a number of applicants acceptable for employment and provide notice to the Chief of Police of those applicants.

10.2. Applicants acceptable for employment will be placed on an eligibility list and approved by the Commission. The Chief of Police will determine the manner in which applicants are listed on the eligibility list.

10.3. The Chief of Police will select applicants for hire from the eligibility list and direct the background investigator to conduct a Secondary (in-depth) Background Investigation on those select candidates.

## **11. Secondary Background Investigation**

11.1. A secondary background investigation will be conducted on those applicants chosen by the Chief of Police as possible employees.

11.2. The secondary investigation will include interviews with applicant's references, former employers, school officials, neighbors, and others chosen by the background investigator.

11.3. All information or material received or developed as a part of the background investigation will be treated as confidential. During the background investigation period, all information or material received will be kept secure.

## **12. Review of Secondary Background Investigation Findings**

12.1. The Chief of Police will review completed secondary background investigation findings to determine applicant continuation in the selection process. Specific background findings of an unfavorable nature will be cause for applicant disqualification.

- 12.2. The Chief of Police will determine candidate continuation in the selection process. The secondary background investigation will assist in an effort to insure that only candidates with high moral and ethical standards continue in the selection process. Candidates must have a favorable rating for the secondary background investigation phase to proceed to the next step in the selection process
- 12.3. The Chief of Police, or the Chief of Police's designee, will send a letter ~~inviting~~ advising those applicants passing the secondary background investigation as to their advancement in the hiring process.
- 12.4. The Police & Fire Commission, or the Commission's designee, will notify, by mail, within thirty (30) days of such decision, those applicants not chosen to continue in the selection process.
  - 12.4.1. Applicants disqualified as a result of the secondary background investigation will generally not be eligible for re-consideration for employment as a police officer.
- 12.5. After the hiring process is complete, all background investigation material shall be turned over to the Police & Fire Commission clerk to maintain a file. Except as specifically noted, no person shall have access to the information contained in the background files at any time without the written permission from the Commission. If a release of information is authorized, the released documents shall be made in the form of a photocopy of the desired information.
- 12.6. Prior to making a Conditional Offer of Employment to a candidate, the Chief of Police will submit to the Commission a list of names for the positions authorized by the Village Board to be filled by the selection process. Provided the Commission approves the candidates as submitted, the offer will then be made by the Chief of Police to the respective candidates.

### **13. Conditional Offer of Employment**

- 13.1. Based on the number of officer vacancies, "Conditional Offers of Employment" will be made to those applicants approved for employment. The candidate(s) must satisfactorily complete the following steps of the hiring process to gain employment as a police officer with the Village of Kronenwetter:
  - 13.1.1. Psychological evaluation
  - 13.1.2. Medical evaluation, to include drug screen
  - 13.1.3. Final review and follow-up investigation
  - 13.1.4. Sign a Pre-Employment Agreement
    - 13.1.4.1. As a condition of employment, the new officer must sign a pre-employment agreement to remain employed with the Kronenwetter Police Department for three years.
    - 13.1.4.2. Officers voluntarily leaving the Police Department prior to the completion of the three (3) year period agree to repay the Village all costs associated with received training,

issued equipment that cannot be re-used, and hiring the employee. Repayment shall be pro-rated over the three (3) year period based on departure date.

- 13.2. The Police & Fire Commission, or the Commission's designee, will send a letter to those applicants selected to receive the "Conditional Offer of Employment", referencing the date and time of the next phase, the Psychological Evaluation.

## **14. Psychological Evaluation**

- 14.1. The psychological assessment will verify that the candidate does not have any psychological problems that would inhibit work performance or contribute to work-related disabilities.
- 14.2. The assessment will be conducted by qualified, licensed professionals using valid, non-discriminatory procedures and will be based on procedures established for law enforcement officers.
- 14.3. The Chief of Police will review the psychological assessment findings and based on those findings determine whether the candidate proceeds to the next phase of testing, the medical evaluation and drug screening.
- 14.4. The Police & Fire Commission, or the Commission's designee, will send a letter to those applicants advancing to the medical evaluation/drug screening, providing applicants with the location, date, and time for the exam.
- 14.5. The Police & Fire Commission, or the Commission's designee, will send a letter to those applicants in which the Department has elected to rescind the contingent offer of employment. Applicants disqualified for consideration at this phase will not be allowed to reapply for a police officer position with the Police Department.

## **15. Medical Evaluation / Drug Screen**

- 15.1. A medical examination will be conducted by a provider licensed to perform such examinations. The examinations shall use valid, non-discriminatory procedures to determine physical and medical fitness of the candidate for the position of police officer.
- 15.1.1. Weight must be proportional to height
- 15.1.2. Visual acuity without correction shall not be less than 20/40 in one eye and/or less than 20/100 in the other eye. Visual acuity with correction shall not be less than 20/20 in one eye and/or 20/40 in the other eye.
- 15.1.3. Color vision - If the applicant fails initial color screening, he/she will be notified and scheduled for further evaluation.
- 15.1.4. Sensory capabilities in hearing and olfactory senses must be acceptable.



15.2. All medical, hearing, and vision testing pursuant to the police officer selection process conducted under the guidance of the Village of Kronenwetter will be at no cost to the applicant.

15.3. The Chief of Police or the Chief of Police's designee will review the medical evaluation and drug screening findings. Candidates passing the medical exam may be subject to final review and follow-up investigation as determined by the ~~Commission~~ Chief of Police.

15.3.1. Candidates not subject to a final review will be notified by the Chief of Police, or the Chief of Police's designee, that they have successfully completed the hiring process and advised of a date of hire.

15.3.2. Candidates that have unacceptable medical exam results will be advised within thirty (30) days by the Chief of Police, or the Chief of Police's designee, that the Village of Kronenwetter has elected to rescind the contingent offer of employment.

## **16. Final Review & Follow-Up Investigation**

A final review may be conducted of each candidate successfully completing the hiring process. Additional information or investigation may be requested under the direction of the Chief of Police.

## **17. Duration of Police Officer Eligibility List**

The candidate eligibility list as depicted in section 12.2 shall remain in effect for twelve months of inception. The Police & Fire Commission may elect to broaden the duration time of an eligibility list with due cause provided the time does not exceed twenty-four months.

## **18. Employee Probationary Period**

### **18.1. Intent of Probationary Period**

18.1.1. The probationary period is the last phase of the selection process and is a working test period for the employee to demonstrate that he/she is able to successfully perform the essential functions of the police officer position. Consequently, persons appointed from the eligibility list must successfully complete the field training program and their probationary period in order for them to be considered both permanent and selected.

18.1.2. An employee may be released during the probationary period without notice or reason and without rights of appeal.

18.1.3. If the service of the probationary employee has been satisfactory, then the Police & Fire Commission will file a statement to that effect and the selection process shall be considered complete.

## 18.2. Duration of Probation

18.2.1. For officers required to attend a basic police academy for law enforcement certification, the total probationary period extends for twelve (12) months for full-time employees and twenty-four (24) months for part-time employees.

18.2.2. For officers not required to attend a basic academy the total probationary period will extend for twelve (12) months for full-time employees and eighteen (18) months for part-time employees.

## 19. Lateral Entry

Selection criteria for lateral entry will generally be identical to that for candidates without law enforcement experience. The Police & Fire Commission may elect to modify applicant eligibility and/or waive specific selection steps (i.e. written examination) for due cause and/or possible consideration. Lateral entry applicants will be required to participate in oral interviews and background investigations. Generally, lateral entry applicants will be required to partake in all pre-conditional offers of employment examinations.

## 20. Maintenance of Records for Selection Process

20.1. For those candidates hired by the Police Department, all records regarding their selection will be retained by the Police & Fire Commission or the Commission's designee.

20.2. For those candidates not hired, all records regarding their involvement in the selection process will be retained by the Police & Fire Commission or its designee for at least two years from the recruitment application deadline date.

## 21. Re-Applying for Police Officer Position

21.1. Candidates who are disqualified because of unfavorable findings during the background investigation, uncorrectable medical problems that preclude performance of job duties of the position applied for, serious drug abuse, or undesirable psychological evaluation will not be allowed to reapply for the position of Village police officer.

21.2. Candidates who are disqualified for reasons other than those identified in the previous paragraph may reapply without conditions.