

# **KRONENWETTER POLICE and FIRE COMMISSION SELECTION PROCESS FOR HIRING FIRE DEPARTMENT MEMBERS**

Effective Date: 05/22/2023

(Reviewed/Approved 06/02/2025)

## **1. Selection Process**

- 1.1. The Police and Fire Commission is responsible for developing a selection and hiring process for the Kronenwetter Fire Department and reserves the right to alter the selection process in such a manner as to best serve the Village of Kronenwetter.
- 1.2. The Police and Fire Commission may elect to modify applicant eligibility requirements and/or waive specific selection steps for due cause.
- 1.3. The Kronenwetter Police & Fire Commission will determine the timeline for the selection process.
- 1.4. Hiring will be accomplished from an existing Eligibility List; if none exists or has been exhausted, one will be created.
- 1.5. The candidate Eligibility List will remain in effect for twelve months following inception. The Police and 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.
- 1.6. All candidates will be evaluated by an objective selection process that measures qualifications directly related to the applicable Village of Kronenwetter Position Description. Written documentation will be developed throughout the decision-making process.
- 1.7. If an applicant is not hired, the Police and Fire Commission Clerk will retain all records relating to that candidate's involvement in the selection process for at least one year after expiration of the Eligibility List created during the selection process.
- 1.8. If an applicant is hired, all records relating to that candidate's involvement in the selection process will be retained permanently in his/her personnel file.
- 1.9. The Village of Kronenwetter will keep all information and materials received or developed during the hiring process secure at all times.

## **2. Application Process**

- 2.1. Applicants will complete the "Village of Kronenwetter Application for Employment" and all additional application forms required by the Kronenwetter Police and Fire Commission.
- 2.2. When a Fire Department position is available and the applicable Eligibility List has been exhausted, applicants since the last Eligibility List was created will be included in the roster of candidates.
- 2.3. Upon receipt of signed Application, the Police and Fire Commission's designee will prepare an applicant file with the *Kronenwetter Fire Department – Selection Process Checklist* as the cover sheet, which will travel with the original applicant file throughout the hiring process.

### **3. Initial Background Investigation**

- 3.1. The Village of Kronenwetter Police Department will conduct the Initial Background Investigation which includes:
  - 3.1.1. WI Drivers License (requires applicant authorization)
  - 3.1.2. Wisconsin Circuit Court Access Program (CCAP)
  - 3.1.3. Law enforcement search software
  - 3.1.4. Crime Information Bureau (CIB) Record Check

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

The P&FC President, one other Commissioner, and the Fire Chief 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 guidelines, not intended to be all-inclusive, will be used in screening background investigation findings.

- 4.1. An applicant may be disqualified for Consideration for Employment:
  - 4.1.1. The applicant has pleaded guilty or “no contest” to, or has been found guilty of, or has a pending felony or misdemeanor criminal charge, the circumstances of which substantially relates to the circumstances of the position or job duties.
  - 4.1.2. The applicant fails to provide documents requested for the purpose of conducting a background investigation.
  - 4.1.3. The applicant does not possess a valid Wisconsin driver’s license.

### **5. Police and Fire Commission Oral Interview**

- 5.1. The Police and Fire Commission will conduct an oral interview with selected candidates using a structured, objective methodology.
- 5.2. The interview panel consists of Commission members with the Kronenwetter Fire Department Chief (and/or delegate, if appropriate) also in attendance.

### **6. Employee Selection**

- 6.1. Following the oral interviews, the Commission will place selected Firefighter candidates and EMT candidates on the appropriate Eligibility List.
- 6.2. The Fire Chief will select Fire Department members from the applicable Eligibility List subject to approval by the Commission.

### **7. Secondary Background Investigation**

- 7.1. The Police Chief or his/her designee will conduct a secondary background investigation of each candidate.

7.2. The secondary investigation will include interviews or attempted interviews with applicant references and current/former employers for the last two (2) years and it may include others at the discretion of the background investigator.

7.3. If the Police Chief or Fire Chief or his/her designee believes there is a concern about the applicant, the concern will be presented to the Commission at the next scheduled meeting.

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

8.1. If there is a concern, then the Police and Fire Commission will review the Application, Selection Process Checklist, and the background investigation findings to determine applicant's continuation in the selection process.

### **8.1.1. Mandatory Grounds for Candidate Disqualification**

8.1.1.1. The applicant does not meet the requirements as stated in the position description.

8.1.1.2. The applicant has been untruthful at any time during the selection process.

8.1.1.3. 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 with the Village of Kronenwetter.

8.1.1.4. The applicant has any visible tattoos/brands not covered by normal dress that are blatantly racially or ethnically discriminatory as determined by the Commission in its sole discretion.

8.1.1.5. The applicant has established an unsatisfactory employment or personnel record evidenced by a reference check of such a nature as to indicate unsuitability for employment as determined by the Commission in its sole discretion.

8.1.1.6. The applicant does not exhibit sound judgment, good ethics and morals, reliability, ability to follow rules, respect for authority or peers, or otherwise jeopardizes public trust in the Fire Department as determined by the Commission in its sole discretion.

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

### **8.1.2. Discretionary Grounds for Candidate Disqualification**

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

8.1.2.2. The applicant omits relevant information from the application or submits an application for employment that is incomplete in any respect.

8.1.2.3. The applicant was released or discharged from a branch of the Armed Services under less than honorable conditions.

8.2. The Police and Fire Commission Clerk shall contact the applicant, schedule the interview and send a confirming letter. If the applicant is disqualified, a letter shall be sent to the applicant that he/she will not receive further consideration.

## **9. Conditional Offer of Employment**

9.1. The Police and Fire Commission, or the Commission's designee, will send those applicants approved for employment a "Conditional Offer of Employment" that is contingent upon the candidate's medical evaluation and drug screen findings. The PFC Clerk shall send a copy of this letter to the PFC members.

9.2. Applicant will return the form indicating acceptance or rejection of the Conditional Offer of Employment. The Police and Fire Commission Clerk shall notify the Village Clerk of said acceptance.

9.3. Police and Fire Commission Clerk will give the applicant an instruction sheet to schedule the medical evaluation and drug screening.

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

10.1. The candidate will undergo, at no cost to the applicant, a medical examination and drug screening by a provider designated by the Village.

10.2. The Village Clerk and Fire Chief will review the medical evaluation and drug screening findings and report results to the Police and Fire Commission as being acceptable or not.

10.3. The Village Clerk and Fire Chief will set a date of hire. The Village Clerk or Fire Chief will notify those candidates who pass the medical review that they have successfully completed the hiring process and send appropriate employment forms.

10.4. The Police and Fire Commission Clerk shall send a letter to the applicant if medical results are unsatisfactory.

## **11. Employee Probationary Period**

### **11.1. Intent of Probationary Period**

11.1.1. 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 pertinent Fire Department position. Consequently, persons appointed must successfully complete their probationary period in order for them to be considered selected as a full member of the Kronenwetter Fire Department.

11.1.2. An employee may be released by the Fire Chief during the probationary period without notice or reason and without rights of appeal. The Police and Fire Commission shall be notified of the release of any probationary employee. This requirement may be

modified at the recommendation of the Fire Chief and approval of the Police and Fire Commission.

- 11.1.3. The Fire Chief shall provide the Police and Fire Commission with notice of an employee's successful completion of the probationary period.

## 11.2. Duration of Probation

- 11.2.1. All new members after appointment must serve a minimum probationary period of 24 months.
- 11.2.2. During this probationary period, the new Fire Department member must obtain such training as is required by Wisconsin State requirements and the Village of Kronenwetter Fire Department's Standard Operating Guidelines for full active membership.

## 12. Re-Applying for Fire Department Position

- 12.1. Candidates who are disqualified during the hiring process may reapply after one year.

## 13. Re-Hiring for Fire Department Position

- 13.1 Candidates who were formerly employed by the Kronenwetter Fire Department within the last five years, and the Fire Chief has determined that the candidate left in good standing, and the candidate wishes to rejoin the department, shall submit an updated Village of Kronenwetter Application for Employment to ensure that the Village has the latest contact information of the candidate.
- 13.2 The PFC Clerk will be provided with an updated application, an updated background review of the candidate conducted by the Police Chief or his or her designee. If the Police Chief or Fire Chief or his or her designee has concerns about the candidate's background check, those concerns will be brought to the PFC at their next scheduled meeting.
- 13.3 The PFC Clerk shall send a Conditional Offer of Employment letter as indicated by section 9 of this document to the candidate. The PFC Clerk shall send a copy of this letter to the PFC members.
- 13.4 The rehired candidate will undergo all steps in sections 10 and 11 above, with the length of the probationary period to be determined by the Fire Chief.

## 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.