

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

Effective Date: 03/26/2018 __/__/2023

1. Selection Process

- 1.1. The Police and Fire Commission (hereinafter referred to as both the “Commission” and “PFC”) 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” (~~Exhibit A~~) 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* (~~Exhibit B~~) 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 (~~Exhibit C~~) 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, ~~and~~ 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 has pleaded guilty or “no contest” to, or has been found guilty of, or has a pending charge of any misdemeanor charge, ordinance violation, the circumstances of which substantially relates to the circumstances of the position or job duties.~~
- ~~4.1.3. The applicant has pleaded guilty or “no contest” to, or has been found guilty of, or has a pending charge of arson, regardless of degree.~~
- ~~4.1.4.~~
- 4.1.2.** The applicant fails to provide documents requested for the purpose of conducting a background investigation.
- ~~4.1.5. The applicant is in arrears on taxes, or has demonstrated an unwillingness to honor fiscal contracts or just debts.~~
- ~~4.1.6.~~
- 4.1.3.** The applicant does not possess a valid Wisconsin driver's license. ~~that is not currently under suspension or revocation.~~

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 (~~Exhibit G~~).
- 5.2. The interview panel consists of Commission members with the Kronenwetter Fire Department Chief (and/or delegate EMS Coordinator, if appropriate) also in attendance.

~~8.~~

6. Employee Selection

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

~~5.~~

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 ~~Police Chief will present that concern~~ will be presented to the Commission at the next scheduled meeting.

~~6.~~

8. Review of Secondary Background Investigation Findings

- 8.1. If there is a concern, then the Police and Fire Commission will review the Application (~~Exhibit B~~), Selection Process Checklist (~~Exhibit A~~), and the background investigation findings (~~Exhibits C and D~~) to determine applicant 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 ~~Secretary~~ Clerk shall contact the applicant, schedule the interview and send a confirming letter ~~(Exhibit E)~~. If the applicant is disqualified, a letter shall be sent to the applicant that he/she will not receive further consideration ~~(Exhibit F)~~.

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" ~~(Exhibit I)~~ 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. The Police & Fire Commission Secretary will notify, by mail, those applicants not selected for employment in the Fire Department or for inclusion on the Eligibility List within thirty (30) days of such decision being made (Exhibit F).~~

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

9.3. Police and Fire Commission ~~Secretary~~ Clerk will give the applicant an instruction sheet to schedule the medical evaluation and drug screening ~~(Exhibit J)~~.

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 ~~by letter~~ those candidates who pass the medical review that they have successfully completed the hiring process and send appropriate employment forms (~~Exhibit L~~).
- 10.4. The Police and Fire Commission ~~Secretary~~ Clerk shall send a letter to the applicant if medical results are unsatisfactory (~~Exhibit M~~).

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.
- ~~11.1.3. If the service of the probationary employee has been satisfactory, the Fire Department Chief will initial and date the Selection Process Checklist (Exhibit A) and the selection process will be considered complete. The Fire Chief shall provide the Police and Fire Commission with a written evaluation notice of the an employee's successful completion of the 24 month probationary period. The Police and Fire Commission will give final approval of the Fire Chief's recommendation.~~

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 Statute 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 (~~Exhibit A~~) 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, ~~and a letter from the Fire Chief recommending rehire.~~ 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 candidate shall submit to a new physical and drug test (Exhibit J). If the candidate passes the physical and drug test, then the Village Clerk will notify by letter the candidate that they have passed the medical review, that they have successfully completed the hiring process, and send appropriate employment forms (Exhibit L).~~

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.