

**WATERTOWN POLICE AND FIRE COMMISSION**  
Policies and Procedures  
Sworn Police Officer and Sworn Firefighter Hiring Procedures

It is the intent of the Police and Fire Commission to comply with all applicable laws and regulations including those set forth by the Fair Labor Standards, the Equal Opportunity Employment Commission and the Americans with Disabilities Act. With those intentions in mind, it is believed that the benefits of positive recruitment and selection policies will be manifested in a lower rate of personnel turnover, fewer disciplinary problems, higher morale, better community relations, and the provision of more efficient and effective services to the community.

**Section A: Police**

**A. Minimum Requirements and Qualifications**

- a. U.S. citizen and 18 years of age or older at the time of application.
- b. Must hold a valid Wisconsin driver's license or must obtain a valid Wisconsin driver's license within the amount of time allowed by statute.
- c. Graduation from high school or equivalency.
- d. Must have at least a two-year associate degree from a Wisconsin technical college system district or its accredited equivalent from another state, or a minimum of 60-accredited credits; or obtain a waiver from the Wisconsin Law Enforcement Standards Board for up to 60 credits for certain training and/or experience, such as military training.
- e. Must successfully complete each stage of the recruitment and hiring process.
- f. Must be able to meet or exceed the requirements of the job description for a police officer of the City of Watertown.

**B. Application Procedures**

- a. The application process will be administered by the Chief of Police or their designee.
- b. The position vacancy may be announced and advertised by Human Resources in appropriate news or social media outlets and on professional hiring websites. The announcement may also be sent to colleges within the State which have police science programs and advertised on the City and Department websites.
  - i. The advertisement/announcement may specify the minimum requirements and qualifications for the position; may provide a description of the duties, responsibilities, requisite skills and educational requirements; and may specify how an application may be obtained. The job announcement shall include the fact the Watertown Police Department is an Equal Opportunity Employer.
- c. The application materials may include:
  - i. A copy of the job announcement
  - ii. A copy of the position description

- iii. An "Application for Employment as Law Enforcement or Jail Officer" (DJ-LE-330) or its online equivalent
  - iv. A notification of written and physical agility testing.
  - v. A relevant Release of Information form
  - vi. An explanation of the recruitment process
  - vii. A summary of testing requirements
- d. The completed application shall include the following documents:
  - i. The completed "Application for Employment as Law Enforcement or Jail Officer" (DJ-LE-330) or its online equivalent
  - ii. A signed and dated "Informed Consent and Waiver" form
  - iii. A signed and dated "Release of Information" form; and
  - iv. Military veterans must enclose a copy of their DD214 Long form or equivalent
- e. The application returned by the applicant shall be limited to the above documents, a current resume and a cover letter, if desired. Any additional documentation submitted by the applicant such as letters, certificates, documents or photographs will remain with the original application.
- f. Applications shall not be rejected because of omissions or deficiencies that can be corrected prior to the testing or interview process.

### C. Examination Procedures

- a. Written Examinations
  - i. All applicants who have correctly completed the Application Procedure as outlined above may participate in the written examination for Entry Level Law Enforcement Officers as administered by the Watertown Police Department.
  - ii. The Police Chief and the Police and Fire Commission may select another written examination testing service at their discretion or may choose to waive the written examination procedure.
  - iii. The written examination shall provide testing of the applicant to determine his or her ability to perform the tasks as set forth in the position description for Patrol Officer.
  - iv. After the written examination raw scores are received the applicants will be ranked from highest score to lowest score.
- b. Physical Agility Tests
  - i. The applicant shall participate in the physical agility testing for Entry Level Law Enforcement Officers as administered by the Police Chief or their designee(s). The physical agility test will consist of the following:
    - 1. Vertical Jump (at least 11.5" above normal reach)
    - 2. Agility Run (23.4 seconds)
    - 3. Sit Ups (24 minimum repetitions in one minute)
    - 4. 300 Meter Run (82 second maximum time limit)
    - 5. 18 Push-ups (no time limit-rest in up position)
    - 6. 1.5 Mile Run (20:20 maximum time limit)
  - ii. The applicant will be required to pass every portion of the Physical Agility Test to be allowed to continue.

c. Oral Interview Panel

- i. The candidates who pass the Physical Agility Test and are determined to have the top 25 (which includes tie scores) scores on the written examination ranking shall be invited to attend the Oral Interview Panel Examination.
- ii. The Oral Interview Panel may consist of up to five members and shall be chaired by a designee of the Police Chief. The panel shall be comprised of current or past law enforcement officers of this or another agency, or appropriate substitutes as determined by the Police Chief; if convenience allows and/or expediency dictates, the panel may consist of up to two Police and Fire Commissioners (PFC). Under no circumstances may a quorum of the PFC be present.
- iii. The Oral Interview Panel shall personally interview each candidate according to recommended and accepted interview practices. Each panel member shall be provided with an evaluation form to be utilized in their assessment.
  1. An evaluation form shall be completed by each panel member for each candidate interviewed.
  2. Panel members shall assess each candidate through the use of questions and information provided to them by the Chief or their designee, and their own observations and knowledge.
  3. No deviation from the questioning shall be permitted in an effort to prevent the asking of any improper question(s) and the potential allegation of preferential treatment. The interviewers may ask the candidate questions which may clarify a previous answer.
  4. Each interviewer shall assess each candidate according to the rating guidelines and shall reduce that assessment to a numerical score.
  5. The panel shall certify that they have interviewed the candidates that appeared before them as well as the assessment score recorded by each interviewer and the average computed. The information shall be given to the Chief or their designee.

d. Final Score Computation

- i. Each candidate can theoretically score a total of 100 points in the overall process. The final score is determined by the following computation:
  1. Written Examination up to 25 points
  2. Oral Panel Rating up to 75 points
- ii. The final placement on the list shall be certified in numerical order based upon the above scoring criteria. Tie scores shall appear in alphabetical order.

e. Eligibility List

- i. An eligibility list will be established from the final score computation and made available to the Police and Fire Commission for their approval
- ii. The eligibility list shall remain in effect for one year from its date of

certification or until such a time that it is exhausted due to candidates no longer being available for employment or being deemed unacceptable to the Chief.

- f. Interview with Chief
  - i. The Chief may conduct a personal interview with the top three candidates to gain knowledge of the candidates not previously determined through the testing process.
  - ii. If the Chief deems that none of the three is suitable for employment, they shall move to the next candidate on the list and may continue that process until a suitable candidate is found.
- g. Background Investigations
  - i. After the personal interviews are completed by the Chief and a suitable candidate has been identified, a complete background investigation shall be conducted under the direction of the Chief of Police and shall be utilized to gain information concerning the applicant's suitability for employment with the City of Watertown.
    - 1. Criteria shall be established by the Police and Fire Commission and should include the following:
      - a. Criminal history records check
      - b. Certification of educational records
      - c. Certification of employment information and work history
      - d. Drivers record check through the Department of Transportation
      - e. Verification of previous residence information
      - f. Verification of at least three personal references
      - g. Local law enforcement record check
      - h. Neighborhood of residence check
      - i. Military record check, if any
      - j. Credit history check
- h. Conditional Offer of Employment
  - i. The Chief, Human Resources personnel, or their designee shall notify the successful applicant that the applicant has been conditionally selected for employment. The applicant shall be required to sign a "Conditional Offer of Probationary Employment Agreement." The agreement shall detail the specific requirements of further testing which may affect the final appointment by the Commission as a probationary officer.
  - ii. The candidate shall be required to file a written response, either accepting or declining the offer.
  - iii. Applicants may also be required to sign an employment contract prior to progressing forward to the final testing requirements of the process.
- i. Physical and Psychological Examination and Drug Use Testing
  - i. The candidate shall be required to submit to a comprehensive battery of assessments to determine his or her ability to perform the tasks required of a Police Officer with the City of Watertown.

- ii. The providers of such assessments shall be determined and/or approved by the Police and Fire Commission.
- iii. The testing shall, at a minimum, include the following:
  - 1. A comprehensive physical examination which includes an assessment of the individual's weight in relation to height and body structure, vision and hearing, heart and vascular system, pulmonary system, and spine and musculoskeletal system
  - 2. A comprehensive psychological evaluation and assessment
  - 3. A drug screen

D. Final Offer of Employment

- a. Upon the completion of all required testing, the final offer of employment shall be sent by Human Resources. The Chief shall appear before the Police and Fire Commission to provide an update on staffing changes that have occurred since the last meeting.
- b. Newly appointed Police Officers shall be on probation for the first 12 months of their employment, excluding recruit academy training.

## Section B: Fire

### A. Minimum Requirements and Qualifications

- a. U.S. citizen and 18 years of age or older at the time of application.
- b. Must hold a valid Wisconsin driver's license or must obtain a valid Wisconsin driver's license within the amount of time allowed by statute.
- c. Graduation from high school or equivalent.
- d. Must be able to meet or exceed the requirements of the job description for a Firefighter Paramedic for the City of Watertown\*\*
- e. If not completed at the time of application, the Candidate Physical Ability Test (CPAT) shall be obtained within three months of hire.

\*\* The Fire Chief may waive certain requirements at the time of application for the Firefighter Paramedic position, granting applicants a specific time frame to fulfill these requirements as detailed in the job posting.

### B. Application Procedures

- a. The application process may be administered by the Fire Chief or their designee.
- b. The position vacancy may be announced via Human Resources in all locations identified in the Request to Fill. Technical colleges may be notified if deemed appropriate. In the event of industry specific postings that cannot be completed by Human Resources, the Fire Department shall complete the posting.
  - i. The advertisement/announcement may specify the minimum requirements and qualifications for the position; may provide a description of the duties, responsibilities, requisite skills and education requirements.
- c. The application materials may include:
  - i. A copy of the job announcement
  - ii. A copy of the position description
  - iii. An "Application for Employment"
  - iv. A "Release of Information" form
  - v. A timetable and summary of events relative to the testing process
- d. The completed application shall include the following documents:
  - i. The completed "Application for Employment"
  - ii. A signed and dated "Release of Information" form
  - iii. Military veterans must enclose a copy of their DD214 Long form
  - iv. A current resume with cover letter
  - v. Copies of all certificates, diplomas, etc. verifying qualifications for the position
- e. Applications shall not be rejected because of omissions or deficiencies that can be corrected prior to the testing or interview.

### C. Examination Procedures

- a. Oral Interview Panel
  - i. The candidates who meet minimum requirements on the application shall be invited to attend the oral interview.

- ii. The Oral Interview Panel may consist of up to five members and shall be chaired by a designee of the Fire Chief. The panel shall be comprised of two firefighters and one PFC member. The panel shall have a minimum of three personnel; if convenience allows and/or expediency dictates, the panel may consist of up to two Police and Fire Commissioners (PFC). Under no circumstances may a quorum of the PFC be present.
- iii. The panel shall be designated by the Fire Chief or their designee.
- iv. The Oral Interview Panel shall personally interview each candidate according to recommended and accepted interview practices. Each member shall be provided with an evaluation form to be utilized in their assessment.
  - 1. An evaluation form shall be completed by each panel member for each candidate interviewed.
  - 2. Panel members shall assess each candidate through the use of questions and information provided to them for the interview by the Chief or their designee.
  - 3. No deviation from the questioning shall be permitted in an effort to prevent the asking of any improper question(s) and the potential allegation of preferential treatment. The interviewers may ask the candidate questions which may clarify a previous answer.
  - 4. Each interviewer shall assess each candidate according to the rating guidelines and shall reduce that assessment to a numerical score.
  - 5. The panel shall certify that they have interviewed the candidates that appeared before them as well as the assessment score recorded by each interviewer and the average computed. The information shall be given to the Fire Chief or their designee.
  - 6. At conclusion of oral interviews, all documents utilized by the panel shall be sealed and sent to the Fire Chief or designee for proper record retention.

b. Written Examinations

- i. All applicants who are successful in the oral interview as outlined above may participate in the written examination portion of the hiring process.
- ii. The applicant shall participate in the written examination process for firefighter/paramedic as administered by the Watertown Fire Department.
- iii. The Fire Chief and the Police and Fire Commission may select another written examination testing service at their discretion or may choose to waive the written examination procedure.
- iv. The written examination shall provide testing of the applicant to determine his or her ability to perform the tasks as set forth in the position description for Firefighter.
- v. After the written examination raw scores are received the applicants will be ranked from highest score to lowest score.

- c. Interview with Chief
  - i. The Chief shall conduct a personal interview with the candidates who have successfully completed the written and oral interview
- d. Final Score Computation
  - i. Each candidate can theoretically score a total of 100 points in the overall process. The final score is determined by the following computation:
    - 1. Written Examination up to 25 points
    - 2. Oral Panel Rating up to 50 points
    - 3. Chief Interview up to 25 points
  - ii. The final placement on the list shall be certified in numerical order based upon the above scoring criteria. Tie scores shall appear in alphabetical order.
- e. Eligibility List
  - i. An eligibility list will be established by the Police and Fire Commission from the final score.
  - ii. The number of candidates to be placed on the list shall be determined by the Police and Fire Commission.
  - iii. The eligibility list shall remain in effect for one year from its date of certification or until such a time that is exhausted due to candidates no longer being available for employment or being deemed unacceptable to the Chief. The eligibility list will be reviewed every six months for validity (or suitability).
- f. Background Investigations
  - i. At the time of Chief interviews, candidates may be notified of the departments' intent to begin a background investigation process. Candidates shall sign the background release form prior to the background investigation beginning.
  - ii. A complete background investigation shall be conducted under the direction of the Fire Chief or their designee and shall be utilized to gain information concerning the applicant's suitability for employment with the City of Watertown.
    - 1. Criteria shall be established by the Police and Fire Commission and should include the following:
      - a. Criminal history records check
      - b. Certification of educational records
      - c. Certification of employment information and work history
      - d. Drivers record check through the Department of Transportation
      - e. Healthcare Provider Background Check through the Department of Justice as outlined in WI Stat. 50.065 (1) (ag)
      - f. Office of Inspector General (OIG) check
      - g. Personal reference checks: none of which can be employees of the City of Watertown
      - h. Local law enforcement record check



- i. Military record check, if any
    - j. Credit history check
  - g. Conditional Offer of Appointment
    - i. The Chief shall notify the applicant that they have been conditionally selected for employment. The applicant shall be required to sign a "Conditional Offer of Probationary Employment Agreement." The agreement shall detail the specific requirements of further testing which may affect final appointment as a probationary Fire Department employee.
    - ii. The candidate shall be required to file a written response, either accepting or declining the offer.
  - h. Physical and Psychological Examination and Drug Use Testing
    - i. The candidate shall be required to submit to a comprehensive battery of assessments to determine his or her ability to perform the tasks required of sworn fire staff with the City of Watertown.
    - ii. The providers of such assessments shall be determined and/or approved by the Police and Fire Commission.
    - iii. The testing shall, at a minimum, include the following:
      - 1. A comprehensive psychological evaluation and assessment
      - 2. A drug screen
      - 3. A physical fitness evaluation based on current NFPA 1582 standards
- D. Final Offer of Employment
- a. Upon the completion of all required testing, a Final Offer of Employment shall be sent by Human Resources. The Chief shall appear before the Police and Fire Commission to provide an update on staffing changes that have occurred since the last meeting.
  - b. Newly appointed Firefighters shall be on probation for at least the first 12 months of their employment, or until they have completed their recruit training, whichever is later, but not to exceed 18 months from date of hire.
    - i. Certifications and licenses required for employment or successful completion of probation shall be outlined in conditional and final offers of employment.
    - ii. If not completed during the application process, CPAT certification shall be required within three months of hire in order to maintain employment.
    - iii. For sworn non-administrative employees, the applicant shall participate in the CPAT according to the international standards and successfully complete the timed test which consists of the following:
      - 1. 75 lb. weighted stair climb
      - 2. Hose drag
      - 3. Equipment carry
      - 4. Ladder raise and extension
      - 5. Forcible entry
      - 6. Search

7. Rescue
8. Ceiling breach and pull

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