

# **WATERTOWN POLICE AND FIRE COMMISSION**

## **Policies and Procedures**

### **Police Officer and Fire Fighter 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 1 Minimum Requirements and Qualifications**

##### **1. Police Officers**

- a. U.S. citizen and 21 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 vocation, technical and adult education district or its accredited equivalent from another state; or, a minimum of 60 accredited college-level credits or a waiver of the credits and degree.
- e. Must successfully complete each stage of the recruitment and hiring process.
- f. Must comply with residency requirements within twelve (12) months of hire date.
- g. Must be able to meet or exceed the requirements of the job description for a police officer of the City of Watertown.

##### **2. Fire Fighters**

- 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 possess a valid Wisconsin Paramedic license at time of hire.\*\*
- e. Must be a certified Fire Fighter 2 in Wisconsin.\*\*
- f. Must successfully complete each stage of the recruitment and hiring process.
- g. Must comply with residency requirements within twelve (12) months of hire.
- h. Must be able to meet or exceed the requirements of the job description for a Fire Fighter Paramedic for the City of Watertown.\*\*
- i. Must have successfully completed a Candidate Physical Ability Test (CPAT) within one year prior to application date. Before the end of their probationary period.

\*\* At discretion of Fire Chief, minimum requirements for paramedic, may be waived at the time of hire but will need to be completed before the end of the one-year probation period. within 18 months of starting Paramedic class

## **SECTION 2**      Application Procedures

### **1. Police Officers**

- a. The application process will be administered by the Special Operations Bureau of the Police Department.
- b. The position vacancy shall be announced and advertised in appropriate news or social media and on professional hiring websites. Announcement shall also be sent to colleges within the State which have police science programs and, on the City, and Department websites.

- (1) The advertisement/announcement shall specify the minimum requirements and qualifications for the position; shall provide a description of the duties, responsibilities, requisite skills and educational requirements; and shall specify how an application may be obtained and a deadline for the return of the application. The job announcement shall include the fact that the Watertown Police Department is an **Equal Opportunity Employer**.
- c. The application packet which ~~shall~~ may include:
- (1) A copy of the job announcement;
  - (2) A copy of the position description;
  - (3) An APPLICATION FOR EMPLOYMENT AS LAW ENFORCEMENT OR JAIL OFFICER (DJ-LE-330);
  - (4) A statement of written and physical agility test dates and location;
  - (5) A RELEASE OF INFORMATION form;
  - (6) A timetable of events relative to the testing process; and,
  - (7) A summary of testing requirements.
- d. The completed application shall include the following documents:
- (1) The completed APPLICATION FOR EMPLOYMENT AS LAW ENFORCEMENT OR JAIL OFFICER (DI-LE-330);
  - (2) A signed and dated INFORMED CONSENT AND WAIVER form;
  - (3) A signed and dated RELEASE OF INFORMATION form; and,
  - (4) Military veterans must enclose a copy of their DD214 Long Form.

- 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.

## 2. Fire Fighters

- a. The application process shall be administered by the Fire Chief or his designee.
- b. The position vacancy shall be announced in a specified geographic location using the appropriate news media. Technical colleges shall be notified if deemed appropriate.
  - (1) The advertisement/announcement shall specify the minimum requirements and qualifications for the position; shall provide a description of the duties, responsibilities, requisite skills and education requirements; and shall specify how applications may be obtained and a deadline for the return of the applications
- c. Individuals who respond to the position announcement shall be provided with access to an application packet which shall include:
  - (1) A copy of the job announcement;
  - (2) A copy of the position description;
  - (3) An APPLICATION FOR EMPLOYMENT AS SPECIFIED;
  - (4) A RELEASE OF INFORMATION form;
  - (5) A timetable of events relative to the testing process; and,
  - (6) A summary of testing requirements.

- d. The completed application shall include the following documents:
  - (1) The completed APPLICATION FOR EMPLOYMENT AS SPECIFIED;
  - (2) A signed and dated RELEASE OF INFORMATION form;
  - (3) Military veterans must enclose a copy of their DD214 Long Form;
  - (4) A current resume with cover letter; and,
  - (5) 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.

### **SECTION 3** Examination Procedures for Police Officers and Fire Fighters

#### 1. Written Examinations

- a. All applicants who have correctly completed the Application Procedure as outlined above ~~will~~ **may be authorized to** participate in the Written Examination portion of the hiring process.
- b. **Police Officers** The applicant shall participate in the written examination for Entry Level Law Enforcement Officers as administered by the Watertown Police Department.  
  
**Fire Fighters** The applicant ~~shall~~ **may** participate in the written examination process for firefighter/paramedic as administered by the Watertown Fire Department.
- c. The Police Chief or 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.
- d. 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 or Fire Fighter.

- e. After the written examination raw scores are received the applicants will be ranked from highest score to lowest score.

## 2. Physical Agility Tests

- a. **Police Officers** The applicant shall participate in the physical agility testing for Entry Level Enforcement Officers as administered by the Police Chief or his 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).

- b. The applicant will be required to pass every level of the Physical Agility Test to be allowed to participate in the written examination.

- c. **Firefighters** 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

## 3. Oral Interview Panel

- a. The candidates who pass the Physical Agility Test and are determined to have the top twenty-five (25) (which includes tie scores) scores on the written examination rankings shall be invited to attend the Oral Interview Panel Examination.
- b. The Oral Interview Panel may consist of up to five members and shall be chaired by a designee of the Police or Fire Chief. The panel shall be comprised of current law enforcement officers or fire fighters;

if convenience allows and/or expediency dictates, the panel may consist of up to two Police and Fire Commissioners. Under no circumstances may a quorum of the PFC be present.

- c. The panel shall be designated by the Police Chief or Fire Chief or his designee.

- (1) In the event that a panel member cannot attend one or more interview sessions, a substitution can be made by the Chief.

- d. 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 his/her 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 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.

#### 4. Final Score Computation

- a. Each candidate can theoretically score a total of 100 points in the overall process. The final score is determined by the following computation:

|                     |                 |
|---------------------|-----------------|
| Written Examination | Up to 25 points |
| Oral Panel Rating   | Up to 75 points |

- b. 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.

## 5 Eligibility List

- a. An Eligibility List will be established from the final score computation if the Police and Fire Commission members deem that there is a sufficient number of satisfactory candidates eligible for employment.
- b. The number of candidates to be placed on the list shall be determined by the Commission.
- c. The eligibility list shall remain in effect for one (1) year from its date of certification or until such time that it is exhausted due to candidates no longer being available for employment or being deemed unacceptable to the Chief.

## 6. Interview with Chief

- a. Once the eligibility list has been certified by the Police and Fire Commission, it shall be forwarded to the Chief for consideration. The Chief ~~shall~~ may conduct a personal interview with the top three candidates to gain knowledge of the candidates not previously determined through the testing process.
- b. If the Chief deems that none of the three is suitable for employment, he shall move to the next candidate on the list and may continue that process until a suitable candidate is found.

## 7. Background Investigations

- a. After the personal interviews are completed by the Chief and a suitable candidate has been identified, the candidate shall be contacted by the department and notified of the Department's intentions to begin a background investigation process.
  - (1) If a candidate expresses a desire not to be considered for employment, the next candidate on the list shall be contacted in like fashion.

- b. 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) Driver's 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; and, (j) Credit history check.
- c. A less-formal background investigation shall be conducted by the Fire Chief or his designee. This investigation shall include:
  - (1) Criminal history records check;
  - (2) Previous employment verification;
  - (3) Verification of personal references;
  - (4) Driving record history; and,
  - (5) Verification of educational credentials.

## 8. Conditional Offer of Appointment

- a. ~~After the background investigation has been completed and the~~ The Chief is satisfied with the results, he 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.

- b. The candidate shall be required to file a written response, either accepting or declining the offer.
- c. Applicants shall also be required to sign an EMPLOYMENT EXPENSE AGREEMENT(Fire) or EMPLOYMENT CONTRACT(Police) prior to progressing forward to the final testing requirements of the process.

9. Physical and Psychological Examination and Drug Use Testing

- a. 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 or Fire Fighter with the City of Watertown.
- b. The providers of such assessments shall be determined and/or approved by the Police and Fire Commission.
- c. 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.
  - (4) A physical fitness evaluation based on current NFPA 1582 standards (Fire Department only).

- 1. **SECTION 4** Final Offer of Employment upon the completion of all required testing, the Chief shall appear before the Police and Fire Commission to receive final authorization for appointment of the successful candidate.
- 2. Newly appointed Fire Fighters shall be on probation for **at least** the first twelve (12) months of their employment or until they have completed their recruit training **and obtain a paramedic license,** whichever is later.

3. Newly appointed Police Officers shall be on probation for the first twelve (12) months of their employment, excluding recruit academy training, if sponsored and enrolled by the police department.

Adopted: June 10, 1996  
Revised: August 14, 2000  
November 13, 2000  
September and October 2004  
November 12, 2012  
May 5, 2014  
September 11, 2017  
May 11, 2020  
[January 24, 2023](#)