

 MIDDLETON POLICE DEPARTMENT	DATE September 17, 2013	POLICY 3.1.01
SUBJECT: Recruitment and Selection	REVIEWED July 3, 2017	

Refer to: SS [111.37\(5\)\(bm\)](#); [LES 2](#); [Employment Standards](#)
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WILEAG (5th Ed.) Standards: **3.1.1, 3.1.2** (3.1.2.1, 3.1.2.2, 3.1.2.3, 3.1.2.4), **3.2.1, 3.2.2, 3.2.3** (3.2.3.1, 3.2.3.2, 3.2.3.3), **3.2.4** (3.2.4.1, 3.2.4.2, 3.2.4.3), **3.2.5, 3.2.6**

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PURPOSE

The purpose of this policy is to establish guidelines for the recruitment and selection of candidates to fill employment vacancies at the Middleton Police Department.

POLICY

It is the policy of the Middleton Police Department to recruit and select the best possible candidates for employment opportunities occurring within the department. The department strives to accomplish this by dedicating resources to attract, assess and select candidates that possess those organizational values and professional skills that are consistent with the mission, goals, and objectives of the department. The department shall comply with all “Equal Opportunity” policies adopted by the City Of Middleton. The Chief of Police has the authority to select or promote those individuals who are best qualified for vacant civilian positions. The Chief of Police, under the auspices of the appointed members of the Middleton Police Commission, retains the authority to select or promote those individuals who are best qualified for vacant sworn positions.

The Chief of Police is responsible for establishing and maintaining procedures that fairly and efficiently administer the various recruitment and selection processes established in cooperation with the City Personnel Officer or Police Commission.

PROCEDURE

Equal Employment Opportunity

The City of Middleton is an equal opportunity employer ([Ord. 27.05](#)). In accordance with [state law](#) we encourage and foster the employment of all persons regardless of any of the [following](#): Age; Ancestry; Arrest Record, Color; Conviction Record; Creed; Disability; Genetic Testing; Honesty Testing; Marital Status; Military Service; National Origin; Pregnancy or Childbirth; Race; Sex; Sexual Orientation; or Use or nonuse of lawful products off the employer's premises during nonworking hours. The City will also make every reasonable accommodation for individuals with disabilities.

The City of Middleton supports the equal treatment of employees in domestic partnerships and shall provide employee benefits for City employees in domestic partnerships that are equal to those benefits provided for similarly situated employees who are married. All City ordinances, contracts or policies related to the provision of employee benefits for City employees shall be interpreted to provide equal benefits to employees in domestic partnerships that are equal to those benefits provided for similarly situated employees who are married. For purposes of this section, "domestic partnership" shall have the meaning set forth in Wis. Stats. § [40.02\(21d\)](#).

Job Announcements and Recruitment Notices

All job announcements issued by the department will advise that the department is an Equal Opportunity Employer. All job announcements will have prominently displayed the official deadline for application filing. Open positions will be advertised through electronic, print or other media with links to the full job announcement. In addition, entry level Police Officer positions shall be listed in the employment opportunities section of the Wisconsin Law Enforcement Network ([WILENET](#)). The department's job announcements and recruitment notices will provide a description of the duties, responsibilities, requisite skills, educational level, other minimum qualifications or requirements, and the selection process elements and timeline.

Selection Process

All phases of the selection process shall be administered, scored, evaluated and interpreted in a **uniform manner for all candidates**. Time limits, oral instructions, practice problems, score sheets and scoring formulas shall be clearly set forth, documented, and carried out in the same manner for all candidates. All applicants shall be kept informed of the status of their application, apprised of dates for testing and interviews as applicable, and notified of the outcome of the selection process. The selection process includes the following elements:

1. Determination of whether the Candidate meets the **minimum or required qualifications**. (Pass/Fail)
2. Review and **rating of the candidate's qualifications** and application. (Scored)
3. Some positions will require one or more **job related tests or assessments** (Police Officer, Telecommunicator, and Clerk Typist for example). (Scored, Fail Point, Cut Point.) Police Officer fitness testing shall use criteria based on the functions and working conditions of Police Officers. (Pass/Fail)

4. **Oral Interviews** will be conducted of the most qualified candidates based on the first three steps of the selection process (Scored, Cut Point). An interview panel will be used for Police Officer and Telecommunicator positions, and may be utilized for other positions. Interview panels may consist of department personnel, outside department personnel, and/or qualified members of the community. In addition, Police Officer panels may include members of the Police Commission and Public Safety Committee. The Chief of Police may choose to have a one-on-one interview with finalists, before making a hiring decision.
5. A **background investigation**, a non-scored element of the selection process, shall be conducted prior to appointment of a candidate to a probationary status, and shall include at a minimum: criminal and driving history check, credential (work, education, training, special skills) verification, at least three personal reference checks, and interviews with past and present employers. Inquiries should be in person whenever practical (criminal, educational, and driving histories excepted).
 - a. For positions with access to CAD, RMS, DOT, CIB, or NCIC, the criminal history records check shall be by fingerprint identification. Whenever feasible, Police Officer candidates shall have an in-home interview including the candidate and his/her family, the candidate's past and present neighbors interviewed, and a ride-along with a Field Training Officer (job preview).
 - b. Only sworn personnel will be utilized to conduct background investigations. These personnel will have received training on collecting the required information. Such training should include confidentiality issues, effective interviewing techniques, liability and waiver requirements and proper documentation.
 - c. Background investigations are used by executives to assess potential and risk when making final hiring decisions and are kept confidential, even from supervisors and subject employees.
6. After receiving and accepting a tentative **conditional offer of employment**, but prior to appointment to probationary status, Police Officer candidates must undergo and pass:
 - a. A **medical examination** by qualified medical personnel certifying the health status of the candidate, done at City expense. (Not Scored, Pass/Fail)
 - b. A valid and job related **psychological assessment**, which is administered and interpreted by a qualified professional, done at City expense. (Not Scored, Pass/Fail)
 - c. **Drug screening** done at City expense. (Not Scored, Pass/Fail)
7. Before being granted permanent employee status, candidates must successfully complete a **probationary period**. The probationary period is six months for general employees, 12 months for Telecommunicators and Department Heads, and 18 months for Police Officers. The Police Officer probationary period begins the first day of field training. The probationary period is part of the selection process. During the probationary period, the applicant must meet all conditions of the job offer, which may include Wisconsin Law Enforcement Standards Board Certification, satisfactory completion of Field Training, and satisfactory performance. The probationary period may be extended up to six additional months by the Chief of Police if remedial training is determined to be necessary or for reasons beyond the control of the probationary employee (special assignments, injury or illness occurring during the probationary period). Probationary employees may be terminated without a showing of cause and do not have the right to appeal. (Not Scored, Pass/Fail)

8. The **Police Commission**, with the assistance of the Police Chief, shall establish the minimum qualification for Police Officers which may be greater than those established by the LESB, shall approve and may modify the selection process, certify a hiring list of qualified candidates from which the Police Chief may hire, and approve the hiring of probationary Police Officer candidates.
9. **Outside resources** such as state or local civil service commissions, employment agencies, or other public or private organizations may be used to administer or provide a part(s) of the selection process. Copies of all relevant outside resource processes, activities, and results should be maintained by the department. The department may participate in a multi-jurisdictional recruitment and selection process.
10. **Candidates who fail** to meet any part of the Middleton Police Department administered phases of the selection process shall not be reconsidered for job openings until the current candidate list has expired. At that time they may reapply and go through the process again.
11. The department does not employ the use of **polygraphs** or other instruments for the detection of deception during the selection process.

Records Maintenance/Storage

All materials germane to the selection process and all candidate documents shall be maintained and securely stored when not being actively utilized. Paper documents shall be placed in the secure Administrative Records Room. Digital records shall be stored in the access restricted Command Staff Folder in the further restricted Recruitment Folder on the department's P-Drive. The confidentiality of these records shall be protected at all times whether in use or storage.

Background investigations are used by executives to assess potential and risk when making final hiring decisions and are kept confidential, even from supervisors and subject employees. Background investigations and psychological assessments shall be sealed, stored in the secure Administrative Records Room, (not in an employee's personnel file), and may only be accessed with the expressed authorization of the Chief.

Selection process and candidate records shall be kept for a minimum of seven years. Disposal of records shall be by shredding, burning, or a bonded secure chain-of-custody document destruction service.