

Village of Clinton

POLICE OFFICER HIRING POLICY

I. HIRING POLICY.

A. PURPOSE.

The purpose of this policy is to establish guidelines and criteria the Village of Clinton will follow when hiring law enforcement officers for the Village's Police Department. The procedures set forth are designed to ensure the appropriate recruitment and screening of candidates seeking employment as a law enforcement officer for the Village of Clinton Police Department.

B. DEFINITIONS.

1. **Law Enforcement Officer.** Any person employed by the State or any other political subdivision of the State for the purpose of detecting and preventing crime and enforcing laws or ordinances, and who is authorized to make arrests for violations of the laws or ordinances the person is employed to enforce.
2. **Part-time Police Officer.** Any individual employed on a part-time basis with the Village of Clinton Police Department that acts as a peace officer and confirmed upon them the powers and duties granted by law. Part-time police officers shall enforce the ordinances of the Village and the laws of the State. They shall preserve order, prevent infractions of the law and arrest violators of the law or ordinances of the Village. Part-time police officers may be assigned to duties and responsibilities other than the patrol function in order to accomplish Departmental goals and objectives.

C. RECRUITMENT.

When an employment opportunity opens within the Department, the Chief of Police will confer with the Village Personnel Director. The position(s) will be advertised in local publications, along with other advertising resources including trade journals and police employment databases. The advertisement resources will be broad enough to ensure the recruitment attracts the attention of qualified candidates regardless of race, sex, religion, or origin. Job announcements shall be advertised for no fewer than two (2) weeks.

1. **Job Announcements.** Job announcements and recruitment notices for all personnel shall contain the following:
 - a. A description of the duties, responsibilities, and requisite skills;
 - b. Minimum educational level;
 - c. Other minimum qualifications or requirements.
2. **Equal Employment Opportunity.**
 - a. It is the policy of the Clinton Police Department and Village of Clinton to ensure that all individuals be given equal opportunity for employment, regardless of race, sex, creed, color, age, religion, national origin, marital status, sexual orientation, military service, use of a lawful product while off duty, physical impairment, or any other basis protected under state or federal laws. This policy is applicable to all phases of employment, and all employment decisions will be made consistent

with the principles of equal employment opportunity. All Department members are expected to follow and participate in this policy. Complaints may be submitted directly to the Chief of Police irrespective of the chain of command. The Chief of Police will review each complaint and provide for the appropriate disposition. Complaints shall be in writing and contain the following:

- i. The complaining person's name, address and telephone number;
 - ii. Description of alleged violation(s);
 - iii. Dates of the alleged violation(s); and
 - iv. Names and contact information of witnesses, if applicable.
- b. In order to ensure equal employment opportunity, the Clinton Police Department will:
 - i. Follow all applicable hiring guidelines of the Equal Employment Opportunity Commission and the Wisconsin Equal Rights Division.
 - ii. Treat all persons with respect, dignity, integrity, and prohibit discrimination from all phases of the employer-employee and applicant relationship.
 - iii. Ensure that no member discriminates against another member or applicant.
 - iv. Maintain a work environment that is non-discriminatory and provides equal opportunities for all persons.
 - v. Take necessary corrective action in cases where members violate Department procedures pertaining to equal employment opportunity.
 - vi. Require supervisors to be vigilant in detecting and correcting violations of equal employment opportunity procedures and policies.
 - vii. Inform applicants, or other interested person, of this standard operating procedure when requesting information concerning the Department's commitment to Equal Employment Opportunities.

D. APPLICATION AND SELECTION.

- 1. Application Materials.** Candidates seeking employment as a law enforcement officer must submit the following materials for preliminary review:
 - a. The Village's application. The Village currently has adopted the DJ – LE – 330 Department of Justice Application for Employment, for its use;
 - b. Copy of Wisconsin LESB Certification or documentation indicating they are certifiable by the time of appointment;
 - c. College / University Transcripts;
 - d. Authorization for Release of Information Form; and
 - e. Personal History Questionnaire.
- 2. Minimum Qualifications.** The minimum qualifications for employment shall be:
 - a. The applicant shall possess a valid Wisconsin driver's license or such other valid operator's permit recognized by the Wisconsin department of transportation as authorizing operation of motor vehicle in Wisconsin.
 - b. The applicant shall have attained a minimum age of twenty (20) years. A birth or naturalization certificate shall serve as evidence of applicant's date of birth.
 - c. The applicant shall not have been convicted of any federal felony or any offense which if committed in Wisconsin could be punished as a felony unless the applicant has been granted an absolute and unconditional pardon.

- d. The applicant shall not have been convicted of any misdemeanor crime of domestic violence unless the applicant has been granted an absolute and unconditional pardon.
 - e. The applicant shall possess a Wisconsin high school diploma or a diploma issued by an out of state high school accredited by an appropriate agency of the state or shall have passed the general education development diploma test or any other test recommended by the Wisconsin department of public instruction as indicating high school diploma level.
 - f. An applicant for employment as a law enforcement officer shall possess either a two (2) year associate degree from a Wisconsin technical college system district or its accredited equivalent from another state, or a minimum of sixty (60) fully accredited college level credits.
 - g. Must have eyesight of 20/20 or correctable to 20/20, and must not be colorblind.
 - h. Must be in good physical health.
 - i. Full and part-time police officers will complete a field training program which is specific to their assigned duties and conducted by a certified field training officer from the Sokolove or San Jose models.
 - j. Successfully pass pre-employment psychological assessment and a pre-employment medical exam, which includes a comprehensive drug screen.
- 3. Background Investigations.** A background investigation is conducted as part of the selection process for all Department candidates prior to an offer of employment. The background investigation includes, but is not limited to the following:
- a. The candidate's personnel history document;
 - b. Verification of qualifying credentials;
 - c. Verification of educational history;
 - d. Review of driving history;
 - e. A review of any criminal record;
 - f. Verification of employment history;
 - g. Verification of at least three (3) personal references;
 - h. Credit check;
 - i. Public records inquiry; and
 - j. Other sources, searches, inquiries, reference checks, and interviews.
- 4. Finger Printing.** The applicant will be required to submit a fingerprint sample which will be searched in local, state, and national fingerprint record database.
- 5. Interview.** The applicant shall submit to and complete with satisfactory results, an oral interview to be conducted by the Village or its representative(s). "Satisfactory results" shall be determined from the contents of a written rating by the interviewer expressing an opinion concerning the applicant's appearance, personality, and ability to communicate as observed during the interview.
- 6. Conditional Offer of Employment.** Upon submission and completion of the aforementioned materials and screenings, qualified candidates will be placed on an eligibility list from which candidates will be provided a conditional offer of employment as openings become available. Following the conditional offer, the candidate must submit and participate in specific examinations and screenings to qualify for employment with the Department, including a medical examination, drug screen, and psychological interview.

E. EXAMINATIONS AND SCREENINGS.

- 1. Medical Examination.** A medical examination, including a drug screen, is conducted, prior to appointment to probationary status, for all positions to certify the general health of the candidate.
- 2. Pre-employment Drug Screening.**
 - a.** The candidate shall submit to a drug test for the presence of the following controlled substances or classes of controlled substances or their metabolites:
 - i.** Amphetamines;
 - ii.** Cannabis or cannabinoids;
 - iii.** Opiates;
 - iv.** Cocaine; and
 - v.** Phencyclidine (PCP).
 - b.** The drug screen shall be accomplished through analysis of a urine specimen from the candidate. Other specimens of blood, breath, saliva or hair may be used when minimum standards equivalent with those for urine specimens have been established by the United States department of health and human services, substance abuse and mental health services administration. Notice of the date, time and location of the drug screen sample collection shall be given to the candidate no more than three (3) days prior to the date of the scheduled collection. The notice shall inform the candidate that appearance for the drug screen collection at the stated date, time and location is mandatory and that failure to appear with just cause to the satisfaction of the perspective employing agency or refusal to provide the specimen shall result in denial of certification by the council. The notice shall inform the applicant that a positive test result for which the applicant cannot provide a legitimate explanation to the satisfaction of the council shall result in the applicant being denied employment and being denied certification by the council.
- 3. Emotional Stability / Psychological Fitness.** An emotional stability and psychological fitness examination of each candidate for a sworn position is conducted and assessed by a qualified professional prior to appointment to probationary status.

F. CANDIDATE CONTACT/REJECTION.

- 1. Candidate Contact.** Contact will be maintained with candidates for all positions from the submission of the initial application to the final employment disposition.
- 2. Candidate Rejection.** Applications for all positions are not rejected because of minor omissions or deficiencies that can be corrected prior to the testing or interview process. This section may not apply if it is determined that an omission was made intentionally to withhold information for the purpose of misleading or deceiving the Village or Department.

G. HIRING.

- 1.** When vacancies within the Department occur, the Chief of Police will contact an applicant who has successfully passed all aspects of the hiring process only after conferring with the Personnel Director.

2. Officers will not begin any part of their training program or perform any police duties for the Village without first being sworn in by the Village Clerk.
3. When practical, the swearing in of new officers will be conducted at a Village Board meeting.
4. The Chief of Police will introduce all new officers to the Board at the earliest practical time, in the event the officer is not sworn in at a Board meeting.