

# **CITY OF FRANKLIN POLICE AND FIRE COMMISSION SEPTEMBER 2016 POLICE PATROL OFFICER HIRING PROCESS**

## **INTRODUCTION**

The City of Franklin Police and Fire Commission will hereafter be referred to as the Commission.

The City of Franklin will sometimes hereafter be referred to as the City.

The City of Franklin Police Department will sometimes hereafter be referred to as the Department.

The name for this hiring process is THE SEPTEMBER 2016 POLICE PATROL OFFICER HIRING PROCESS.

## **POSITION APPLICATION REQUIREMENTS**

An applicant must possess these minimum requirements:

1. 21 years of age or older.
2. United States citizen.
3. High school diploma.
4. Valid driver's license.
5. Either a 2 year associate degree or a 4 year college degree from an accredited college.
6. Either certified as a Wisconsin Law Enforcement Officer by the Wisconsin Law Enforcement Standards Board (or another State's equivalent) or completion of a 520 hours basic Wisconsin law enforcement training course-currently certifiable by the Wisconsin Law Enforcement Standards Board (or another State's, federal government or military equivalent).
7. No felony convictions.
8. Shall not have been convicted of any misdemeanor crime of domestic violence unless the applicant has been granted an absolute and unconditional pardon.
9. Ability to lawfully possess a firearm.
10. Good driving record.
11. Good physical condition.
12. Vision correctable to 20/20.
13. Must be able to distinguish colors.
14. Good verbal and written communication skills.
15. Ability to handle several tasks simultaneously.
16. Ability to use all standard law enforcement equipment.
17. Ability to work evenings, weekends, and holidays.

18. Ability to react quickly and effectively to stressful situations.
19. Ability to perform the essential functions of this position.
20. On the date of the submission of her or his application has been employed either full time or part time as a sworn officer with the same law enforcement agency at least one year and not be on probation or the agencies equivalent of probation such as an introductory period. This also includes a person who (1) holds a military occupational specialty as a law enforcement officer and (2) is employed as a certified or licensed military law enforcement officer. This requirement is not met if the applicant is only employed as a maritime, boat or equivalent position officer.

All of the above requirements must be possessed by the applicant at the time of the submission of his or her application.

Any person who was interviewed by the Commission on or after January 1, 2011 and was not passed on by the Commission for further consideration in the hiring process, or was interviewed by one or more members of the Franklin police department and the person was not given a conditional offer of employment by the Franklin police department, is not eligible to apply.

The President of the Commission will determine if a particular college is a fully accredited college in accordance with the standards set forth by the Wisconsin Law Enforcement Standards Board.

## **POSTING OF POSITION**

A representative of the City, in conjunction with the Department, will select advertising venues and advertise the position in compliance with all applicable laws and requirements as adopted by the Commission. The widest possible practical dissemination of the job information is desired. Applications from persons with diverse backgrounds are encouraged.

## **APPLICATION PROCESS**

The job posting will direct the applicants to the City Web site where the application, directions, qualifications, and other applicable information will be located. The job posting will instruct each applicant to review the hiring process document posted on the website. The Wisconsin Department of Justice, Law Enforcement Standards Board, Application For Employment As Law Enforcement Officer, DJ-LE-330, Rev 2/11, **WITH MODIFICATIONS**, will be used. If an applicant does not have access to the internet, the applicant will be directed to pick up an application from the City.

The following documents shall accompany each application: (1) a copy of an applicant's college or associate degree transcripts (certified copy is not necessary); if an applicant's transcript indicates that the applicant earned a degree the applicant shall highlight this fact on the transcript; if an applicant's transcript does not indicate that the applicant earned a degree, other proof of the applicant's degree shall be included; applicants should pay special attention to this requirement. If for some reason these requirements have been met but these documents are not available, an applicant shall state the reason on page 4 of the application.

Other documents, including certificates of training or completion, letters of reference, high school transcripts, course marks that an applicant obtained at a basic law enforcement training course, shall not be included with the application.

A resume of no more than 2 pages is required.

Each completed application must be received by the City, delivered either in person or by use of a mail delivery system, not later than the established deadline. The date and time that each application is received by the City shall be documented.

The accurate completion of the application form will be a factor that is considered by the Commission and the Department when it does its assessment and selection.

The starting date for the application process and the deadline for receipt of applications shall be determined by the Commission president in conjunction with a representative of the City.

Each application shall be reviewed by a representative of the City for completeness and to ensure that each application meets the minimum requirements. Questionable applications will be reviewed by the President of the Commission or his designee. The Commission and the City are under no obligation to notify an applicant that his/her application is incomplete.

Any aspects of the application process, not addressed above, can be determined either by the Commission president or the Commission. Also, changes can be made to the above application process by the Commission president or the Commission if the implementation of one or more of the above stated items becomes unfeasible.

### **POLICE DEPARTMENT PROCESS**

The Chief of the Police Department, with the assistance of other persons designated by the Chief, will determine which applicant or applicants is qualified for any vacant or anticipated vacant position(s) with the Police Department. This process will include (but is not limited to) one or more oral interviews of the applicant and the applicant passing a background check. At the conclusion of this process the Police Chief shall submit to the Commission the names of the qualified applicants and a ranking of those persons.

After receiving the eligible list from the Commission the Police Chief may make a conditional offer of employment to the position of City of Franklin Police Department Patrol Officer to one or more persons on the eligible list, subject to approval by the Commission. Any such offer shall include a one year probationary/introductory period. A psychological assessment, drug screening and a medical examination on any such person will be completed prior to the submission of that person's name to the commission.

### **COMMISSION ACTION**

The Commission shall, from the list of names submitted by the Chief and after a review process, create an eligible/eligibility list and then submit this list to the Police Chief. The persons on the eligibility list will not be ranked. This review process may include, but is not

limited to, a complete review of the information and test results obtained during the department's assessment of the applicant and an oral interview of the applicant by the Commission. A person can be removed from the Eligible list at his/her request or if it is determined that the person does not meet the minimum position application requirements. The Eligible List will automatically expire after two years from the date of its approval unless it is extended or canceled at an earlier date by the Commission.

The Commission shall either approve or disapprove each conditional offer of employment made by the Police Chief. Each appointment shall contain a one year probationary/introductory period which can be extended by the Commission. The Police Chief shall, as specified by the Commission, inform the Commission of the progress and performance of any person appointed by the Commission. The Police Chief shall notify the Commission when a person either successfully or does not successfully complete his/her probationary/introductory period.