

CITY OF MILWAUKEE FIRE AND POLICE COMMISSION  
AND  
MILWAUKEE POLICE DEPARTMENT

BACKGROUND PROCEDURES AND STANDARDS

I. PROCEDURES

Candidates for appointment to the Milwaukee Police Department as police officers must undergo an investigation into their background to determine their suitability for the position. Candidates will complete a personal history questionnaire which will be furnished to the Milwaukee Police Department. This questionnaire will assist the Milwaukee Police Department staff in conducting the background investigation.

The background investigation will be conducted by investigators designated by the Chief of Police. After completion of the background investigation, the Applicant Review Committee shall forward a recommendation to the Chief of Police. After review by the Chief of Police, the Applicant Review Committee's recommendations will be forwarded to the Fire and Police Commission.

If a candidate is recommended for hire, he/she will be notified of such and proceed further in the selection process. If a candidate is disqualified, according to background standards, the reason(s) for the disqualification shall be furnished by the Applicant Review Committee to the Chief of Police who will then forward them to the Commission. Candidates who are disqualified will be sent written notification of their disqualification, including the reason(s) for disqualification, by mail at the last address of record.

If a candidate wishes to appeal the disqualification, he/she may request a hearing in writing. The written request must be submitted within a time limit determined by the Commission, and must provide reasons why the disqualifying decision should be reconsidered. The Fire and Police Commission will provide for a hearing for such candidates and render a final decision.

## II. BACKGROUND STANDARDS

A determination that a candidate is disqualified shall be based upon the following standards:

### A. Criminal Record

#### 1. Felony Convictions

a. Any conviction for a crime which is designated as a felony or would be a felony if committed in Wisconsin will result in disqualification.

b. Conviction by a court martial for any military crime that would, in a civilian court, be a felony will result in disqualification.

c. A candidate who has felony charges pending will not continue to be processed as a candidate until such charges are disposed. It will be the responsibility of the candidate to re-contact the Milwaukee Police Department after disposition of the case.

#### 2. Misdemeanor Convictions

a. Conviction for a misdemeanor crime of a domestic violence related offense will result in disqualification.

b. Four or more convictions for misdemeanor crimes, at least one of which has occurred in the preceding three years, will result in disqualification.

c. Conviction for a misdemeanor crime in which the original criminal complaint was for a felony offense but for which a lesser charge was bargained may result in disqualification.

d. A conviction for a single misdemeanor crime, if it involves honesty, the sale or use of drugs, sex offenses, the threat of or use of physical force or violence against another individual, or the use of a firearm or other weapon may result in disqualification.

#### 3. Traffic Offenses

a. Two or more convictions for driving while under the influence or reckless driving, as defined by State Statutes, at least one of which has occurred in the preceding five years, will result in disqualification.

b. Two or more occurrences of driving privileges suspended or revoked for moving violations and/or loss of all points, within the preceding five years, will result in disqualification.

c. Repeated convictions for moving violations may result in disqualification.

4. Drug Use

- a. Admission of or documented use, possession, sale, furnishing, or manufacturing of illegal drugs or controlled substances may result in disqualification.
- b. Admission of or documented use, possession, sale, furnishing, or manufacturing of illegal drugs or controlled substances within the preceding two years (one year for Police Aide applicants) will result in disqualification.
- c. A positive finding of an illegal drug or an unexplained controlled substance or prescription narcotic present in a urinalysis will result in disqualification.

5. Associating with Known Criminals

- a. The documented regular or continuous association or dealings by the applicant with persons whom they know, or should know, are racketeers, sexual offenders, gamblers, convicted felons, or persons under criminal investigation may result in disqualification.

B. Employment Record

1. Discharge from employment, or resignation to avoid discharge, within the preceding three years, for misconduct, insubordination, absenteeism or tardiness may result in disqualification.
2. An employment history showing excessive absenteeism or tardiness, disciplinary action, inability to get along with others in a work environment, poor quality of work, low quantity of work or inability to follow orders properly may result in disqualification.
3. Prior discharge from any law enforcement agency, including the Milwaukee Police Department, may result in disqualification.
4. Prior resignation from any law enforcement agency with charges pending may result in disqualification.

C. Military Service

1. A dishonorable discharge from the United States Military Service will result in disqualification.
2. A less than honorable discharge or a general discharge may result in disqualification.

D. Financial and Judgment Record

1. A history of garnishments, bankruptcy, late payments, and defaulted personal debts may result in disqualification.

2. A history of failure to honor judgments, including, but not limited to, alimony, support payments, and fines may result in disqualification.

NOTE: Financial history will not be the sole basis for disqualification.

E. Falsification of Information

1. Candidates who have intentionally made untrue statements or have intentionally failed to include any material information in their application, personal history questionnaire or to the background investigators will be disqualified.

F. Exceptions

1. These background standards are not all inclusive. Other background information not included in this document may result in the rejection of a candidate.