



Department of Employee Relations

Tom Barrett
Mayor
Maria Monteagudo
Director
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Labor Negotiator

March 30, 2007

To the Honorable
Members of the Public Safety Committee
Common Council
City of Milwaukee

Dear Committee Members:


At the March 29th meeting of the Public Safety Committee some questions were raised as to the timeline of the Police Officer hiring process, specifically the creation of the eligible list and the availability of the Personal History Questionnaires for the Professional Performance Division (PPD) of the Police Department to start the background investigations. Attached please find a timeline developed earlier this year documenting the necessary steps and deadlines to be met to start a recruit class in August of this year based on the new recruitment/examination process.

Please note that based on this timeline, the Fire and Police Commission is expected to approve the eligible list (based on the written test and preference points) on May 3rd. Personal History Questionnaires will be mailed to the candidates on May 4th and are due back to our office on May 14th. Throughout this same period, the Police Department will be conducting preliminary checks of criminal and driving records. This is a new step in the process aimed at screening out candidates who should be disqualified based on having provided inaccurate or incomplete information throughout the application process or candidates who should be rejected based on background standards established by the Commission. It is our expectation that this new step will allow the PPD to concentrate their background investigations on the most viable candidates.

The completed Personal History Questionnaires will be forwarded to the PPD on May 15th. The Police Department has committed to creating a timeline to complete the background investigations and schedule applicant review committee sessions in a structured manner to ensure that backgrounds investigation results are received by Commission staff as early as possible, but no later than July 6th. This timeline allows a total of 7.5 weeks to complete the necessary background investigations for most candidates. The Commission staff will then have 4 weeks to schedule and conduct appeals, administer the MMPI, and send successful candidates to the medical examination, drug screen, and psychological evaluation.

As you can see, this is a very tight timeline for a process that demands a great amount of coordination, documentation, and attention to detail. The Department of Employee Relations is committed to adhering to this timeline to the best of our ability. Please call me at X3335 if you wish to discuss this matter further or require any additional information.

Sincerely,


Maria Monteagudo
Employee Relations Director

C: Chief Hegerty, Chief of Police
David Heard, FPC Executive Director
Fire and Police Commissioners

2007 testing timeline for Police Aide & Police Officer

Police Aide

02-15 JAB to Commission meeting
Applications from 02-19 through 03-09 (3 weeks)
03-12 and 03-13 Review final applications and mail out test notices
03-17 written (PHQs and Preference Points forms to candidates as they leave the written test) & Practice PAT
03-19 Answer sheets overnighted to EB Jacobs
03-21 EB Jacobs receives answer sheets
03-23 Deadline date for Preference points forms
03-30 PHQ & Preference Points forms return deadline date
04-03 We get results from EB Jacobs (we received them on 3/28)
04-06 Background Unit gets PHQs
04-18 PAT
04-19 Eligible list to Commission meeting
04-20 PAT retake
05-02 Oral Board Test and Writing Sample Exercise
05-03 Send Oral Board Test rating sheets to EB Jacobs for scoring
06-29 Deadline for background investigation results
07-02 Background investigation result letters sent, appeal requests received, appeal hearings conducted, MMPIs administered & sent out to be scored, medical examinations, psychological evaluations, and drug screens.
07-30 Deadline date for candidates to receive official appointment letter
08-13 Class start date

Police Officer

02-15 JAB to Commission meeting
Applications from 02-19 through 03-02 (2 weeks)
03-05 through 03-09 Review and process final applications and mail out test notices
03-24 Written (Give preference points forms to candidates)
03-26 Answer sheets over night delivery to EB Jacobs
03-28 EB Jacobs receives answer sheets (they received them on 3/27)
04-03 Return preference points deadline date
05-03 We get results from EB Jacobs
05-03 Eligible list to Commission meeting
05-04 Give applications to PPD for criminal and driver's license checks
05-04 Mail PHQs
05-10 PAT practice
05-14 PHQ deadline date
05-14 Deadline date to receive results of criminal and driver's license checks from PPD
05-15 PHQs to Background Unit
05-16 PAT (give oral interview scheduling letter)
05-17 PAT (give oral interview scheduling letter)
05-18 PAT (give oral interview scheduling letter)
05-21 PAT retake
05-29 Oral Board Test and Writing Sample Exercise
05-30 Oral Board Test and Writing Sample Exercise
05-31 Oral Board Test and Writing Sample Exercise
06-01 Oral Board Test and Writing Sample Exercise
07-06 Deadline for background investigation results
07-09 to 08-10 Background investigation result letters sent, appeal requests received, appeal hearings conducted, MMPIs administered & sent out to be scored, medical examinations, psychological evaluations, and drug screens.
08-13 Deadline date for candidates to receive official appointment letter
08-27 Recruit class start date