

## RULE VI.

### QUALIFICATIONS

Section 1. Requirements to compete in examinations in the Fire and Police Departments and Department of Emergency Communications will be job related and established by the Board for specific positions or job classes in accordance with professional testing standards and guidelines. (Rev. 6/15/23)

Section 2. (a) Every applicant for positions in the Fire and Police Departments and Department of Emergency Communications shall be of good moral character as determined by a background investigation. Persons convicted of a felony, or the equivalent under Wisconsin law and the FBI/Criminal Justice Information System requirements, or of a misdemeanor crime of domestic violence are ineligible for the position of Police Officer or Police Aide unless fully pardoned. (Rev. 6/15/23)

(b) All applicants in process and current employees of the Fire or Police Departments or Department of Emergency Communications shall advise their respective departments within 72 hours of an arrest. Persons arrested may be reassigned to duties that do not include Criminal Justice Information access pending resolution of the case. (Added. 6/15/23)

Section 3. Every applicant for the above listed departments shall meet job-related medical standards required for the position for which they are being considered, which shall be determined by qualified physicians designated by the Board. (Rev. 6/15/23)

Section 4. (a) Every applicant for the position of Police Officer must be a citizen of the United States. (Rev. 7/21/22)

(b) Every applicant for the position of Firefighter must be a citizen of the United States, a lawful permanent resident, or otherwise legally eligible for employment in the United States. (Rev. 7/21/22)

(c) Every applicant for the position of Police Aide shall be a citizen of the United States or must have resided in the United States for a period of not less than five (5) years immediately prior to date of application. (Rev. 7/21/22)

A Police Aide applicant who is not a citizen of the United States and who has not yet reached the age of eighteen (18) may apply for the position of Police Aide, provided that such individual agrees in writing to file a Form N300 (Declaration of Intent to Apply for Naturalization) with the United States Citizenship and Immigration Services within sixty (60) days of

reaching eighteen (18) years of age. Failure to so agree shall result in denial of application. Failure to provide written proof of filing the requisite form within sixty (60) days of reaching the age of eighteen (18) shall result in removal from any testing process and/or eligible list, or termination of employment if already employed as a Police Aide. (Rev. 6/15/23)

A Police Aide applicant who is eighteen (18) years of age or older, and who is not a citizen of the United States, shall provide written proof of having filed either a Form N300 (Declaration of Intent to Apply for Naturalization) or a Form N400 (Application for Naturalization) or its equivalent with the United States Citizenship and Immigration Services prior to applying for the position of Police Aide. Failure to provide written proof of filing the requisite form at time of application shall result in denial of application. (Rev. 6/15/23)

(d) Applicants for all positions in the above listed departments must be legally eligible for employment in the United States. (Rev. 6/15/23)

Section 5. (a) Every applicant for Police Officer, Firefighter, or Emergency Communications Officer must either be a graduate of an accredited high school, possess a G.E.D., or possess a high school equivalency certificate which conforms to the standards established by the State of Wisconsin for a high school equivalency certificate, by such time as determined by the Board. (Rev. 12/6/12)

(b) Every applicant for Police Aide and Fire Cadet must be a graduate of an accredited high school, possess a G.E.D., possess a high school equivalency certificate which conforms to the standards established by the State of Wisconsin for a high school equivalency certificate, possess proof of the completion of a home school program in Wisconsin, or possess documentation of the completion of a home school program which meets the requirements of the Department of Education, by such time as determined by the Board. (Rev. 2/16/17)

(c) Police Officer applicants must meet all the educational requirements for Police Officer applicants established by the State of Wisconsin Law Enforcement Standards Board. (Rev. 12/6/12)

Section 6. (a) Every applicant for Police Officer shall be at least twenty-one (21) years of age by such date as determined by the Board. (Rev. 6/15/23)

- (b) Every applicant for Firefighter or Emergency Communications Officers shall be at least eighteen (18) years of age by such date as determined by the Board. (Rev. 6/15/23)
- (c) Every applicant for Police Aide shall be at least seventeen (17) years of age and less than twenty (20) years of age at such time as determined by the Board. No person may be appointed to the position of Police Aide who has reached twenty (20) years of age. (Rev. 6/15/23)
- (d) Every applicant for Fire Cadet shall be at least seventeen (17) years of age and less than twenty (20) years of age at such time as determined by the Board. No person may be appointed to the position of Fire Cadet who has reached twenty (20) years of age. (Rev. 6/15/23)

Section 7. Every applicant for Police Officer, Police Aide, Firefighter, Fire Cadet and other positions as determined by the Board shall possess a valid Wisconsin Motor Vehicle Operator's License at such time as determined by the Board. (Rev. 7/28/11)

Section 8. Members of the above listed departments, after actual service in a position in the next lower rank or in a position approved by the Board, shall be eligible to take a promotional examination provided they have served as regular and not acting, administrative, or temporary appointees and have met the qualifications and service requirements established by the Board and noticed on the examination announcement bulletin for the promotional position. (Rev. 10/24/24)

Section 9. Service as a Police Liaison Officer shall count toward the service time required in a promotional examination for the next higher rank than that which the officer holds. A Fire Association Contract Administrator may file an application for a promotional examination provided required service time is met prior to appointment as Association Contract Administrator. The above shall be subject to the provisions of the applicable collective bargaining agreement. (Rev. 7/26/01)

Section 10. Time spent on duty disability or military leave due to an ordered call up shall be credited to the time necessary to meet the actual service requirement in order to qualify for a promotional examination. Time spent on other types of leave shall not fulfill the requirement of actual service. (Rev. 7/26/01)

Section 11. Every applicant shall comply with such other qualifications as the Board may establish and outline in the examination announcement bulletin. (Rev. 7/26/01)

Section 12. Qualifications which are set forth in each examination announcement bulletin shall have the same force and effect as Rules adopted by the Board. (Rev. 7/26/01)

## RULE XI.

### APPOINTMENTS

Section 1. Appointments to sworn, non-exempt positions in the Fire or Police Departments will be made from eligible lists established by the Board. Appointments to non-sworn positions in the Fire or Police Departments or Department of Emergency Communications may be made from eligible lists established by the Board or from City Service Commission eligible lists or through other procedures established by the Board. (Rev. 6/15/23)

Section 2.

- (a) A Police Aide shall be eligible for appointment to Police Officer upon meeting the following: United States citizenship, and; favorable recommendation of the Chief, and; reaching age 21, and; serving in the Police Aide program a minimum of one year, and; satisfactorily completing a specified course of instruction approved by the Assistant Chief overseeing the Training Bureau or their designee, together with the concurrence of the Executive Director, and; successfully passing the Physical Ability Test (PAT), and; successfully passing a Police Officer medical examination, psychological evaluation, drug screen test, and updated background investigation. (Rev. 6/15/23)
- (b) A Fire Cadet shall be eligible for appointment to Firefighter upon meeting the following: favorable recommendation of the Chief, and; earning 24 college credits, and; satisfactorily completing a course of instruction approved by the Assistant Chief overseeing the Bureau of Instruction and Training or their designee, together with the concurrence of the Executive Director, and; successfully passing a Firefighter physical ability test, medical examination, updated psychological evaluation, drug screen test, and updated background investigation. (Rev. 6/15/23)
- (c) Any individual who was not a citizen of the United States at the time of appointment to Police Aide must provide written proof of United States citizenship prior to completing the Police Aide program or reaching twenty-one (21) years of age, whichever is later. Failure to do so shall result in termination of employment. (Rev. 7/21/22)
- (d) Graduates of the Police Aide or Fire Cadet program will have precedence of appointment to the position of Police Officer or Firefighter in their respective department. (Rev. 7/28/11)

Section 3.

- (a) Whenever there is a vacancy in a sworn position in the Fire or Police Departments which is to be filled from an eligible list, the Board shall

make the appointment in numerical order from the appropriate list. (Rev. 6/15/23)

- (b) Whenever there is a vacancy in a non-sworn position in the Fire or Police Departments or Department of Emergency Communications which is to be filled from an eligible list, the Board will certify to the appointing department for each vacancy the names of the persons whose scores rank in the five top places on the eligible list. The Chief or Director shall recommend the appointment of an individual from among the five certified names and report the selection to the Board for review and approval. (Rev. 6/15/23)
- (c) Whenever there is a vacancy within the Police Department, Fire Department, or Department of Emergency Communications which is to be filled from the joint 911 Telecommunicator or Emergency Communications Officer eligible list, the Board shall make the appointment in numerical order from the list. (Rev. 6/15/23)

Section 4. The Chief of Police or Fire Chief may object to a candidate on an eligible list for a sworn position by notifying the Board in writing of the reasons for such objection. The Board shall then interview the candidate and determine whether the name of the candidate will remain on the eligible list. (Rev. 6/15/23)

Section 5. Appointments or promotions to positions in the Fire or Police Departments or Department of Emergency Communications require Board approval and are not effective until approved by a majority of the Board at a meeting of the Board. (Rev. 6/15/23)

Section 6. Persons selected for appointment from eligible lists shall not be retained on the eligible list if they decline or are unable to accept appointment, at the time offered, unless they are unavailable due to circumstances beyond their control, or other valid reason approved by the Board. (Rev. 7/26/01)

Section 7. (a) Original entry-level appointees to Police Officer or Firefighter and persons not eligible for reinstatement to these positions who are re-employed in the Fire or Police Departments or Department of Emergency Communications shall be on probation for an aggregate of 16 months of actual active service. 911 Telecommunicators and 911 Dispatchers shall be on probation for an aggregate of 18 months of actual active service. Emergency Communications Officers shall be on probation for an aggregate of 12 months of actual active service past the certified completion of training for each position appointed or promoted into. All other appointees shall be on probation for one year unless otherwise specified by the Board, City Ordinance or a collective bargaining agreement. If during the probationary period, the appointee proves unfit for the position, the Chief or Director may discharge the appointee. A full written statement of the reasons for the discharge must be filed with the Board within five (5) business days of the

discharge. There shall be no appeal from this discharge. If the probationary period is completed in a satisfactory manner, the appointee shall then be classified as a regular employee. (Rev. 10/24/24)

(b) Promotional appointees shall be on probation for an aggregate of one (1) year of actual service unless the Board specifies a longer or shorter period for any position or class, excluding specialized certified training that requires more than 30 days of On-the-Job Training (OJT). All required specialized certified OJT of 30 days or more will be in addition to the 1-year probationary period. If during the probationary period the appointee proves unfit for the position, the Chief or Director may demote to the position held prior to promotion by filing with the Board and the affected individual a full written statement of the specific reason(s) for the demotion within five business days of the demotion. Upon request of the affected individual, the Board shall interview the individual in closed session and thereafter, in open session, determine whether or not to affirm the demotion. (Rev. 6/15/23)

Section 8. (a) For non-sworn positions, whenever an appointment can be made from a City Service eligible list, the Chief or Director may appoint from the list to fill the existing vacancy, subject to the approval of the Board. (Rev. 6/15/23)

(b) All requests for the filling of a vacancy from City Service Commission eligible lists shall be made to the Board in writing. (Rev. 7/26/01)

Section 9. The Chief of Police, with the permission of the Board, shall have the power to appoint special Police Officers, as defined by Charter Ordinance, in a particular emergency for a period not to exceed thirty (30) calendar days. (Rev. 6/15/23)

Section 10. Where a vacancy exists in a non-sworn position, and it is shown to the satisfaction of the Board that there is a person who has been serving in a lower or different non-sworn position and whose familiarity with the work of the vacant position and whose qualifications make it desirable for the best interests of the service and the efficiency of the department, the Board may approve the promotion of such person either with or without examination, even if an eligible list for the position exists. (Rev. 7/26/01)

Section 11. When there is no eligible list, the respective Chief or Director may appoint individuals to act in the next higher capacity than that signified by their actual rank when such appointment is deemed advisable for the good of the service.

Acting personnel shall have the same authority as regular or temporary appointees, but no provision shall be made for other benefits usually associated with the higher-ranking position such as pay, seniority in rank or change in uniform. Such appointment shall be effective only until such time as a temporary or regular appointment is made from an eligible list. (Rev. 6/15/23)

Section 12.

- (a) When a vacancy occurs in a non-sworn exempt position in the Fire or Police Departments or Department of Emergency Communications, the department shall determine whether the position should remain exempt and, if so, submit a request to the Board to re-exempt the position. For sworn and non-sworn exempt positions, the Chief or Director shall submit the name of an appointee to the Board together with the request for the appointment. A written report from the Chief or Director on the qualified candidate together with a copy of the appointee's service record shall be attached to the request. Appointment requests presented under this rule shall be placed on the agenda of a future meeting of the Board at which time the appointee shall be present if requested by the Board. The Board may elect to interview the appointee in executive session. If the appointment is not approved, the Board, upon request of the individual, shall make known the reason. In the event a nominee is rejected by the Board, the respective Chief or Director shall submit a new nomination to the Board. (Rev. 6/15/23)
- (b) Any person appointed or promoted to an exempt position shall continue to serve in said exempt position only and shall not be transferred or assigned to similar non-exempt positions and shall not be allowed to qualify for higher level non-exempt positions, unless specifically approved by the Board. (Rev. 12/4/08)
- (c) If a vacancy exists in the office of Assistant Fire Chief, the Fire Chief shall nominate and, with the approval of the Board, shall appoint a person to a term of office coinciding with the term of the Chief making the appointment, subject thereafter to reinstatement to the position of Battalion Chief in the Fire Department. (Rev. 9/3/2020)
- (d) If a vacancy exists in the office of Assistant Chief of Police, the Chief of Police shall, pursuant to Section 62.50 (7) Wis. Stats., nominate and, with the approval of the Board, shall appoint a person to a term of office coinciding with the term of the Chief making the appointment, subject thereafter to reinstatement to the last previously held non-exempt position in the Police Department. (Rev. 12/4/08)

Section 13.

- A Chief or Director shall immediately notify the Board in writing of any department member performing in an acting capacity in any of the following

positions: Assistant Chief of Police, Inspector of Police, Captain of Police, Assistant Fire Chief, Deputy Chief, Fire, and DEC Deputy Director. No department member shall serve in an acting capacity in any of the aforementioned positions for a period in excess of thirty (30) calendar days without approval of the Board. Upon date of adoption of this Rule, the Chiefs of the respective departments shall immediately file with the Board a written report setting forth the name of each department member presently serving in an acting capacity in any of the aforementioned positions. For each such position filled on an acting basis, the thirty (30) calendar day period for serving in such position in an acting capacity shall commence upon date of approval of this Rule. (Rev.

6/15/23)

Section 14. Any member that currently occupies a sworn position identified in Rule V Classifications Sections 1 and 3, and is in good standing without any department charges pending, may request appointment to any vacant non-sworn position within their respective department identified in Rule V Classifications Sections 2 and 4 for which they are qualified, upon recommendation of the Chief. Qualifications and examinations for such appointment shall be determined by the Board. (Rev. 6/15/23)