POLICY & PROCEDURE

STURGEON BAY POLICE DEPARTMENT

SUBJECT: **RECRUITMENT/SELECTION**

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedures Manual

REFERENCE: WI State Statutes: 62.13(4), 103.14, 2021 WI Act 82, 995.55

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PURPOSE: The purpose of this Policy & Procedure is to establish procedures for recruiting and selecting candidates to fill sworn officer vacancies at the Sturgeon Bay Police Department. In addition, this Policy & Procedure also provides the procedure for conducting police applicant background investigations.

This Policy & Procedure consists of the following numbered sections:

I. POLICY

II. RECRUITING PROCEDURES

III. SELECTION GUIDELINES

IV. SELECTION PROCEDURES

V. BACKGROUND INVESTIGATIONS

VI. RECORD MAINTENANCE

I. POLICY

A. It is the policy of the Sturgeon Bay Police Department to recruit and select the best possible candidates for employment opportunities occurring within the Department. The Department seeks to attract, assess, and select candidates that possess those organizational values and professional skills that are consistent with the mission, goals, and objectives of the department.

B. The Chief of Police, in accordance with Wisconsin Statutes, shall appoint sworn officers to the Department subject to the approval of the Police and Fire Commission.

C. The Sturgeon Bay Police Department is dedicated to recruiting and selecting professional men and women in a manner consistent with federal and state law, city ordinances, Department policies, Police and Fire Commission rules and regulations, and equal opportunity guidelines.

II. RECRUITING PROCEDURES

A. Job Advertisement and Publicity

1. Employment announcements and recruiting advertisements should contain the following information:

   a) A statement that the City of Sturgeon Bay is an equal opportunity employer.

   b) Application filing deadlines clearly indicated.

   c) A description of the duties and responsibilities of the job, as well as the requisite skills, educational levels, and physical requirements.

2. Employment announcements and recruiting advertisements may be distributed to:

   a) Newspapers and professional periodicals

   b) Professional organizations

   c) Educational institutions

   d) Employment offices

   e) Advocates of EEO protected groups

   f) Other appropriate organizations

   g) Department operated website(s) and social media platform(s)

III. SELECTION GUIDELINES

A. Administrative Practices

1. The Chief retains overall responsibility for the selection process and final hiring decisions.

2. Final approval of a candidate is the responsibility of the Police and Fire

Commission.

B. Notification to Applicants

1. At the time of application, candidates shall be informed of all elements of the selection process, as well as the expected duration of the process.

   a) Handouts shall be provided detailing physical requirements, qualifying credentials, and other pertinent information. Included shall be a listing of the duties and responsibilities of the position. Information regarding reapplication shall also be included with this handout.

2. Applicants shall be kept informed of their status through each step of the process.

IV. SELECTION PROCEDURES

A. Applicants must successfully complete all of the following elements in order to be placed in the availability pool:

1. Written Examination

   a) A comprehensive written examination may be administered to all applicants. Applicants are asked to be present at the test site at least fifteen minutes prior to the start of the testing, and to bring two forms of identification with at least one being a photo ID.

2. Physical Agility Test.

3. Completion of Police Officer Applicant Questionnaire.

4. Police and Fire Commission Oral Interview.

5. Psychological and Polygraph testing

6. Background Investigation and Reference Check.

B. Upon selection for consideration of employment, the applicant must successfully pass a medical examination, which includes drug screening, and given at the Department's expense.

C. Recruit School: New officers will be scheduled to attend the basic recruit academy, if needed, as soon as practical after they are hired.

D. If selected for hiring, all new officers shall be notified about any hairstyle, facial hair, or clothing requirement as required by WI State Statute 103.14, also refer to Policy & Procedure 2.05: Uniforms/Equipment.

V. BACKGROUND INVESTIGATIONS

A. Requirements:

1. A personal history investigation shall be conducted on each applicant to determine character traits and habits indicative of moral character. Good character shall be determined from the following:

   a) Police and credit checks in all areas of permanent residence.

   b) Investigation at all schools attended beyond the age of 14. The intent of this requirement is to verify educational achievement.

   c) Investigation in the applicant's current neighborhood and in neighborhoods of former permanent residence.

   d) Investigation at each place of employment. The interview of the applicant's current employer may be at or towards the end of the investigation. The applicant's specific permission for this interview may be obtained.

   e) Such other investigation as may be deemed necessary to provide a basis of judgment on the applicant's loyalty to the Constitution of the United States and to the Constitution of the State of Wisconsin, or to detect conditions which would interfere the performance of one's duty as a law enforcement officer.

2. Only applicants of good moral character may be employed.

3. The results of the personal history investigation on all police officers employed under the Law Enforcement Standards Act shall be retained on a permanent basis.

B. Procedures:

1. The investigation shall be conducted by an experienced investigator.

   a) The investigator shall have a diversified background in law enforcement and possess a fundamental knowledge of selection procedures, emotional stability and psychology.

   b) The investigator must be able to interpret testimony and determine whether the information provided by a source is sincere or prejudiced.

2. All results of the personal history investigation shall be considered confidential and processed accordingly.

3. If the applicant lives, or has lived, in a distant community, a letter may be sent to the local law enforcement agency requesting that an investigation be conducted in that locality.

4. A thorough investigation may develop information to provide answers for the following questions:

   a) Does the applicant display an unreasonable temper? When?

   b) Does the applicant drink intoxicants to excess or is the applicant a user of controlled substances?

   c) Does the applicant maintain composure in a crisis or dangerous situation?

   d) Is the applicant well-adjusted and will the applicant make a good police officer?

   e) Does the applicant possess high ethics and morals?

   f) Is the applicant tolerant or prejudiced against other races or religions?

   g) Is the applicant honest and trustworthy?

   h) Was the applicant reasonably loyal to past employers?

   i) What is the applicant's past work record in terms of his or her reliability?

   j) Why does the applicant want to be a law enforcement officer?

5. Names of the spouse(s), close relatives and close friends may be checked through appropriate files to determine whether they have criminal records, are in prison, or are in any status or position which might adversely affect the applicant's obligations as a police officer.

6. The investigation may include a check of the following sources:

   a) Military records - Form DD214 (if claiming military service)

   b) All local police files

   c) Police files in cities where the applicant has lived or worked

   d) Previous employers

   e) All schools attended

   f) Present and past neighbors and landlords

   g) Character reference

   h) Fraternal and social organizations

i) Credit records

j) Any other source of information which previous contacts show to be important.

C. Personal History

1. Verification of the applicant's date and place of birth.

a) Birth certificate or statistics from educational or employment records.

b) If birth cannot be verified through these records, the investigator must resort to the Bureau of Vital Statistics in the community in which the applicant was born.

2. In the event the applicant is a naturalized citizen, inquiries will be directed to the U.S. Immigration and Naturalization Service's Regional Office in which the applicant was naturalized.

a) A copy of the naturalization certificate will be required.

3. Marital Status

a) If the applicant is divorced or separated, the investigator may verify local records to ascertain grounds, custody of children, etc.

D. Education:

1. Information secured from educational institutions include:

a) Date and place of birth

b) Inclusive dates of attendance

c) Program in which enrolled

d) Degree, diploma or certificate received

e) Grade average

f) Nature of any disciplinary action

g) Special activities

h) Scores of applicable placement examinations

2. Two or three instructors who have sufficient knowledge regarding the applicant's academic ability should be interviewed.

3. Advisors and counselors should also be interviewed.

E. Employment

1. All places of employment must be verified.

   a) Date and place of birth (if needed)

   b) Inclusive dates of employment

   c) Job title and duties

   d) Salary (beginning and final)

   e) Performance

   f) Any unfavorable information

   g) Reason for leaving

   h) If applicant is eligible for re-employment

2. Sources of information

   a) Immediate supervisor

   b) Co-workers

   c) These sources can be helpful in relating the overall performance of the applicant, their level of responsibility and maturity and their ability to get along with others.

3. Per 2021 WI Act 82, when the Department recruits and does a background check for potential new officers, the Department shall require each candidate that it interviews for an Officer position, who is or has been employed by another law enforcement agency, tribal law enforcement agency, jail, juvenile detention facility, or government agency to execute a written waiver that explicitly authorizes each law enforcement agency, tribal law enforcement agency, jail, juvenile detention facility, or other government agency to disclose the candidate's employment files to the Department.

   It also releases the Department and each law enforcement agency, tribal law enforcement agency, jail, juvenile detention facility, or government agency that employs or has employed the candidate from any liability related to the use and disclosure of the candidate's employment files.

   a) A law enforcement agency, tribal law enforcement agency, jail, juvenile detention facility, or government agency may disclose a candidate's employment files by either providing copies to the Department or allowing

the Department to review the files at the offices of the law enforcement agency, tribal law enforcement agency, jail, juvenile detention facility, or government agency that employed the candidate.

b) A candidate who refuses to execute the waiver shall not be considered for employment by the Department or considered for certification by the LESB.

c) The Department shall, at least 30 days prior to making its hiring decision, submit the waiver to each law enforcement agency, tribal law enforcement agency, jail, juvenile detention facility, or government agency that has employed each candidate. Each law enforcement agency, tribal law enforcement agency, jail, juvenile detention facility, or government agency that receives a waiver shall make the requested employment files available to the Department no more than 21 days after receiving the waiver.

d) The Department may also conduct an official oral interview of individuals from the law enforcement agency, tribal law enforcement agency, jail, juvenile detention facility, or government agency that employed the candidate.

e) A law enforcement agency, tribal law enforcement agency, jail, juvenile detention facility, or government agency is not required to provide the candidate's employment records if the agency or facility is prohibited from providing the employment records pursuant to a binding nondisclosure agreement to which the law enforcement agency, tribal law enforcement agency, jail, juvenile detention facility, or government agency is a party if the agreement was executed before the effective date of November 8, 2021.

(1) No law enforcement agency, tribal law enforcement agency, jail, juvenile detention facility, or government agency may enter into a nondisclosure agreement preventing an interviewing law enforcement agency, tribal law enforcement agency, jail, or juvenile detention facility from viewing employment files after the effective date of November 8, 2021.

f) A law enforcement agency, tribal law enforcement agency, jail, juvenile detention facility, or government agency is not liable for complying with the provisions of this paragraph or participating in an official oral interview with an investigator from the Department, regarding the candidate.

g) The Department shall also review state and national decertification databases to ensure that the candidate has not been decertified elsewhere.

F. Social media accounts:

1. Employers who are conducting a background investigation for a potential hire, or conducting administrative or internal investigations related to performance, functionality or duties as a Department employee are bound by State Statute 995.55 as it relates to social media. Employees may not request or require an

employee or applicant for employment, as a condition of employment, to disclose access information for the personal Internet account of the employee or applicant or to otherwise grant access to or allow observation of that account. Also refer to Policy & Procedure 1.15: Computer Procedures and Policy & Procedure 4.03: Citizen Complaints/Internal Affairs.

2. A candidate may volunteer access on their own to their private social media sites but cannot be required to do so.

3. Employers may view accounts that are open to and not restricted from public viewing.

4. Employers may request or require an employee to disclose access information to the employer in order for the employer to gain access to or operate an electronic communications device supplied or paid for in whole or in part by the employer.

G. References:

1. Unless personal references are located outside of the local investigation area, references may be interviewed in person.

   Information to be secured from personal references include:

   a) Full name of reference, age and address

   b) Occupation or position

   c) Relationship with applicant

   d) Length of relationship

   e) Reference's general description of applicant as regards to personality and sociability

   f) Reference's opinion of the applicant in regard to the maturity and integrity

   g) Any unfavorable information

   h) Whether reference recommends the applicant for appointment.

   i) Have the reference list two jobs that the applicant previously worked at.

2. It is always advantageous to ask listed references for the names of other individuals who might have personal knowledge of the applicant's character.

   a) Developed references can often provide essential and candid testimony, whereas this is not always true when interviewing listed references.

3. Credit checks may be made on all charge accounts, home, auto and personal loans, as well as checking and savings accounts to ascertain whether the applicant pays their bills and lives within their means.

   a) If the applicant is living beyond their means, yet meeting their financial commitments without difficulty, this issue will have to be resolved before consideration for appointment can be made.

4. The following information, to be obtained from landlords, rental agents and neighbors, is needed regarding the applicant's residence:

   a) Name and address of source

   b) Occupation or position

   c) Relationship with applicant (landlord - tenant, neighbor, etc.)

   d) Period of residence

   e) Monthly rent

   f) Conduct as a tenant or neighbor

   g) Occupants living with applicant

   h) Any unfavorable information

   i) Whether source recommends applicant for appointment

H. The Investigative Report

1. The investigative report may be submitted in the Department's established format for uniformity for all those who must read, handle or process the reports.

2. A simple guide to what general elements shall warrant rejection of the applicant is as follows:

   a) Conviction of a felony

   b) Conviction of two (2) misdemeanors

   c) A dishonorable discharge from the armed forces

   d) Conviction of a crime involving moral turpitude

   e) Falsification of application

   f) A conclusive reputation for being irresponsible, dishonest, immoral and

unkempt.

g) Failure to disclose required information.

VI. RECORD MAINTENANCE

A. Police applicants' files not proceeding to the eligibility list will be secured by the Chief. The Sturgeon Bay Police Department will secure all eligible police applicant files until such time as they are hired as an officer or are removed from the eligibility list. The file of police applicants hired by the Sturgeon Bay Police Department shall be secured by the Chief. The file of police applicants removed from the eligibility list shall be secured by the Chief.

B. All written examinations, other selection materials, and records regarding the recruitment and selection of all applicants will be maintained by the Chief or designee to prevent unauthorized disclosure of information.

Clinton Henry
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 12/31/2025