



VILLAGE OF WILLIAMS BAY

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NOTICE

PROTECTIVE SERVICES COMMITTEE MEETING MONDAY, SEPTEMBER 18, 2023 AT 6:00 PM

AGENDA

The following agenda items may be considered for Discussion, Consideration, or Action

- I. Call to Order
- II. Roll Call
- III. First Review of Draft Department Budgets
- IV. Part-Time Hiring Process
- V. Adjourn

George Vlach

Protective Services Chair

Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the Village Clerk's office in advance so the appropriate accommodations can be made.

Posted: 09/15/2023 5:00 PM

WILLIAMS BAY POLICE DEPARTMENT HIRING AND PROMOTION PROCEDURE

A. Hiring – General Policy:

The Williams Bay Police Department, hereafter known as the “Department,” recruits and selects applicants on the basis of skill, training, ability, attitude and character, without discrimination. Employment decisions are based on merit and Village needs and not on race, color, citizenship status, national origin, ancestry, gender, veteran status, sexual orientation, age, religion, creed, physical or mental disability, marital status, political affiliation, genetic information or any other factor protected by law.

B. Exceptions and Special Cases

Commentary: The following is intended as highlighting certain exceptions set forth in Wisconsin Statute Chapter 111. It is not intended as all-inclusive. Additionally, absence of a reference herein to a specific statutory exception is not intended as a waiver or to disavow any of the provisions therein.

1. It is not employment discrimination because of age to do any of the following:

- a. To exercise an age distinction of not younger than 21 years of age at the time of application (see Wisconsin Statute Section 111.33(2) (f))

2. It is not employment discrimination because of disability to do the following:

- a. Refuse to hire, employ, admit or license any individual, to bar or terminate from employment, membership or licensure any individual, or to discriminate against any individual in promotion, compensation or in terms, conditions or privileges of employment if the disability is reasonably related to the individual’s ability to adequately undertake the job-related responsibilities of that individual’s employment, membership or licensure. (See Wisconsin Statute Section 111.34).

Commentary: The Department shall not require or conduct a medical examination or make inquiries of a job applicant concerning the nature or severity of a disability until the selection process is complete. Upon selection, the job is offered under the condition that the applicant is qualified under subparagraph 2 above. The department shall adhere to the rules of the “Americans with Disabilities Act” of 1990.)

3. It is not employment discrimination because of marital status to prohibit an individual from directly supervising or being directly supervised by his or her spouse. (See Wisconsin Statute Section 111.345).

4. Employment discrimination because of creed includes but is not limited to, refusing to reasonably accommodate an employee’s or prospective employee’s religious observance or

practice unless the employer can demonstrate that the accommodations impose an undue hardship upon the employer's program, enterprise or business. (See Wisconsin Statute section 111.337).

5. It is not employment discrimination because of arrest record or conviction record to do any of the following:

- a. Refuse to employ or license, or to suspend from employment or licensing, any individual who is subject to a pending criminal charge if the circumstance of the charge substantially relate to the circumstances of the particular job or licensed activity.
- b. To refuse to employ or license, or to bar or terminate from employment or licensing any individual who has been convicted of any felony, misdemeanor or other offense, the circumstances of which relate to the circumstance of the particular job or licensed activity.
- c. To refuse to employ or license, or to bar or terminate from employment or licensing, any individual who is not bondable under a standard fidelity bond, or an equivalent bond, where such bondability is required by State or Federal law, administrative regulations, or established business practice of the employer. (See Wisconsin Statute Section 111.335).

6. With respect to discrimination based on sex or sexual orientation, please note Wisconsin Statute Section 111.36.

C. Hiring

1. Procedures: The following procedures will be followed when hiring officers for the Village of Williams Bay Police Department.

a. The Process

1. The Protective Services Committee shall authorize the advertisement for the job vacancy (either full-time or part-time). The notice shall be posted in two (2) different periodicals and the Wisconsin Law Enforcement Network (WILENET), and shall state the description and requirements of the position along with a statement of notice of the department's equal opportunity hiring practice.
2. The applications will be provided at the police department at no charge to persons requesting them.
3. The Chief of Police and/or designee shall set a deadline for the return of the applications.
4. Applications will be screened by the Chief of Police and/or designee and reviewed to ensure that the requirements set by the Protective Services Committee are met and facts submitted are verified.

5. The Protective Services Committee may require physical, medical, or psychological testing as deemed appropriate.
6. The Protective Services Committee may make a recommendation for hire based on their review of the applications and information obtained during the screening process. The Protective Services Committee may require written and oral testing which the department shall offer at no cost to the applicant, as well as interviews.
7. The Protective Services Committee and the Finance and Personnel Committee may make a joint recommendation for hire to the Village Board.
8. The Village Board shall approve the hiring of the selected candidate or, if the Village Board does not approve the hiring recommendation, it shall instruct the Protective Services Committee to conduct further efforts to locate and present a suitable candidate for the open position.

b. Positions Available (Full-Time and Part-Time)

1. A full-time vacancy for employment with the Williams Bay Police Department may be filled from either outside the department or the roster of part time employees. If no reserve-part time employees are qualified (as set by the Protective Services Committee) or if the Protective Services Committee otherwise elects, special notice and procedure will be set by the committee consistent with the procedure for notice of hiring of part-time officers above, and the provisions of this sub-section.
2. Part-time employees qualified for promotion to full-time employment, as well as other qualified people shall:
 - a. Participate in a written test, if required, or designated by the Protective Services Committee, designed to test for knowledge related to the job. Passing scores shall be set by Protective Services Committee.
 - b. Those applicants successfully interviewed by the Chief of Police and attaining a passing score on a written exam will be offered an oral exam to be conducted by a panel consisting of 5 persons to include the Chief of Police, Protective Services Committee designee, Finance and Personnel Committee designee, a law enforcement professional, and a full-time Village of Williams Bay resident, to be appointed by the Village President and approved by the Village Board by a two-thirds (2/3rds) vote for a term of three (3) years, who must have a general knowledge of the requirements needed to fulfill the job description.
 - c. The scores of the written test and the oral examination shall be weighed at 40% each and 20% shall be given for educational and job experience as

determined by the Committee. If the Protective Services Committee does not request a written testing procedure to be conducted, the scores shall be weighted at 60% oral and 40% other.

- d. Veteran points shall be given to eligible veterans as stated in Wisconsin Statutes Section 230.16(7) and (7m). The points shall be added to the TOTAL points of the hiring process. For example, if a written test is required, the points shall be computed as listed below:

	40% = 100 points Written
	40% = 100 points Oral Interview
	20% = 50 points Personal Evaluation
TOTAL	100% = 250 points + Veterans Points

- e. Applicants eligible for hire but not hired by the Village shall be placed on an eligibility list which will be kept in the Village of Williams Bay Police Department. Such eligibility list shall indicate the date on which the applicants became eligible. Applicants names shall be removed from the list after one (1) year from the date placed on the list. While on the eligibility list, applicants may be provided notice of new job openings by mail to their last known address. The applicants will then have an affirmative obligation to apply for the new opening before they will be considered by the Protective Services Committee for part-time or full time positions. Placement on an eligibility list may result only in individuals receiving notice of subsequent job openings. No rights are created by the Department's maintenance of the eligibility list. Further, the Protective Services Committee and the Williams Bay Police Department specifically state that this provision is intended as a courtesy to applicants only and that a failure to provide notice of a job availability to a person on the eligibility list shall not have any consequences.
- f. Applicants shall be notified no more than 10 days following final determination. Offers of employment shall be conditioned on successful completion of such things as background checks, physical aptitude tests and/or any other Village of Williams Bay employment requirements.
- g. All appointments shall be probationary for the first year of employment in that position, excluding the position of Chief of Police.

D. Standards for Employment

1. Officer (Sworn Law Enforcement Officer)

- a. A vacancy within the Williams Bay Police Department may be filled from within if it is determined that there exists a sufficient number of qualified candidates to ensure a high level of quality by promotion. If the Protective Services Committee

determines THAT there exists a need to go outside for increasing the list of qualified candidates, it shall advertise and follow the procedures of this policy.

- b. Must possess all requirements and have the ability to perform duties as defined in the position description for officer.

2. Investigator

- a. A vacancy within the Williams Bay Police Department may be filled from within if it is determined that there exists a sufficient number of qualified candidates to ensure a high level of quality by promotion. If the Protective Services Committee determines that there exists a need to go outside for increasing the list of qualified candidates, it shall advertise and follow the procedures of this policy.
- b. Must possess all requirements and have the ability to perform duties as defined in the position description for officer and the position description for Investigator.
- c. Eligibility for this position includes all officers in good standing who have completed their probationary period with this department, or if opened to the outside, must have a minimum of five (5) years continuous full-time experience with a single department.
- d. Candidates currently on the department must then participate in the promotion process as stated in this policy.
- e. Candidates must possess a minimum of an associate's degree in a criminal justice or related field from an accredited college/university and have experience and specialized training related to the position.

3. Sergeant

- a. A vacancy within the Williams Bay Police Department may be filled from within if it is determined that there exists a sufficient number of qualified candidates to ensure a high level of quality by promotion. If the Protective Services Committee determines that there exists a need to go outside for increasing the list of qualified candidates, it shall advertise and follow the procedures of this policy.
- b. Must possess all requirements and have the ability to perform duties as defined in the position description for officer and the position description for Sergeant.
- c. Candidates must have a minimum of five (5) years continuous full-time employment with the Williams Bay Police Department or if opened to outside the Williams Bay Police Department, have the same number of continuous years with a single department.

- d. Candidates currently on the department roster must then participate in the promotion process as stated in this policy.
- e. Candidates must possess a minimum of a bachelor's degree in a criminal justice related field from an accredited college/university.

4. Lieutenant

- a. A vacancy within the Williams Bay Police Department may be filled from within if it is determined that there exists a sufficient number of qualified candidates to ensure a high level of quality by promotion. If the Protective Services Committee determines that there exists a need to go outside for increasing the list of qualified candidates, it shall advertise and follow the procedures of this policy.
- b. Must possess all requirements and have the ability to perform duties as defined in the position description for officer and the position description for Lieutenant.
- c. Eligibility for this position includes all officers in good standing who have completed their probationary period with this department, or if opened to the outside, must have a minimum of five (5) years continuous full-time experience with a single department.
- d. Candidates currently on the department roster must then participate in the process as stated in this policy.
- e. Candidates must possess a minimum of a bachelor's degree in a criminal justice related field from an accredited college/university.

5. Chief

- a. A vacancy within the Williams Bay Police Department may be filled from within if it is determined that there exists a sufficient number of qualified candidates to ensure a high level of quality by promotion. If the Protective Services Committee determines that there exists a need to go outside for increasing the list of qualified candidates, it shall advertise and follow the procedures of this policy.
- b. Must possess all requirements and have the ability to perform duties as defined in the position description for officer and the position description for Chief of Police.
- c. Candidates must have a minimum of ten (10) years continuous full-time employment with the Williams Bay Police Department or if opened to outside the Williams Bay Police Department, have the same number of continuous years with a single department.
- d. Candidates currently on the department roster must then participate in the process as stated in this policy.

- e. Candidates must possess a minimum of a bachelor's degree in a criminal justice related field from an accredited college/university.
- f. If the candidate is required to participate in an oral exam, the Chief's position on the exam committee will be replaced by a village president appointed individual and approved by a two-thirds (2/3rds) vote of the Village Board.
- g. Appointment to the position of Chief of Police must be approved by a two-thirds (2/3rds) vote of the Village Board.

E. Promotion – General Policy:

Vacancies shall be filled on the basis of merit, experience, education, training, written examination (if required), oral examination and personal evaluation for the purpose of best filling the position which is open. Promotion should be in recognition of past competence and future potential. The Village prohibits discrimination of any type and affords equal opportunities to employees and applicants without regard to race, color, citizenship status, national origin, ancestry, gender, veteran status, sexual orientation, age, religion, creed, physical or mental disability, marital status, political affiliation, genetic information or any other factor protected by law. Friendships or relationships will not be allowed to influence a promotional decision.

1. Procedures

a. Position/Job Posting

- 1. The job will be posted in an area easily accessible to all employees, as well as advertised as directed by the Protective Services Committee, hereafter known as the "Protective Services Committee."
- 2. The job posting will be kept open for a minimum of ten days.
- 3. The job posting will consist of title, benefits, and requirements.
- 4. Employee(s) interested in the promotion shall submit a resume and letter of interest to the Chief of Police or designee.

b. Written Examination (if required)

- 1. After the minimum ten days posting, all individuals who express interest in the position will be notified of a testing date, time and place.
- 2. A written examination shall be given which shall seek to determine an officer's knowledge in the area he/she is seeking promotion.

3. Failure to obtain a passing score will result in disqualification of that promotional candidate. Nothing shall prevent the candidate from taking that test again at the next promotional testing period.

c. Oral Interview

1. Within fourteen days of the issuance of the written examination results, the successful candidates shall be invited to an interview with the Chief of Police.
2. The Chief of Police will make his/her recommendation to the Protective Services Committee and the Finance and Personnel Committee for approval and forwarding to the full board.

d. Personal Evaluation

1. Appointment shall be made within thirty to sixty days of the initial job posting. Appointments shall be based on scores in the following manner:
 - a) Written Exam 40%
 - b) Oral Exam 40%
 - c) Personal Evaluation 20%

If a written exam is not required, appointments shall be based on scores in the following manner:

- a. Written exam 60%
 - b. Personal Evaluation 40%
2. All promotional appointments shall be probationary for the first year of employment in that position, excluding the position of Chief of Police.
3. The Protective Services Committee may require physical, medical, or psychological testing as deemed appropriate.
4. The Protective Services Committee and the Finance and Personnel Committee shall forward their recommendation of the selected candidate for promotion to the Williams Bay Village Board for approval.
5. The Williams Bay Village Board shall approve the promotion of the selected candidate or, if the Village Board does not approve the promotion, it shall instruct the Protective Services Committee to conduct further efforts to locate and present a suitable candidate for the open position.