

Board of Police & Fire Commissioners
Human Resources Department
625 52nd St. , Room 205
Kenosha, WI 53140
Phone (262) 653-4130
Fax (262) 653-4127
E-mail: jbaltes@kenosha.org



COMMISSION MEMBERS:
Helen Schumacher - *President*
Charles Bradley - *Vice President*
James Greco - *Secretary*
Richard H. Schend - *Commissioner*
Edward Kubicki - *Commissioner*

Kenosha Police and Fire Commission
MEETING AGENDA
Tuesday, October 15, 2013
8:00 a.m.
Municipal Office Building, Room 202
625 52nd Street, Kenosha, Wisconsin

1. Call to order.
2. Roll call.
3. Approval of the minutes of the meeting held September 17, 2013. (enclosed)
4. Approval of the minutes of the *special* meeting held September 17, 2013. (enclosed)
5. Citizen comments on matters relative to the agenda and within the jurisdiction of the Board.
6. Receive and file Police and Fire Department reports for the month of September 2013. (enclosed)
7. Receive and file Police Captain Ronald Bartholomew's notice of retirement effective December 31, 2013. (enclosed)
8. Approve the following promotions to be effective November 1, 2013:
 - Police Officer Aaron Dillhoff to Probationary Detective.
 - Firefighter Stephen Lombardi to Probationary Apparatus Operator.
9. Discussion of the Police Officer and Firefighter recruitment process. (enclosed)
10. Chiefs' Comments.
11. Commissioners' Comments.
12. Set next meeting date and agenda items.
13. Adjournment.

If you are a person with a disability, please contact the Human Resources Department at the Municipal Office Building (262-653-4130), at least seventy-two (72) hours in advance of the Commission meeting to give them time to make any necessary accommodations for you.

Board of Police & Fire Commissioners
Human Resources Department
625 52nd St. , Room 205
Kenosha, WI 53140
Phone (262) 653-4130
Fax (262) 653-4127
E-mail: jbaltes@kenosha.org



COMMISSION MEMBERS:
Helen Schumacher, *President*
Charles Bradley, *Vice-President*
James Greco, *Secretary*
Richard H. Schend, *Commissioner*
Edward Kubicki, *Commissioner*

POLICE AND FIRE COMMISSION
MINUTES OF MEETING HELD SEPTEMBER 17, 2013

1. This meeting was called to order by President Schumacher at 8:01 a.m. on Tuesday, September 17, 2013. The meeting was held in room 202 of the Municipal Office Building.
2. On roll call, all commission members were present.
3. Commissioner Schend made a motion to approve the minutes of the August 19, 2013 meeting. Secretary Greco seconded the motion and it was carried unanimously.
4. Commissioner Schend made a motion to approve the minutes of the August 20, 2013 meeting. Commissioner Kubicki seconded the motion and it was carried unanimously.
5. Citizens' comments – None
6. Commissioner Kubicki made a motion to receive and file Police and Fire Department reports for the month of August 2013. Commissioner Schend seconded the motion and it was carried unanimously.
7. Commissioner Schend made a motion to receive and file Police Officer Anthony Roberts' notice of his December 31, 2013 retirement. Vice President Bradley seconded the motion and it was carried unanimously.
8. Commissioner Schend made a motion to receive and file Renaul Glover's August 17, 2013 letter addressed to the Commission. Commissioner Kubicki seconded the motion and it was carried unanimously.
9. Commissioner Schend made a motion to receive and file Renaul Glover's August 23, 2013 letter addressed to Police Chief Morrissey. Commissioner Kubicki seconded the motion and it was carried unanimously.
10. Secretary Greco made a motion to receive and file Police Chief John Morrissey's August 29, 2013 letter addressed to Renaul Glover. Commissioner Schend seconded the motion and it was carried unanimously.
11. Chiefs' comments:
 - Chief Morissey indicated the two new Police Officers have started and the department is fully staffed until the end of the year. Possibly 2 more retirements coming up.
 - Chief Thomsen – CPAT will be finishing up, then the interview process will begin. Fire could have as many as 9 vacancies.
12. Commissioners' Comments: None
13. At 8:08 a.m. the Board went into closed session under authority of Section 19.85 (1)(c) to discuss:

- One (1) candidate for the position of Probationary Police Detective and
- One (1) candidate for the position of Probationary Apparatus Operator,

On a motion made by Commissioner Kubicki, seconded by Commissioner Schend and carried unanimously.

The board reconvened into open session at 8:29 a.m. on a motion made by Commissioner Schend, seconded by commissioner Kubicki and carried unanimously.

14. The next meeting is scheduled for 8:00 a.m. on Tuesday, October 15, 2013.
15. The meeting adjourned at 8:29 a.m. on a motion made by Commissioner Kubicki, seconded by Vice President Bradley and carried unanimously.

Helen Schumacher - President

Charles Bradley - Vice President

James Greco - Secretary

Richard H. Schend - Commissioner

Edward Kubicki - Commissioner

Board of Police & Fire Commissioners
Human Resources Department
625 52nd St. , Room 205
Kenosha, WI 53140
Phone (262) 653-4130
Fax (262) 653-4127
E-mail: jbaltes@kenosha.org



COMMISSION MEMBERS:
Helen Schumacher, *President*
Charles Bradley, *Vice-President*
James Greco, *Secretary*
Richard H. Schend, *Commissioner*
Edward Kubicki, *Commissioner*

POLICE AND FIRE COMMISSION
MINUTES OF *SPECIAL* MEETING HELD SEPTEMBER 17, 2013

1. This meeting was called to order by President Schumacher at 8:30 a.m. on Tuesday, September 17, 2013. The meeting was held in room 202 of the Municipal Office Building. All commissioners were present.
2. Attorney Gene Brookhouse advised the commission that a settlement had been reached in the Apparatus Operator Paul Schlereth disciplinary matter. Secretary Greco made a motion to accept the withdrawal by Paul Schlereth of his appeal of the disciplinary charges pursuant to the settlement agreement filed with the Commission. Commissioner Schend seconded the motion and it was carried unanimously.
3. The meeting adjourned at 8:43 a.m. on a motion made by Commissioner Kubicki, seconded by Vice President Bradley and carried unanimously.

Helen Schumacher - President

Charles Bradley - Vice President

James Greco - Secretary

Richard H. Schend - Commissioner

Edward Kubicki - Commissioner

CFS01 - Run By: MORRISSEY, JOHN

C A P S

Calls For Service
Daily Summary
09/01/2013 to 09/30/2013

Incident Number	Ofcr Add Assg Unt	Complainant	Type Call	Location	Time Recd	Time Disp	Time Arvd	Time Comp	Time Spnt	Disposition
-----------------	-------------------	-------------	-----------	----------	-----------	-----------	-----------	-----------	-----------	-------------

Total Calls for the Period: 9,582

REPORT GRAND TOTALS

CALL RECEIVED SUMMARY

ALARM	118
BOX ALARM	2
CELL PHONE	2,007
E-911 CALL	447
OFFICER INITIATED	2,208
PHONE	3,287
RADIO	17
TRAFFIC STOP	1,275
WALK-IN	213
OTHER	
ATUO CALL	7
	1

CALL DISPOSITION SUMMARY

REPORT	1,659
NO REPORT	7,748
VOID	171
CSR-CITIZEN SELF REPORT	
GOA	
WARRANT	4
TRANSPORTED	
NO TRANSPORT	
DENIAL OF INJURY (DOI)	
ASSIST CITIZEN/NO TRANSP	
NO PATIENT	
AGAINST MEDICAL ADVICE (A	
UNIT REASSIGNED	
SAVE/REASSIGNED	

TOTAL WORK TIME 799,473

OFF01 - Run By: JWM309

C A P S

OFFENSE ACTIVITY
BY DISPOSITION
09/01/2013 THRU 09/30/2013

OFFENSE	OFFENSES REPORTED	UNFOUNDED	ACTUAL OFFENSES	OFFENSES CLEARED			TOTAL CLEARED	PERCENT CLEARED	
				---BY ARREST--- ADULT	JUVENILE	BY EXCEPTION----- ADULT			JUVENILE
CHAP51/SUICIDE ATT	14		14				14	100.0	
SUICIDE ATT/NON CHAPTER	2		2				2	100.0	
NATURAL DEATH	2		2				2	100.0	
DEATH INV	6		6					0.0	
RAPE, ADULT	1		1	1			1	100.0	
ROBBERY/FIREARM H/S/A	2		2			1	1	50.0	
ROBBERY/FIREARM OTHER LOC	3		3					0.0	
ROBBERY/FORCE H/S/A	4		4		1		1	25.0	
ROBBERY/FORCE RESIDENCE	1		1					0.0	
ROBBERY/ATTEMPT H/S/A	1		1			1	1	100.0	
ROBBERY/ATTEMPT GAS/SERV	1		1			1	1	100.0	
AGG ASLT/SHARP INSTRUMENT	1		1	1			1	100.0	
AGG ASLT/BLUNT INSTRUMENT	1		1	1			1	100.0	
AGG ASLT/HANDS, FEET, ETC	2		2	1			1	50.0	
BURG/FORCE, RESIDENCE	10		10	1		1	2	20.0	
BURG/FORCE, NON-RESIDENCE	7		7	2		3	5	71.4	
BURG/UNLAWFUL ENTRY, RESID	22		22			5	5	22.7	
BURG/UNLAWFUL ENTRY, NON-R	5		5					0.0	
BURG/ATTEMPT, RESIDENCE	3		3			2	2	66.6	
BURG/ATTEMPT, NON-RES	1		1	1			1	100.0	
THF SHOPLFT 200+	4		4	3		1	4	100.0	
THF SHOPLFT \$50-199	9		9	4		2	6	66.6	
THF SHOPLFT \$1-49	18		18	15	1		16	88.8	
THF FRM VEH 200+	14		14	1		2	3	21.4	
THF FRM VEH \$50-199	6		6					0.0	
THF FRM VEH \$1-49	4		4	1		2	3	75.0	
THF VEH ACC 200+	1		1					0.0	
THF VEH ACC \$50-199	1		1					0.0	
THF VEH ACC \$1-49	5		5					0.0	
THF BIKE 200+	9		9		1	1	2	22.2	
THF BIKE \$50-199	3		3					0.0	
THF BIKE, ATTEMPT	1		1		1		1	100.0	
THF BLDG 200+	9		9		1		1	11.1	
THF BLDG \$50-199	5		5			2	2	40.0	
THF BLDG \$1-49	6		6	1		2	3	50.0	
THF DRIVE OFF \$50-199	1		1					0.0	
THF OTHER 200+	32	1	31	2		1	9	38.7	
THF OTHER \$50-199	17	2	15	1	3		2	6	40.0
THF OTHER \$1-49	17	2	15	1			3	4	26.6
MV THEFT, AUTO	7	1	6	1			2	3	50.0

OFF01 - Run By: JWM309

C A P S

OFFENSE ACTIVITY
BY DISPOSITION
09/01/2013 THRU 09/30/2013

OFFENSE	OFFENSES		ACTUAL OFFENSES	/----- OFFENSES CLEARED -----/			TOTAL CLEARED	PERCENT CLEARED
	REPORTED	UNFOUNDED		/---BY ARREST---/	/---BY EXCEPTION---/	OTHER		
				ADULT	JUVENILE			
MV THEFT, AUTO/ATTEMPT	1		1					0.0
MV THEFT, OTH JURIS, REC LO	1		1			1	1	100.0
BATTERY/SIMPLE ASLT	26		26	12	2	5	19	73.0
BATTERY/DV	33		33	25			25	75.7
THREATS/INTIMIDATION	8		8			5	5	62.5
ARSON, ALL OTHER STRUCT, UN	4		4		1		1	25.0
FRAUD/CHECK	4		4					0.0
FRAUD/CONFIDENCE	1		1					0.0
FRAUD/ATTEMPT	2		2			1	1	50.0
FRAUD/OTHER	4		4			1	1	25.0
FRAUD/IDENTITY THEFT	30	2	28			10	10	35.7
FRAUD, THEFT BY	1		1					0.0
EMBEZZLEMENT	1		1	1			1	100.0
STLN PROPERTY, POSSESS	1		1					0.0
VANDALISM/RESIDENCE	4		4	3			3	75.0
VANDALISM/AUTO	44		44	3	1	7	11	25.0
VANDALISM/BUSINESS	4		4					0.0
VANDALISM/SCHOOL	2		2			1	1	50.0
VANDALISM/PRIVATE PROPERT	6		6			1	1	16.6
WPN/DISCHRG IN CITY LIMIT	2	1	1					0.0
WPN/ENDGR SAFETY/RECKLESS	1		1	1			1	100.0
WPN/AIMING & POINTING	2		2			1	1	50.0
WPN/POSS/SELL GUN-MINOR	1		1			1	1	100.0
WPN/CCW	6		6	4	1		5	83.3
WPN/OTHER VIO	1		1	1			1	100.0
PROSTITUTION VIOLATIONS	1		1	1			1	100.0
SEX ASLT, 1ST (OFFENSE)	1		1		1		1	100.0
SEX/INDECENT EXPOSURE	1		1	1			1	100.0
SEX/ENTICE CHILD	1	1						0.0
SEX OFFENSES, OTHER	9	2	7			4	4	57.1
SEX-13/15 YRS	1		1			1	1	100.0
DRUG/POSSESS HARD DRUGS	5		5	4			4	80.0
DRUG/POSSESS MARIJUANA	24		24	22	2		24	100.0
DRUG/POSSESS SYN	2		2			2	2	100.0
DRUG/PWID HARD DRUGS	1		1	1			1	100.0
DRUG/PWID MARIJUANA	1		1	1			1	100.0
CHILD ENTICE/DRUGS	1		1					0.0
FAMILY TROUBLE	131	1	130			130	130	100.0
CHILD NEGLECT	1		1	1			1	100.0
CHILD ABUSE	15	2	13	1	1	5	7	53.8

OFF01 - Run By: JWM309

C A P S

OFFENSE ACTIVITY
BY DISPOSITION
09/01/2013 THRU 09/30/2013

OFFENSE	OFFENSES REPORTED	UNFOUNDED	ACTUAL OFFENSES	/----- OFFENSES CLEARED -----/			TOTAL CLEARED	PERCENT CLEARED
				/---BY ARREST---/	/---BY EXCEPTION-----/	OTHER		
			ADULT	JUVENILE	ADULT	JUVENILE		
RESTRAINING ORDER	11		11	5			5	45.4
CHILD CUSTODY, INTERFERE	7		7			4	4	57.1
DWI, ALCOHOL	25		25	25			25	100.0
DWD, DRUGS	1		1	1			1	100.0
LIQ, LICENSE VIOLATION	6		6	6			6	100.0
LIQ, SELL TO MINOR	1		1	1			1	100.0
LIQ, POSSESSION BY UNDERAG	6		6	6			6	100.0
LIQ, DRINK IN MV	6		6	6			6	100.0
LIQ, INTOX IN PARK	2		2	2			2	100.0
LIQ, VIOLATION OTHER	10		10	10			10	100.0
TAVERN REPORT	21	1	20			20	20	100.0
DC/PERSON	34	2	32	14	7	7	28	87.5
DC/PARTY	1		1			1	1	100.0
DC/ANNOYING PHONE CALLS	8		8			5	5	62.5
DC/LOUD MUSIC	13		13	13			13	100.0
DC/NEIGHBOR TROUBLE	2		2			1	1	50.0
DC/FIGHT IN PUBLIC	13		13	1	7	4	12	92.3
DC/OTHER	13		13	7	3	1	11	84.6
DC/DOM ABUSE	21		21	18	2		20	95.2
DC/STALKING	1		1					0.0
LITTERING	3		3	3			3	100.0
OBSTRUCT FLOW OF TRAFFIC	6		6	4	2		6	100.0
FALSE REPORT, FILE	2		2	2			2	100.0
IMPERSONATE POLICE OFFICE	1		1	1			1	100.0
TRESPASSING (ADULT ONLY)	2		2	1			1	50.0
CIVIL MATTER	1		1			1	1	100.0
IN PARK AFTER HOURS	1		1	1			1	100.0
CITY CODE VIOLATION	3		3	2		1	3	100.0
MISC OFFENSE, OTHER	3		3	2			2	66.6
SMOKING VIOLATION	2		2			2	2	100.0
TAVERN WRITTEN WARNING	2		2			2	2	100.0
SUSP PERSON	6		6			2	2	33.3
SUSP OTHER	1		1					0.0
JUV/CURFEW VIOLATION	7		7		7		7	100.0
JUV/TOBACCO VIOL	1		1		1		1	100.0
RUNAWAY	29		29			23	23	79.3
ADULT, MISSING	3		3			3	3	100.0
CHILD, FOUND	3		3			3	3	100.0
TRF/RECKLESS DRIVING	5		5	2	1	2	5	100.0
TRF/ABANDN VEHICLE	1		1			1	1	100.0

OFF01 - Run By: JWM309

C A P S

OFFENSE ACTIVITY
 BY DISPOSITION
 09/01/2013 THRU 09/30/2013

OFFENSE	OFFENSES REPORTED	UNFOUNDED	ACTUAL OFFENSES	/----- OFFENSES CLEARED -----/					TOTAL CLEARED	PERCENT CLEARED
				/---BY ARREST---/		/---BY EXCEPTION-----/				
				ADULT	JUVENILE	ADULT	JUVENILE	OTHER		
REPOSSESSION	36		36					36	36	100.0
LIC, AMUSEMENT ENTERPRISE-	1		1	1					1	100.0
HIT & RUN PD	27		27	5				13	18	66.6
HIT & RUN PI	2		2	1					1	50.0
AGENCY: 00TOTALS	1316	20	1296	351	53	3	1	557	965	

OFF01 - Run By: JWM309

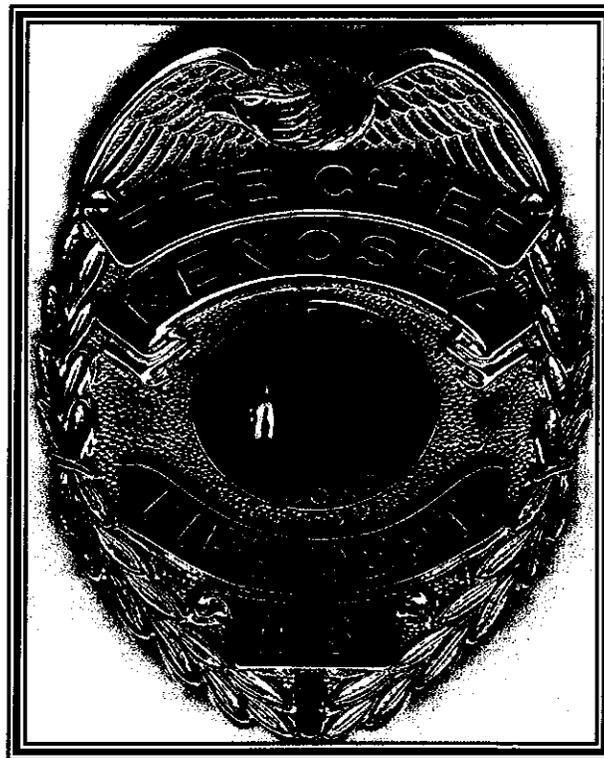
C A P S

OFFENSE ACTIVITY
BY DISPOSITION
09/01/2013 THRU 09/30/2013

OFFENSE	OFFENSES REPORTED	UNFOUNDED	ACTUAL OFFENSES	/----- OFFENSES CLEARED -----/			TOTAL CLEARED	PERCENT CLEARED	
				/---BY ARREST---/	/---BY EXCEPTION-----/	OTHER			
			ADULT	JUVENILE	ADULT	JUVENILE			
TRF/TOW IN	18		18	1			17	18	100.0
TRF/SPEEDING	2		2	2				2	100.0
TRF/PD ACCIDENT	10		10	5			5	10	100.0
TRF/PI ACCIDENT	5		5	1			3	4	80.0
TRF/REGISTRATION VIO	4		4	4				4	100.0
TRF/LICENSE VIOLATION	46		46	46				46	100.0
TRF/SNOW/ATV VIO	1		1		1			1	100.0
TRF/CHASE/FLEEING	3		3	1				1	33.3
TRF/MV VIO, OTHER	2		2	2				2	100.0
TRF/UNNECESSARY NOISE	2		2	2				2	100.0
TRF/OAS/OAR	1		1	1				1	100.0
ANI/DOG BITE	5		5	1				1	20.0
ANI/BARKING DOG	1		1	1				1	100.0
ANIMAL AT LARGE	4		4	4				4	100.0
BOAT VIOLATIONS	1		1				1	1	100.0
ANIMAL CRUELTY	1		1	1				1	100.0
CONTEMPT, BAIL JUMPING	9		9	5			1	6	66.6
P & P VIOLATIONS	11		11	10	1			11	100.0
ABDUCT/KIDNAP ATTEMPT	2		2			1	1	2	100.0
JUV/TRUANT	3		3		3			3	100.0
JUV/UNCONTROLLABLE	2		2		1			1	50.0
RESIST/OBSTRUCT OFFICER	3		3	3				3	100.0
FALSE INFORMATION, GIVE	1		1	1				1	100.0
COUNTERFEIT MONEY	1		1				1	1	100.0
ALARMS	1		1				1	1	100.0
FIRE, STRUCTURE/BRUSH	5		5						0.0
FIRE, OTHER	1		1						0.0
CHECK WELFARE	36	2	34				29	29	85.2
INJ PERSON/MED RUN	14		14				12	12	85.7
OVERDOSE, ACCIDENTAL	3		3						0.0
CHAPTER 51	20		20				19	19	95.0
MENTAL PROBLEMS	40		40				38	38	95.0
SRV/WEATHER DMG	1		1				1	1	100.0
SRV/CITIZEN ASSIST	3		3				3	3	100.0
ATL PERSON	1		1				1	1	100.0
SRV/INFO ONLY	4		4				4	4	100.0
SRV/ADD PATROL	2		2				2	2	100.0
WAW/WARRANT, LOCAL SERVICE	1		1				1	1	100.0
PROPERTY/FOUND	49		49				47	47	95.9
PROPERTY/LOST	4		4				4	4	100.0

KENOSHA FIRE DEPARTMENT

MONTHLY REPORT



**SEPTEMBER
2013**



RESPONSE BY UNITS

YTD
COMBINED
FIRE/EMS
TOTALS

	MONTHLY		YEAR TO DATE		
	EMS	FIRE	EMS	FIRE	
Engine #2	90	28	870	186	1056
Engine #3	129	40	1231	341	1572
Engine #4	105	33	768	306	1074
Engine #5	113	42	954	276	1230
Engine #6	89	9	699	106	805
Engine #44	0	0	1	1	2
Engine #55	0	0	0	0	0
Truck #3	16	48	139	470	609
Truck #4	9	51	52	365	417
Truck #7	29	11	242	152	394
P-19	0	0	3	6	9
MERV #1	0	0	5	3	8
MERV #2	0	0	10	2	12
Battalion 1	17	59	132	511	643
Med Unit #2	14	1	60	2	62
Med Unit #3	285	20	2677	99	2776
Med Unit #4	182	6	1699	78	1777
Med Unit #5	270	12	2307	85	2392
Med Unit #7	83	4	668	27	695
Rescue #33	3	0	29	1	30
Rescue #44	3	0	18	0	18
Rescue #77	0	0	0	0	0



KENOSHA FIRE DEPARTMENT CALLS FOR SERVICE

09/01/13 THRU 09/30/13

	MONTH	YEAR TO DATE
EMS Calls for Service*	830	7303
Fire Calls for Service	138	1234
Total Calls for Service	968	8537

*Includes 8 Med 7 change of quarters occurrences.

APPROXIMATE LOSS/ SAVE SUMMARY

Approximate Fire Loss for September	<u>\$178,389</u>	Approximate Fire Save for September	<u>\$19,794,867</u>
Approximate Fire Loss to Date	<u>\$1,649,930</u>	Approximate Fire Save to Date	<u>\$66,097,875</u>

Respectfully Submitted,


John R. Thomsen
Fire Chief
Kenosha Fire Department

Kenosha Police Department
Public Safety Building
1000 – 55th Street
Kenosha, WI 53140-3794
(262) 605-5200



JOHN W. MORRISSEY
Chief of Police

DANIEL G. MISKINIS
Deputy Police Chief

October 1, 2013

John W. Morrissey, Chief of Police
Kenosha Police Department
1000 55th Street
Kenosha, WI 53140

Dear Chief Morrissey,

This letter is to inform you that I will be retiring from the Kenosha Police Department at the end of this year. My last day of work for the department will be December 31, 2013.

I will be maintaining continuous health insurance coverage through my wife's employer, Walgreen's, until my 53rd birthday on August 29, 2016. On my 53rd birthday I would like to resume health insurance coverage with the City of Kenosha. 53 years of age is the minimum age for retirees to be eligible for health insurance coverage through the City of Kenosha at the time of my retirement.

I would like to be paid for my unused vacation and holiday time that remains at the time of my retirement. I will have 208 vacation hours and 192 holiday hours accumulated and unused as of December 31, 2013.

I would like to purchase my duty weapon for one dollar. My duty weapon is a Glock 23 .40 caliber pistol serial number RDM700.

It has been a pleasure and an honor to serve the Kenosha Police Department and the City of Kenosha for the last 29 years. Thank you for the opportunities you and the Kenosha Police Department have given me, they are greatly appreciated. It has been a wonderful career, but it is time to move on to other challenges and warmer climates.

Sincerely,

A handwritten signature in black ink, appearing to read "Capt. RB", written over a horizontal line.

Ronald G. Bartholomew, Captain
Kenosha Police Department
1000 55th Street
Kenosha, WI 53140



The mission of the Kenosha Police Department is to serve all people with respect, fairness and compassion. We are committed to preserving peace, order and safety; enforcing laws and ordinances; and safeguarding constitutional rights.



CITY OF KENOSHA
invites applications for the position of:
Police Officer (4-2)

An Equal Opportunity Employer

SALARY: \$51,084.00 - \$63,432.00 Annually

OPENING DATE: 09/01/12

CLOSING DATE: 03/02/13 12:00 AM

GENERAL OVERVIEW OF POSITION:

APPLICATION DEADLINE - MARCH 1, 2013

*This recruitment is open to all qualified applicants.
It will establish an eligibility list from which appointments will be made.*

Incumbents appointed are on probation for 252 days worked and may be removed without cause and without any right of appeal.

Incumbents hired must comply with all departmental policies and procedures.

Residency requirement: Applicants, one (1) month after completion of the probationary period, must reside within Kenosha County, Racine County (except the Town of Waterford; however the Village of Waterford is acceptable), Franklin, Oak Creek, South Milwaukee, or Lake County, IL. The incumbent of this position is required to maintain such residency during the term of employment.

Application Procedure:

Applications must be complete, thorough and submitted online. Paper applications will not be accepted. A copy of your high school diploma or GED, birth certificate, DD-214 and Proof of Disability (if claiming Veteran's Preference Points), along with other required forms must be attached and submitted with your application. In addition, you may attach any other materials that you wish to accompany your application. We currently accept attachments with the following extensions: .bmp, .doc, .docx, .gif, .jpeg, .pdf, .png, .tif, .xls, and .xlsx. Attachments that are larger than five (5) megabytes will not be accepted. If your file is larger than five (5) megabytes, you will need to reduce the file size.

Candidates submitting incomplete or failing to return all required forms, will be rejected and will not be permitted to participate in the examination process.

Written Test:

All candidates meeting minimum qualifications will receive email notification of the written test that will be scheduled for March 16th and March 23rd, 2013.

Enforces local and state laws and ordinances, patrols City in car and on foot, conducts criminal investigations, makes arrests, directs traffic, serves process, and performs any and

all other duties required for successful job performance and as assigned by a superior officer.

2

EXAMPLE OF DUTIES & RESPONSIBILITIES:

- Conducts routine preventative patrol in designated areas of the City; patrols residential/business areas for detection of violators; initiates contacts with both business operators and residents; maintains an open line of communications within the community.
- Responds to calls for police service; attempts to resolve domestic disputes, disturbances and other incidents through counseling or referral; settles disputes among neighbors, juveniles, and/or gangs; resolves any and all complaints from citizens of the community.
- Provides information and/or assistance to the public; answers a wide range of non-police related service calls; informs citizens of available services in the community; promotes crime prevention through community and educational programs; makes presentations to public and local organizations concerning crime prevention and related police matters.
- Attempts to maintain the peace and safety of the community; responds to public disturbances; maintains civil obedience at group functions.
- Provides for the safe and convenient flow of traffic and pedestrians within the community; investigates traffic accidents; enforces traffic violations; conducts driver intoxication investigations; promotes vehicular and pedestrian safety; reports unsafe road conditions.
- Conducts criminal and non-criminal investigations; performs surveillance; conducts follow-up investigations.
- Enforces laws and arrests lawbreakers; makes felony and misdemeanor arrests; issues Notices to Appear and traffic citations.
- Prepares written reports, forms, and other documents as required.
- Testifies in criminal and civil court proceedings; gives depositions.

(NOTE: The duties listed above are intended as illustrations of the various types of work performed by persons in positions covered by this classification specification. This list is not all inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the position. Management reserves the right to assign employees in this classification to duties not listed above, if the duties are fairly within the scope of responsibilities applicable to the level of work performed by employees in positions covered by this classification specification. This classification specification does not create an employment contract between the City and the employee and is subject to change by the City as the needs of the City and the department change over time.)

REQUIREMENTS:

Minimum Qualifications:

- High School Diploma or equivalent.
- Ability to speak and understand the English language.
- Completion of either a two year Associate Degree or a minimum of 60 fully accredited college level credits within 5 years of the date of hire pursuant to LES 2.01(1)(e).
- United States citizen.
- Attained the age of eighteen (18) years of age at the time of application.
- Possession of or ability to obtain a valid Wisconsin's driver's license with a good driving record that meets the City standards.
- Have no physical, mental or emotional conditions which could adversely affect their ability to perform the essential duties of the job.
- Must meet the vision standard set by the City.

- No loss of hearing within normal voice range.
- No felony convictions unless pardoned.
- Others required by law enforcement standards.

3

Knowledge, Abilities, and Skills:

- Knowledge of federal laws, state statutes, and local ordinances.
- Knowledge of the rules, regulations, policies, and procedures of the Kenosha Police Department.
- Knowledge of crime prevention techniques.
- Knowledge of First Responder and CPR.
- Ability to understand and follow oral and written instructions.
- Ability to communicate effectively with superiors, subordinates, and the general public.
- Ability to analyze situations quickly and objectively.
- Ability to determine proper courses of action within the established framework of policies and procedures.
- Ability to learn the geography of the City and surrounding areas.
- Ability to maintain composure under emergency situations.
- Ability to work effectively under stressful conditions.
- Skills in the care and safe operation of a variety of firearms, impact weapons, and chemical agents.
- Skills in the operation of motorized vehicles under adverse conditions.
- Ability to work shift work.
- Ability to develop a working knowledge of departmental rules, regulations, policies, and procedures.
- Ability to learn and adapt to changing technologies and practices.
- Must possess ability to exercise discretion.

Physical Requirements:

Involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pounds) items and occasionally very heavy (100 pounds or over) items.

Environmental Requirements:

Task requires that work be performed in adverse environmental conditions.

Sensory Requirements:

- Task requires color perception and discrimination with no impairment.
- Task requires sound perception and discrimination.
- Task requires odor perception and discrimination.
- Task requires depth perception and discrimination.
- Task requires texture perception and discrimination.
- Task requires visual perception and discrimination in each eye correctable to 20/20.
- Task requires oral communications ability.

METHOD OF SELECTION:

The examination will consist of a written test, oral panel interviews, a psychological evaluation and a medical examination including a drug screen (in accordance with the

American's With Disabilities Act - ADA.) The passing grade on the written examination shall be established using acceptable statistical techniques and consideration of the needs of the City. Qualified applicants will be notified by e-mail of the exact time and location of the exams. Applicants must pass each portion of the examination process. Selected applicants will also be subjected to a background investigation of their work history and other factors considered important for successful job performance.

4

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kenosha.org>

Job #201200009
POLICE OFFICER (4-2)
NM

APPLICATION DEADLINE:

Applications must be received no later than 4:30 PM Central Standard Time (CST) the date of the job closing.

OUR OFFICE IS LOCATED AT:

625 - 52nd Street
Room 205
Kenosha, WI 53140
Phone: (262) 653-4130
Fax: (262) 653-4127

OUR OFFICE HOURS:

8:00 AM - 4:30 PM, Monday - Friday
An Affirmative Action/Equal Employment Opportunity Employer M/F/D

Police Officer (4-2) Supplemental Questionnaire

- * 1. If hired, one (1) month after completion of the probationary period, applicants must reside within Kenosha County, Racine County (except the Town of Waterford; however the Village of Waterford is acceptable), Franklin, Oak Creek, South Milwaukee, and Lake County, IL. The incumbent of this position is required to maintain such residency during the term of employment. Are you able to meet the City's residency requirements?
 - Yes
 - No
- * 2. Are you at least eighteen (18) years or older?
 - Yes
 - No
- * 3. Do you speak and understand the English language?
 - Yes
 - No
- * 4. Are you a United States citizen?
 - Yes
 - No
- * 5. Do you possess a valid driver's license with a good driving record?
 - Yes
 - No
- 6. Are you a certified by the State of Wisconsin as a law enforcement officer?
 - Yes
 - No
- * 7. Administrative Rule LES 2.01(1)(e) requires that a law enforcement officer possess either a two-year Associate Degree or 60 college level credits, or meet the standard within the first five years of employment. The Law Enforcement Standards Board may waive up to

30 credits upon documentation of writing, problem solving, and other communication skills. The College Credit Waiver Application (DJ LE 331) is available at www.wilenet.org. Have you completed at least 60 college credits?

- Yes
- No

* 8. What is the highest level of education you have achieved?

- Some High School
- High School Diploma/GED/HSED
- Some College
- Associate Degree
- Bachelor Degree
- Masters Degree
- Doctorate (PHD)
- None of the Above

* 9. Section 922(g)(9) of Title 18, United States Code makes it illegal for anyone who has previously been convicted of a misdemeanor crime of domestic violence (MCDV) to possess firearms or ammunition. If you have been convicted of a MCDV, according to this regulation, you would be prohibited from consideration for Police Officer. Have you ever been convicted of a misdemeanor crime of domestic violence?

- Yes
- No

* 10. If you have been convicted of a misdemeanor crime of domestic violence list the date, jurisdiction, circumstances and disposition below. If not applicable, please indicate N/A.

* 11. Do you have any felony convictions?

- Yes
- No

* 12. Are you prohibited by state or federal law from possessing a firearm?

- Yes
- No

13. Have you been convicted of a driving while intoxicated (DWI), operating while intoxicated (OWI), or reckless driving within five (5) years from reinstatement or evaluation of overall driving record?

- Yes
- No

* 14. Check all that apply. Have you had more than:

- More than two (2) moving violations in eighteen (18) months or three (3) moving violations in thirty-six (36) months
- One (1) chargeable accident in eighteen (18) months or two (2) chargeable accidents in thirty-six (36) months
- More than 6 points in 12 months
- Not applicable
- Not sure

15. Qualifying U.S. military veterans and certain spouses of such veterans may be granted preference points toward their score(s) from the City of Kenosha employment examination process. If applicable, please select a category below. Please attach your DD214.

- 10 points as a non-disabled veteran with qualifying service.
- 15 points as a disabled wartime veteran whose disability is less than 30% and directly traceable to war service.
- 20 points as a disabled wartime veteran whose disability is 30% or more and directly

traceable to war service.

10 points as a spouse of a disabled veteran whose disability is 70% or more and directly traceable to war service.

10 points as an unmarried spouse of a veteran who was killed in action or died from a service connected disability.

* Required Question

6

PHONE NUMBER: [REDACTED]	SUPERVISOR: [REDACTED]	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: [REDACTED]	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: [REDACTED]

DUTIES:
[REDACTED]

REASON FOR LEAVING:
[REDACTED]

DATES: From: [REDACTED] To: [REDACTED]	EMPLOYER: [REDACTED]	POSITION TITLE: [REDACTED]
---	-------------------------	-------------------------------

ADDRESS: (Street, City, State, Zip Code) [REDACTED]	COMPANY URL: [REDACTED]
--	----------------------------

PHONE NUMBER: [REDACTED]	SUPERVISOR: [REDACTED]	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
-----------------------------	---------------------------	---

HOURS PER WEEK: [REDACTED]	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: [REDACTED]
-------------------------------	-------------------------	--

DUTIES:
[REDACTED]

REASON FOR LEAVING:
[REDACTED]

DATES: From: [REDACTED] To: [REDACTED]	EMPLOYER: [REDACTED]	POSITION TITLE: [REDACTED]
---	-------------------------	-------------------------------

ADDRESS: (Street, City, State, Zip Code) [REDACTED]	COMPANY URL: [REDACTED]
--	----------------------------

PHONE NUMBER: [REDACTED]	SUPERVISOR: [REDACTED]	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
-----------------------------	---------------------------	---

HOURS PER WEEK: [REDACTED]	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: [REDACTED]
-------------------------------	-------------------------	--

DUTIES:
[REDACTED]

REASON FOR LEAVING:
[REDACTED]

DATES: From: [REDACTED] To: [REDACTED]	EMPLOYER: [REDACTED]	POSITION TITLE: [REDACTED]
---	-------------------------	-------------------------------

ADDRESS: (Street, City, State, Zip Code) [REDACTED]	COMPANY URL: [REDACTED]
--	----------------------------

PHONE NUMBER: [REDACTED]	SUPERVISOR: [REDACTED]	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
-----------------------------	---------------------------	---

HOURS PER WEEK: [REDACTED]	SALARY: [REDACTED]/month	# OF EMPLOYEES SUPERVISED: [REDACTED]
-------------------------------	-----------------------------	--

DUTIES:
[REDACTED]

REASON FOR LEAVING:
[REDACTED]

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES		
REFERENCE TYPE: [REDACTED]	NAME: [REDACTED]	POSITION: [REDACTED]
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: [REDACTED]	NAME: [REDACTED]	POSITION: [REDACTED]
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: [REDACTED]	NAME: [REDACTED]	POSITION: [REDACTED]
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: [REDACTED]	NAME: [REDACTED]	POSITION: [REDACTED]
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: [REDACTED]	NAME: [REDACTED]	POSITION: [REDACTED]
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: (262) 344-20934
REFERENCE TYPE: [REDACTED]	NAME: [REDACTED]	POSITION: [REDACTED]
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]

10

Employer-Wide Questions

The minimum qualifications of this position include the following: •Must be a United States citizen. •Must have a high school diploma or equivalent. •Must be eighteen (18) years or older at the time of application. •Must have or be able to obtain a valid Wisconsin driver's license with a good driving record that meets the City standards. •No physical, mental or emotional conditions which could adversely affect your ability to perform the essential duties of the job. •Must meet the vision standard set by the City. •No loss of hearing within normal voice range. •Ability to read, write, speak and understand the English language. •No felony convictions unless pardoned. •Other requirements set by law enforcement standards. •Must have or the ability to obtain a two year Associate Degree or minimum of 60 fully accredited college level credits within five (5) years of hire. Are you able to meet all of the requirements listed above? If you answer no to this question it will reflect that you do not meet the minimum qualifications for this position and you will not be further considered throughout the selection process.

Yes

2. Based on the job classification/job description, do you believe that you are able to perform the essential functions of this position with or without a reasonable accommodation?

Yes

3. Do you understand that part of the pre-employment process may include a drug and/or controlled substance screening?

Yes

4. Under Wisconsin Statute and Section 19.36(7), certain applicant records, except those exempted from disclosure, may be subject to public inspection upon request. However, an applicant may choose to conceal his/her identity. If an applicant makes such an indication in writing, the City shall not provide access to any record that may reveal his/her identity unless the applicant is hired. The applicant understands that nothing contained herein precludes his/her application from being admitted into evidence in the course of litigation or administrative hearing. By selecting yes, this will serve as your written authorization to reveal your identity. By selecting no, this serves as your written authorization to conceal your identity. Please confirm if you wish to have your identity revealed.

Yes

5. Are you currently or were you previously employed by the City of Kenosha?

No

6. Do you object to the City contacting any of the employers or references listed in your online application?

No

7. If yes, specify which employer or reference and give reasons. Indicate N/A if not applicable.

N/A

8. Have you ever been dismissed or asked to resign from any position you held?

No

9. If you have been dismissed or asked to resign from a position, please describe the circumstances and the name of the organization/company. Indicate N/A if not applicable.

N/A

10. Have you ever been convicted of any violation including traffic, but excluding parking tickets?

Yes

11. List violations including traffic, excluding parking tickets below. Include date, place, department, charge, disposition and details. Indicate none if you have none.

Speeding violation - reduced to defective speedometer I94 [redacted] Dec. 2004

Dog at large - reduced to failure to license dog [redacted] June 2010

12. Do you use or have you ever used intoxicants?

Yes

13. If you have or currently use intoxicants, please describe to what extent? Indicate N/A if not applicable.

Wine at Communion

14. Do you use or have you ever used any of the following?

No Drug Use

15. For each drug used, please indicate the name of the drug, how many times used, how taken, first time used, last time used and the circumstances. Enter N/A if not applicable.

N/A

16. Have you ever been a plaintiff or defendant in a court action?

Yes

17. If you were a plaintiff or defendant, please provide date, court, name of parties involved, nature of action and final disposition. Indicate N/A if not applicable.

[redacted] vs myself in the previously mentioned speeding ticket

18. Are you now, or have you been a member of any club, society or organization which has a direct bearing on the job you are applying for?

No

19. Please list the name of the organization, address (including city and state), position and extent of the activity. Indicate N/A if not applicable.

12

Job Specific Supplemental Questions

1. **If hired, one (1) month after completion of the probationary period, applicants must reside within Kenosha County, Racine County (except the Town of Waterford; however the Village of Waterford is acceptable), Franklin, Oak Creek, South Milwaukee, and Lake County, IL. The incumbent of this position is required to maintain such residency during the term of employment. Are you able to meet the City's residency requirements?**
Yes
2. **Are you at least eighteen (18) years or older?**
Yes
3. **Do you speak and understand the English language?**
Yes
4. **Are you a United States citizen?**
Yes
5. **Do you possess a valid driver's license with a good driving record?**
Yes
6. **Are you a certified by the State of Wisconsin as a law enforcement officer?**
No
7. **Administrative Rule LES 2.01(1)(e) requires that a law enforcement officer possess either a two-year Associate Degree or 60 college level credits, or meet the standard within the first five years of employment. The Law Enforcement Standards Board may waive up to 30 credits upon documentation of writing, problem solving, and other communication skills. The College Credit Waiver Application (DJ LE 331) is available at www.wilenet.org. Have you completed at least 60 college credits?**
Yes
8. **What is the highest level of education you have achieved?**
Doctorate (PHD)
9. **Section 922(g)(9) of Title 18, United States Code makes it illegal for anyone who has previously been convicted of a misdemeanor crime of domestic violence (MCDV) to possess firearms or ammunition. If you have been convicted of a MCDV, according to this regulation, you would be prohibited from consideration for Police Officer. Have you ever been convicted of a misdemeanor crime of domestic violence?**
No
10. **If you have been convicted of a misdemeanor crime of domestic violence list the date, jurisdiction, circumstances and disposition below. If not applicable, please indicate N/A.**
N/A
11. **Do you have any felony convictions?**
No
12. **Are you prohibited by state or federal law from possessing a firearm?**
No
13. **Have you been convicted of a driving while intoxicated (DWI), operating while intoxicated (OWI), or reckless driving within five (5) years from reinstatement or evaluation of overall driving record?**
No
14. **Check all that apply. Have you had more than:**
Not applicable
15. **Qualifying U.S. military veterans and certain spouses of such veterans may be granted preference points toward their score(s) from the City of Kenosha employment examination process. If applicable, please select a category below. Please attach your DD214.**

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that all statements in this application are complete and correct to the best of my knowledge, are made in good faith, and that I am physically able to perform the work that will be assigned to me if an offer is extended. I understand that employment may be subject to taking a physical examination and meeting acceptable physical qualifications as determined by the City. I further understand that any false, incomplete, or omission of material fact contained herein may be cause for disqualification or termination of employment.

I also acknowledge that I will have to produce documentation verifying my identity and employment eligibility in the U.S. Additionally, I may be required to verify any and all information given on this application. I understand that the City of Kenosha may contact prior employers and other references. As a result, I hereby authorize any individuals, companies or institutions with whom I have been associated, to furnish the City of Kenosha with any information concerning my employability which they have on record or otherwise and do hereby release the individuals, companies or institutions connected therein from all liability for any damages whatsoever incurred in furnishing such information.

If an automobile is required to perform the job in which I'm making application, I understand that the City is not obligated to furnish an automobile nor continue providing one, which at one time or another may have been provided by the City.

13

I further acknowledge that I must update my online application of any changes in my name, address, or phone number. I understand that this completed application is the property of City of Kenosha and will not be returned. I further understand that the City of Kenosha performs a criminal background check on all applicants.

This application was submitted by [redacted] on 11/16/12 12:09 PM

Signature _____

Date _____

NEOGOV Search LaVetta Buckley-Hunter

Class Post Admin Benefits Reports CandidateTrack Tests Requisitions List +

My HR

Exam Plan Detail

[Edit Exam Plan](#) [Audit Trail](#)

Exam Title **Police Officer** Department **Kenosha Police Department**
 Exam Number **201200009** Division
 Vacancies **0**

Job Posting

Job #	Job Title	Status	Last Updated	Assigned To	Action
201200009	Police Officer (4-2)	Expired	03/01/13	Nina Millsaps	Edit Archive Audit Trail

Recruiting Plan [Add New](#)

Ad Type	Ad Name	Requested Date	Start Date	End Date	Action
Classified	Newspaper - Kenosha News	01/08/2013	01/13/2013	01/13/2013	Edit Delete Audit Trail
Internet	Dept of Workforce Development/Job Center of WI/JobNet	01/13/2013	01/13/2013	03/01/2013	Edit Delete Audit Trail
Classified	WLENET		02/01/2013	02/28/2013	Edit Delete Audit Trail
Classified	Newspaper - The Spanish Journal	01/27/2013	01/30/2013	01/30/2013	Edit Delete Audit Trail
Internet	College/School/University - Wisconsin Technical College System (www.wisconsinconnect.com)	01/13/2013	01/13/2013	03/01/2013	Edit Delete Audit Trail
Mail List	College/School/University - Carthage College	01/15/2013			Edit Delete Audit Trail
Internet	Job Board - GovernmentJobs (www.governmentjobs.com)	01/13/2013	01/13/2013	03/01/2013	Edit Delete Audit Trail
Internet	The Blue Line	01/13/2013	01/15/2013	03/01/2013	Edit Delete Audit Trail

Evaluation Steps [Add Step](#) [View Applicants \(668\)](#) [View Applicants by Step \(551\)](#) [App Flow](#)

Step	Evaluation Step	Weight	Results	At Step	Action
Step 1	Application Received	N/A	View Results	0	Edit Audit Trail
Step 2	Duplicate Application	N/A	View Results	46	Edit Delete Audit Trail
Step 3	MQ	0.000%	View Results	8	Edit Delete Audit Trail
Step 4	SS 4 Digit Collection	N/A	View Results	43	Edit Delete Audit Trail
Step 5	Written Exam	40.000%	View Results	289	Edit Delete Audit Trail
Step 6	Oral Panel Exam	60.000%	View Results	166	Edit Delete Audit Trail

Advanced Filters [Add Evaluation Step Filter](#) [Add Eligible List Filter](#)

Title	Created By	Filter Type	Action
Bad Driving Record (OWI/DWI/Reckless Driving)	LaVetta Buckley-Hunter	Eligible List Filter	View Edit Delete Un-share
WI Certified Law Enforcement Officer	LaVetta Buckley-Hunter	Evaluation Step Filter	View Edit Delete Un-share
WI Law Enforcement Officer	LaVetta Buckley-Hunter	Eligible List Filter	View Edit Delete Un-share

Eligible Lists [Add New](#) [Show Archived Eligible Lists](#)

List Name	List Type	Expiration Date	Total	# On List Active	Action
Interim Police Eligibility List	Regular	N/A	117	115	Edit View Candidates Audit Trail

Requisitions

Req #	Title	Department	Date Created	Action
201200060	Police Officer (5-2)	Kenosha Police Department	01/03/2013	Edit Disassociate

15

NEOGOV Insight - Exam Plan Detail

Tasks [Add New](#)

Subject	Status	Priority	Due Date	Assigned To	Action
---------	--------	----------	----------	-------------	--------

Notes [Add New](#)

Note Title	Note	Last Updated	Note Owner	Action
------------	------	--------------	------------	--------

Files [Add New](#)

Attachment Title	Date Uploaded	File Name	Action
------------------	---------------	-----------	--------

[Company Information](#) | [Privacy Policy](#) | [Legal Terms](#)

Copyright © 2000-2013 NEOGOV, Inc. All rights reserved. Patent Pending.

**CITY OF KENOSHA
POLICE AND FIRE COMMISSION
POLICY REGARDING ENTRY LEVEL POLICE OFFICER HIRING**

POLICY STATEMENT

It is the declared goal of the Police and Fire Commission of the City of Kenosha to provide quality and cost-effective protective services to the citizens. The City's ability to provide such service is dictated, in great measure, through the appointment of dedicated, highly motivated and highly qualified persons to positions in the Police Department.

To provide a fair, valid, consistent and reliable procedure to accomplish the hiring of the best-qualified individuals to meet the City's needs, including workforce diversity needs, the following steps shall be followed in the hiring of entry-level employees in the Police Department.

RECRUITMENT AND APPLICATION

1. **Recruitment shall be done on a broad base in such a manner as to make all segments of the work force aware of the job opportunity and provide them with sufficient time to apply.**
 - a) Open recruitment for at least one (1) month.
 - b) Advertise locally, statewide and regionally.
 - c) Send and post job announcements to minority and women's organizations, schools, Job Service, libraries, electronic sources, etc., in order to meet workforce diversity needs and to achieve a balanced workforce.

2. **Potential Reasons for Rejecting Applicants include but are not limited to:**
 - a) Application incomplete or late.
 - b) Supporting documents such as evidence of age, high school graduation or equivalent educational attainment, veteran status; missing, late or incomplete.
 - c) Applicant lacks minimum qualifications specified in job announcement.
 - d) Applicant fails any portion of testing process.
 - e) Illegal use of controlled substances.
 - f) Applicant has falsified application.
 - g) Applicant is unable or fails to keep any scheduled appointment for examination, screenings, interview, etc.

3. **Appeal Process**
 - a) Police and Fire Commission shall determine the appropriateness of any appeal and, as

required, rule on any appeal of a decision to reject an applicant or to remove an applicant from the eligibility list.

- b) Appeals must be in writing and received by the Police and Fire Commission, Police Chief and/or the Human Resource Department within seven (7) days of mailing of the notice leading to the appeal.

MINIMUM REQUIREMENTS

1. Police Applicants

- a) U.S. Citizen
- b) High school graduate or equivalent.
- c) Minimum age of eighteen (18).
- d) No felony conviction unless pardoned. No criminal conviction related to the duties and responsibilities of the position.
- e) Valid driver's license and a driving record which meets City standards.
- f) No physical, mental or emotional conditions which would adversely affect ability to perform essential job functions.
- g) Must meet the vision standard set by the City.
- h) No loss of hearing within normal voice range.
- i) Read, write, speak and understand the English language.
- j) Other requirements as required by the **Law Enforcement Standards Board**.

2. Documentation of Qualifications

- a) Birth certificate or equivalent proof of age and citizenship.
- b) High school diploma, college transcript, GED, or equivalent proof of educational attainment.
- c) Form DD-214 (Certificate of Release or Discharge from Active Duty) if claiming veteran's preference points.
- d) Valid driver's license to be verified as part of the background check.

3. Application and Required Forms

- a) All required forms must be completely filled out and legible.
- b) All required information must be on file by the stated deadline.
- c) Subject to modification by the Police and Fire Commission at any time.

HIRING PROCESS

1. Written Tests

- a) Job related and developed in accordance with acceptable reliability and validity standards.

- b) Applicants must receive a passing score of 70% to be considered further (*effective 2/19/02*).
- c) Only applicants best meeting the needs of the City will be called to subsequent portions of the selection process.

2. **Rating and Notification to Applicants (*after written test*)**

- a) Applicants shall be advised via e-mail of their score and whether or not their name is on the interim list.

3. **Interim Lists**

- a) Applicants who pass the written examination and properly complete and return the background investigation form are placed on an interim list in score order. The interim list shall be the responsibility of the Human Resource Department. Applicants on the interim list will be invited to participate in the next step of the hiring process, the **Oral Examination (Panel Interview)**.
- b) Applicants are responsible for giving notice to the City regarding current address and telephone number.
- c) Persons may be removed from the interim list for the following reasons:
 - Refusal of appointment by applicant.
 - Failure to respond to any inquiry sent to address on file with the City.
 - Discovery that applicant lacks any of the minimum qualifications specified in Sections above.
 - Discovery that applicant has falsified application or other material.
 - Applicant has been fraudulent in the exam process.
 - Upon written request from the applicant.
 - For conviction of a crime related to the duties and responsibilities of the position.

4. **Oral Examination (Panel Interview)**

- a) The Human Resource and Police Departments shall jointly develop interview questions and procedures.
- b) Panels consisting of several individuals with experience or training as appropriate in law enforcement, interviewing, personnel selection, etc.; Commissioners may observe interviews as non-rating participants.
- c) Applicants must receive a passing score on the oral examination to be considered further.
- d) Only applicants best meeting the needs of the City will be called to subsequent portions of the selection process. Not all applicants may be called at any one time.

5. **Procedure to Establish Eligibility List**

The following procedure shall be used to develop a pool of qualified candidates from which the Police Chief may select persons to be recommended to the Police and Fire Commission.

To be considered for recommendation, candidates must complete all the remaining portions of the selection process as indicated.

- a) An eligibility list shall be developed by Human Resources consisting of the passing scores from the written and oral examination (panel interview).
- b) Military credit in accordance with state statutes shall be added to the derived score
- c) The eligibility list shall be maintained in total score order including military credit.
- d) Eligibility lists are approved by the Police and Fire Commission to have a life of eighteen (18) months or until ten (10) or fewer names remain, whichever occurs first. An eligibility list may be extended by the Commission.

6. Certification

- a) The Human Resource Department shall certify to the Police Department up to ten (10) names for the first vacancy. For each additional vacancy, the Human Resource Department shall certify up to five (5) names.
- b) Names may be removed from the eligibility list at the discretion of Human Resources for reasons such as: background investigations, driving record, falsification of application or other materials, refusal of appointment, failure to respond to an inquiry, failure to report to work, lack of minimum qualifications, conviction of a job-related crime, or by written request from the applicant.

7. Police Chief's Recommendation

- a) The Human Resource Department will send to the Police Chief, a certified eligibility list. The Chief may interview all candidates from the eligibility list and shall recommend to the Police and Fire Commission a qualifying name for the first vacancy. The Police Chief shall recommend names from among the top ten (10) scoring and qualified candidates on the eligibility list for the first vacancy.
- b) For each additional vacancy, in addition to the above, the Police Chief may recommend for further review in the selection process described as follows, up to five (5) names from among the next highest scoring candidates.

8. Background Investigation

- a) Based on form provided to applicants which must be completely filled out and returned by stated deadline.
- b) Review to be performed by the Police Department.
- c) Recommendation from the Police Department.

POST - JOB OFFER

Each applicant must successfully complete a psychological and medical examination.

Psychological Evaluation

- a) Professionally developed and standardized testing instruments.
- b) Administered and interpreted by a licensed psychologist or psychiatrist.
- c) Interview with psychologist/psychiatrist, as appropriate, to verify or substantiate findings.
- d) Narrative report with summarized findings.
- e) Develop recommendation.

Medical Examination

- a) Standardized medical examination reported on forms approved by the City.
- b) Performed by City designated physician/clinic.
- c) Applicants will be notified if the City is advised to provide selected results to applicant for follow up with personal physician. The City may request follow-up information from personal physician.
- d) Develop recommendation.

APPOINTMENT

1. The results of Items 1-9 of the HIRING PROCESS shall be used to develop an eligibility list, consisting of those candidates who have successfully completed all portions of examination process. Such eligibility list shall be in total score order. The Human Resource Department shall be responsible for the management of the eligibility list.
2. Persons may be removed from the eligibility list for any of the reasons outlined in the above sections or if they have been considered for employment and not recommended by the Police Chief.
3. Recommendations for appointment from the Police Chief shall be considered by the Police and Fire Commission for approval after review of related background materials, including the results of each element of the examination process or other requested information.
4. Persons appointed are on probation for the first 252 days worked in the Police Department and may be removed without cause and without any right of appeal.
5. New hires must satisfy residency requirements contained in departmental rules and must comply with all departmental policies and procedures.

- 6. Persons appointed to the Police Department as Police Officers must meet all requirements of the State of Wisconsin Law Enforcement Standards Board for Police Officer Certification.
- 7. Candidate must agree to and sign a pre-employment contract regarding training expenses.

LIBERAL CONSTRUCTION

In pursuing their responsibility for management of the eligibility lists and oversight of the selection process, the Human Resource Department shall construe this policy and procedure liberally to aid in the selection of the best-qualified candidates to Police Department positions.

**CITY OF KENOSHA
POLICE AND FIRE COMMISSION**

**DESIGNATION OF RESPONSIBILITY FOR ADMINISTRATION
OF ENTRY LEVEL HIRING PROCESSES**

RECRUITMENT *(Responsibility of the Human Resource Department)*

- 1. Open application process; applications accepted at all times.
- 2. Write and place advertisements.
- 3. Develop and distribute job announcement.
- 4. Develop and maintain list of recruitment sources. Distribute job announcements to all available recruitment sources.
- 5. Post position on-line at the City's website. Review applications upon return for completeness, and check to insure that all required documentation and forms are received.
- 6. Determine acceptability of alternate documents for birth record and diploma.
- 7. Determine the acceptability of any late or incomplete applications.
- 8. Compile listing of applicants that have submitted complete applications and meet stated minimum qualifications.
- 9. Obtain and compile required EEO data during testing process.

10. Notify applicants whose applications are not accepted.

WRITTEN EXAMINATION *(Responsibility of the Human Resource Department except as noted)*

1. Develop or obtain a valid written examination. *(Chief and Human Resource Director to jointly recommend written examination to Police and Fire Commission.)*
2. Arrange for testing site/test administration.
3. Insure that study guides, reference information, etc., if appropriate, are provided to applicants. Insure that applicants are notified of the date, time and location of the examination.
4. Respond to requests for alternate dates, complaints, etc.
5. Coordinate administration of examination.
6. Arrange for scoring of written examinations.
7. Applicants must receive a passing score of 70% to be considered further *(effective 2/19/02)*.
8. Notify applicants of test results.
9. Respond to all inquiries regarding examination results.
10. Applicants must receive a passing score to be considered further.
11. Only applicants best meeting the needs of the City will be called to subsequent portions of the selection process. Not all applicants may be called at any one time.

LIST OF ALL APPLICANTS SUCCESSFULLY COMPLETING THE WRITTEN EXAMINATION. *(Responsibility of the Human Resource Department)*

The Human Resource Department shall develop and maintain a list of names of applicants who have successfully completed the written examination.

1. The written examination score-
2. The list shall be maintained in score order.
3. Human Resources shall provide to each Department sufficient names from this list for

consideration in the next step in the process. Not all applicants may be called at any one time.

- a) Only applicants best meeting the needs of the City will be called to subsequent portions of the selection process.
- b) Selective certification, based upon attainment of education, certification or experience not possessed by all applicants, may be used upon mutual agreement of Human Resource and the Department to process applicants to subsequent portions of the selection process.

ORAL EXAMINATION *(Responsibility of the Police and/or Human Resource Department)*

1. Schedule facilities. *(Police)*
2. Set up panels. *(Police)*
3. Review applications for possible conflict of interest with panelists. *(Police)*
4. Develop interview schedule for panel. *(Police)*
5. Notify applicants of date, time and location for multiple interview assessment or oral test. *(HR)*
6. Arrange for alternate times (and dates, if available) for applicants with difficulties with their schedule. *(At the discretion of the Police Department)*
7. Human Resource and the Department shall jointly develop interview questions and procedures.
8. Prepare rating forms. *(HR)*
9. Prepare scoring guide and instructions. *(HR)*
10. Copy applications and appropriate enclosures. *(HR)*
11. Set up materials for each panelist with job announcement, schedule, scoring guide, rating forms, questions, applications, and other materials as required. *(Police)*
12. Conduct orientation and training for panel. Panel members for multiple interview assessment *(Police)* will be trained by a professional consultant.
13. Provide applicants with instructions and other information when they arrive for oral examination. *(Police)*

14. Arrange for change of panels if applicants or panelists have a problem with conflict of interest. A panelist may abstain from rating a candidate if he/she feels unable to objectively consider the applicant. *(HR and Police)*
15. Compute score - complete rating forms and other materials to be provided to Human Resource for compilation. *(Police with review by HR)*

BACKGROUND INVESTIGATION *(Responsibility of the Police Department)*

1. Identify sources of information. Background information forms to be retained by Department, if used.
2. Check Motor Vehicle Department, Federal Bureau of Investigation, etc.
3. Arrange for investigators to check references, schools, work, neighbors, etc.
4. Summarize results, write reports as required.
5. Review results and develop recommendations.

INTERIM ELIGIBILITY LIST *(Responsibility of the Human Resource Department)*

1. An interview eligibility list shall be developed by Human Resource consisting of the passing scores from the written and oral examinations.
2. Military credit in accordance with state statutes shall be added to the derived score.
3. The eligible list shall be maintained in total score order including military credit.
4. Applicants will be notified of the final score, their rank and future selection procedures at the time the eligible list is approved.

POST - OFFER

PSYCHOLOGICAL EXAMINATION *(Responsibility of the Human Resource Department)*

1. Police Chief will recommend names of candidates to undergo preplacement psychological examination in a manner consistent with the policy regarding entry level hiring.
2. Arrange for psychological testing.
3. Schedule and notify applicants of date, time and location.

4. Review results and develop recommendations.

MEDICAL (*Responsibility of the Human Resource Department*)

1. Arrange for dates and times for preplacement medical examination.
2. Schedule and notify applicants of date, time and location.
3. All information, reports, etc., will be sent to the Human Resource Department for review. In order to be considered, an applicant must have medical clearance.
4. Handle all inquiries regarding examination and interpretation of results, as well as requests for follow-up information.
5. Request follow-up information as required; develop final recommendations.

APPOINTMENT

Upon successful completion of the entire selection process and upon the favorable recommendation of the Police Chief, the Police and Fire Commission will review appointments according to the following procedure.

1. Potential appointments shall be considered by the Police and Fire Commission during regular monthly meetings or at a special meeting called for this purpose. It shall be the responsibility of the Police Chief to place the item on the Police and Fire Commission's agenda. Such requests shall include a provision for the Police and Fire Commission to go into Executive Session.
2. Results of all components of the selection process, test scores, and other factors considered by the Police Chief in recommending the candidate, will be available should the Police and Fire Commission desire to review this material.
3. Candidate(s) may be invited to attend the open meeting during which the Police and Fire Commission considers the Police Chief's recommendations.
4. The Police and Fire Commission may reject a candidate and request the Police Chief to submit additional candidates for consideration.

(Policy reviewed on March 2013)

SHARE.PRSN/PoliceFireComm/HiringPolicy.Police.odt



CITY OF KENOSHA
invites applications for the position of:

Firefighter

An Equal Opportunity Employer

SALARY: \$42,420.00 - \$63,432.00 Annually

OPENING DATE: 03/29/13

CLOSING DATE: 05/31/13 11:59 PM

GENERAL OVERVIEW OF POSITION:

Work Schedule: Twenty-four (24) hours on duty followed by forty-eight (48) hours off duty

This position is represented by Local 414 of the International Association of Firefighters (AFL-CIO-CLC) and is covered by a fair share agreement.

This recruitment is open to all qualified applicants meeting the minimum qualifications. Firefighter recruitments are conducted approximately every two years. This recruitment will establish an eligibility list of qualified candidates that will be considered for any Firefighter vacancies that occur between January 1, 2014 and June 30, 2015 unless the list is replaced or extended by the Police & Fire Commission.

Appointed incumbents are on probation for 121 days worked and may be removed without cause and without any right of appeal. Appointed incumbents must obtain a Wisconsin Emergency Medical Technician (EMT-DA) license within two years of their hire date and maintain such EMT throughout the term of their employment. Failure to maintain the EMT license shall subject the appointed incumbent to termination. Appointed incumbents also, at the discretion of the City, may be required to obtain and maintain a paramedic certification within an eight (8) year period. Failure to satisfactorily complete the paramedic training when assigned or failure to maintain any required paramedic license or certificate shall subject the appointed incumbent to termination.

Incumbents hired must comply with all departmental policies and procedures.

Residency requirement: Prior to the completion of the 121 working day probationary period, applicants must reside within Kenosha County, Racine County (except the Town of Waterford; however the Village of Waterford is acceptable), Franklin, Oak Creek, or South Milwaukee. The incumbent of this position is required to maintain such residency during the term of employment.

Recruitment Process

The recruitment process consists of the following:

- Application acceptance period
- Application review period
- Written examination
- Candidate Physical Ability Test (CPAT)

- Panel Interviews
- Award Veteran Preference Point (if applicable)
- Eligibility List
- Fire Chief's Interview

2

Applicant's must complete and pass each step to make it to the eligibility list. The eligibility list will be developed based on the composite score of applicants who successfully pass the written exam, CPAT, and a minimum of two (2) panel interviews. When a firefighter vacancy occurs, Human Resources will provide applicants to the Fire Chief from the eligibility list for a final interview. The applicants presented to the Fire Chief are among the top ten (10) scoring and qualified candidates on the eligibility list for the first vacancy. For each additional vacancy, the Fire Chief will receive up to five (5) names from the next highest scoring and qualified candidates. The Fire Chief will use the eligibility list to fill vacancies for the next eighteen (18) months or until five or fewer candidates remain on the list. The list may be extended by the Police & Fire Commission up to an additional 6 months.

[Click here](#) for additional information on the recruitment process. Please note that almost all communication (throughout the recruitment process) will be by email, so please be sure to provide the correct email address and be sure to check your email on an ongoing basis.

Application Procedure:

Applications must be complete, thorough and submitted online. Paper applications will not be accepted. A copy of your high school diploma or GED, birth certificate, DD-214 and Proof of Disability (if claiming Veteran's Preference Points), along with other required forms must be attached and submitted with your application in the attachment section of the application. Be sure to select the attachment type of "Birth Certificate or Equivalent" and/or "High School Diploma or Equivalent" when submitting your birth certificate and high school diploma or equivalent documentation. It may be necessary to scan your documents prior to attaching them. You may attach any other materials that you wish to accompany your application. We currently accept attachments with the following extensions: .bmp, .doc, .docx, .gif, .jpeg, .pdf, .png, .tif, .xls, and .xlsx. Attachments that are larger than five (5) megabytes will not be accepted. If your file is larger than five (5) megabytes, you will need to reduce the file size.

Candidates submitting incomplete or failing to return all required forms, will be rejected and will not be permitted to participate in the examination process. [Click here](#) for a list of frequently asked questions in completing an online application and [click here](#) for a step by step guide.

Written Test:

The written exam is scheduled for June 15, 2013 and June 22, 2013 at 9:00 AM and on June 13, 2013 and June 20, 2013 at 4:00 PM. No other dates are scheduled for the written exam. If you meet the minimum qualifications, you will receive an email to self-schedule for the written exam once the application review is complete. You will be eliminated from the recruitment process if you fail to respond. The test is being provided by Wisconsin Personnel Partners and proctored by the City of Kenosha Human Resources Department. Candidates who have taken the approved test within the last six (6) months (from December 1, 2012 to the present) can re-use their previous score (if it is a minimum of 70%) and do

not need to re-take the test. [Click here](#) for additional information on the written exam. Applicants need to score a minimum of a 70% in order to proceed to the next step in the recruitment process.

Candidate Physical Ability Test (CPAT):

If you successfully pass the written exam, you will receive email notification regarding CPAT testing. [Click here](#) for additional information on the CPAT preparation and for an orientation guide. If you passed the CPAT within the past six (6) months, this phase of the examination process will be waived if you attach a copy of your CPAT certification with your application. You will be eliminated from the recruitment process if you fail to complete and pass the CPAT.

Panel Interviews:

The panel interview dates will be determined after the written test and CPAT. For those who pass both tests, you will receive an email notification to self-schedule your interview. You will be eliminated from the recruitment process if you fail to respond. [Click here](#) for additional information on preparing for the panel interview.

General Overview of Position:

Under general supervision, is responsible for extinguishing fires, rescuing persons and property from danger, and performing salvage and related follow-up work. Incumbents are also required to perform life-saving rescue techniques as part of a fire rescue operation or as part of other emergency operations. While emergency responses constitute the primary focus of a firefighter's responsibility, considerable time is spent in study, training, inspecting and maintaining equipment and apparatus, and in cleaning and maintaining quarters. Duties involve an element of personal danger and incumbents must be capable of functioning as an integral part of a work unit in order to ensure the safe and efficient performance of duties. Work is performed in accordance with direct instructions and well-defined routines and under the immediate supervision of a superior officer. Work is reviewed through observation for adherence to established policies and procedures. Performs other work as requested or assigned.

EXAMPLE OF DUTIES & RESPONSIBILITIES:

All personnel of the Kenosha Fire Department shall perform any and all duties that the Chief or his superior officers may direct. These duties may include, but are not limited to the following: fire prevention; public fire education; emergency medical assistance; hazardous material activities; training; fire suppression; operation of apparatus and equipment; maintenance of station apparatus and equipment; pre-fire planning; public relations and assistance to fire administration in business matters.

- Responds to emergencies with a fire company or rescue unit.
- Answers medical emergencies as part of an engine company, as a basic life support unit or on a rescue unit as an advanced life support/transport unit.
- Removes, extracts, and rescues persons from danger.
- Recognizes acute symptoms requiring immediate care; administers lifesaving rescue procedures to injured or afflicted persons.

- Performs salvage operations including throwing salvage covers, sweeping water, removing debris, and placing smoke ejectors.
- Connects hose to hydrants and pumps; joins hose sections and connects nozzles to hose; enters burning buildings with or without hose lines; operates nozzles and sprays a stream of water or fog on fires.
- Operates hand fire extinguishers and similar equipment in extinguishing fires; raises and climbs ladders; ventilates burning buildings to remove smoke and gases.
- Makes daily inspections of apparatus and equipment and notifies supervisor of defects; performs cleaning and maintenance tasks in and about assigned station.
- Aids in the mitigation of other emergencies as directed by supervisor.
- Attends instruction sessions in firefighting methods; equipment operation, rescue procedures, hazardous materials mitigation, and related subjects.
- Recognizes hazardous material situations; makes identification of unknown substances through the use of specialized testing equipment; sets up decontamination procedures; assists state agencies in the removal/disposal of hazardous material.
- Performs fire inspections.

(NOTE: The duties listed above are intended as illustrations of the various types of work performed by persons in positions covered by this classification specification. This list is not all inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the position.

REQUIREMENTS:

Training and Experience:

- United States citizen.
- High school graduate or equivalent.
- Minimum age of eighteen (18).
- Valid driver's license with a good driving record that meets City of Kenosha standards; must have or be able to obtain a Wisconsin driver's license.
- Vision must meet the standards set by the City.
- No loss of hearing within normal voice range.
- Read, write, speak and understand the English language.
- No felony conviction unless pardoned. No criminal conviction substantially related to the duties and responsibilities of the position.
- No physical, mental or emotional conditions which could adversely affect ability to perform the essential duties of the job.

Examples of Other Highly Desired Background:

- Firefighting or emergency medical services (EMS) training and experience.
- Associates or Bachelors Degree from an accredited institution.
- Certification as Emergency Medical Technician, Paramedic, and/or Firefighter I/II.
- Ability to speak and understand Spanish or other languages.

Knowledge, Abilities and Skills:

- Knowledge of firefighting principles and practices.
- Knowledge of tools, equipment, and apparatus used in firefighting.
- Ability to learn a wide variety of firefighting and rescue duties within a reasonable probationary period.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to react quickly and calmly in emergencies.

- Ability to keep simple records and make reports.
- Skill in the use of firefighting tools.
- Ability to handle reasonably necessary stress.

Physical Requirements:

- Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pound) items and occasionally very heavy (100 pounds or over) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both.

Environmental Requirements:

- Task requires that work be performed in adverse environmental conditions.

Sensory Requirements:

- Task requires color perception and discrimination.
- Task requires sound perception and discrimination.
- Task requires odor perception and discrimination.
- Task requires depth perception and discrimination.
- Task requires texture perception and discrimination.
- Task requires visual perception and discrimination.
- Task requires oral communications ability.

METHOD OF SELECTION:

The selection procedure will be conducted in a manner consistent with the established procedures approved by the Police and Fire Commission and existing professional personnel practices. Special consideration may be given to candidates who possess a paramedic certification. An offer of employment as a firefighter, will be contingent upon the candidate passing a psychological evaluation, medical examination including drug/chemical screen, background investigation, and by final approval from the Police & Fire Commission.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kenosha.org>

Job #000000000
FIREFIGHTER
LB

APPLICATION DEADLINE:
Applications must be received no later than 4:30 PM Central Standard Time (CST) the date of the job closing.

OUR OFFICE IS LOCATED AT:
625 - 52nd Street
Room 205
Kenosha, WI 53140
Phone: (262) 653-4130
Fax: (262) 653-4127

OUR OFFICE HOURS:
8:00 AM - 4:30 PM, Monday - Friday
An Affirmative Action/Equal Employment Opportunity Employer M/F/D

- * 1. If hired, one (1) month after completion of the probationary period, applicants must reside within Kenosha County, Racine County (except the Town of Waterford; however the Village of Waterford is acceptable), Franklin, Oak Creek, or South Milwaukee. The incumbent of this position is required to maintain such residency during the term of employment. Are you able to meet the City's residency requirements?
 - Yes
 - No
- * 2. Are you eighteen (18) years or older at the time of application?
 - Yes
 - No
- * 3. Do you speak, read, write and understand the English language?
 - Yes
 - No
- * 4. Are you a United States citizen?
 - Yes
 - No
- * 5. Do you possess a valid driver's license with a good driving record?
 - Yes
 - No
- * 6. What is your highest level of education? You are required to attach your high school diploma or equivalent and you are encouraged to attach a copy of your college degrees/transcripts in the attachment section of the application. Also, be sure to list your diploma/equivalent and/or college degrees in the "Education" section of the application.
 - Some High School
 - High School Diploma/GED/HSED
 - Some College
 - Associate Degree
 - Bachelor Degree
 - Masters Degree
 - Doctorate (PHD)
 - None of the Above
- * 7. Do you currently possess any of the listed certifications? Check all that apply. You are encouraged to attach a copy of your certifications/licenses in the attachment section of the application and make sure that you list the certifications/licenses in the "Certificates and Licenses" section of the application.
 - EMT - Basic
 - EMT - Intermediate
 - EMT - Intermediate Technician
 - EMT - Paramedic
 - Firefighter I
 - Firefighter II
 - Fire Officer I
 - Fire Officer II
 - Fire Instructor I
 - Fire Instructor II
 - Fire Instructor III
 - Driver/Operator - Pumper
 - Driver/Operator - Aerial
 - None of the Above
- * 8. Have you completed the Candidate Physical Ability Test (CPAT) within the past six (6)

months. If you answer yes, please attach your CPAT Certificate of Completion in the attachment section of the application.

- Yes
- No

* 9. The ability to speak and understand Spanish or other languages is a desired qualification. Do you speak and understand Spanish or any other languages. If you check yes, please make sure that the "Skills" section of the application reflects such additional languages.

- Yes
- No

* 10. Do you have any felony convictions or domestic violence convictions that have not been granted an absolute and unconditional pardon?

- Yes
- No

* 11. Have you been convicted of a driving while intoxicated (DWI), operating while intoxicated (OWI), or reckless driving within five (5) years from reinstatement or evaluation of overall driving record?

- Yes
- No

* 12. The City of Kenosha/Kenosha Fire Department uses the written exam provided by WI Personnel Partners. Please provide the last 4 digits of your Social Security number for use in determining if you have taken the exam in the last six months.

* 13. Have you taken the entry level written firefighter exam with Wisconsin Personnel Partner or another municipality using the Wisconsin Personnel Partner's test on or after 12/1/2012?

- Yes
- No
- Not sure
- I'm scheduled to take the Wisconsin Personnel Partner's test on April 13, 2013
- I'm scheduled to take the Wisconsin Personnel Partner's test on May 11, 2013
- I'm scheduled to take the Wisconsin Personnel Partner's test with another municipality

14. Qualifying U.S. military veterans and certain spouses of such veterans may be granted preference points toward their score(s) from the City of Kenosha employment examination process. If applicable, please select a category below.

- 10 points as a non-disabled veteran with qualifying service.
- 15 points as a disabled wartime veteran whose disability is less than 30% and directly traceable to war service.
- 20 points as a disabled wartime veteran whose disability is 30% or more and directly traceable to war service.
- 10 points as a spouse of a disabled veteran whose disability is 70% or more and directly traceable to war service.
- 10 points as an unmarried spouse of a veteran who was killed in action or died from a service connected disability.

* 15. Are you interested in attending an informational session, which would cover the Recruitment Process Overview, Video, A Day In A Life of a Kenosha Firefighter Presentation, and Questions & Wrap-up. Depending upon the responses, there would likely be two sessions, one Mid-April and the other Mid-May. If you answer yes, please be sure to check your email as information about scheduling and attending these sessions would be sent via email.

- Yes
- No

* Required Question

EMPLOYMENT APPLICATION



CITY OF KENOSHA
 625 - 52nd St., Room 205
 Kenosha, Wisconsin 53140
 262-653-4130
<http://www.kenosha.org>
 [REDACTED]
00000000 FIREFIGHTER

Received: 5/31/13 12:39 PM
For Official Use Only:
 QUAL: _____
 DNQ: _____
 Experience
 Training
 Other: _____

PERSONAL INFORMATION

POSITION TITLE: FIREFIGHTER		EXAM ID#: 00000000
NAME: (Last, First, Middle) [REDACTED]		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) [REDACTED]		
HOME PHONE: [REDACTED]	ALTERNATE PHONE: [REDACTED]	EMAIL ADDRESS: [REDACTED]
DRIVER'S LICENSE: <input type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: Number: _____	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

PREFERENCES

PREFERRED SALARY: \$7.25 per hour; \$20,000.00 per year	ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time, Part Time	
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, Rotating, Weekends, On Call (as needed)	
OBJECTIVE: To serve and protect the Kenosha community through fire suppression, medical service, public safety and fire prevention.	

EDUCATION

DATES: From: [REDACTED]	SCHOOL NAME: [REDACTED]	DEGREE RECEIVED: [REDACTED]
LOCATION: (City, State) [REDACTED]	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	UNITS COMPLETED: [REDACTED]
MAJOR: [REDACTED]		
DATES: From: [REDACTED]	SCHOOL NAME: [REDACTED]	DEGREE RECEIVED: [REDACTED]
LOCATION: (City, State) [REDACTED]	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	UNITS COMPLETED: [REDACTED]
MAJOR: [REDACTED]		
DATES: From: [REDACTED]	SCHOOL NAME: [REDACTED]	DEGREE RECEIVED: [REDACTED]
LOCATION: (City, State) [REDACTED]	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	UNITS COMPLETED: [REDACTED]
MAJOR: [REDACTED]		

WORK EXPERIENCE

DATES: From: [REDACTED] To: [REDACTED]	EMPLOYER: [REDACTED]	POSITION TITLE: [REDACTED]
ADDRESS: (Street, City, State, Zip Code) [REDACTED]		COMPANY URL: [REDACTED]
PHONE NUMBER: [REDACTED]	SUPERVISOR: [REDACTED]	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: [REDACTED]	SALARY: [REDACTED]	# OF EMPLOYEES SUPERVISED: 0
DUTIES: [REDACTED]		
REASON FOR LEAVING: [REDACTED]		
DATES: From: [REDACTED] To: [REDACTED]	EMPLOYER: [REDACTED]	POSITION TITLE: [REDACTED]

9

ADDRESS: (Street, City, State, Zip Code) [REDACTED]		COMPANY URL: [REDACTED]
PHONE NUMBER: [REDACTED]	SUPERVISOR: [REDACTED]	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: [REDACTED]	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: [REDACTED]
DUTIES: [REDACTED]		
REASON FOR LEAVING: [REDACTED]		
DATES: From: [REDACTED] To: [REDACTED]	EMPLOYER: [REDACTED]	POSITION TITLE: [REDACTED]
ADDRESS: (Street, City, State, Zip Code) [REDACTED]		COMPANY URL: [REDACTED]
PHONE NUMBER: [REDACTED]	SUPERVISOR: [REDACTED]	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: [REDACTED]	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: [REDACTED]
DUTIES: [REDACTED]		
REASON FOR LEAVING: [REDACTED]		
DATES: From: [REDACTED] To: [REDACTED]	EMPLOYER: [REDACTED]	POSITION TITLE: [REDACTED]
ADDRESS: (Street, City, State, Zip Code) [REDACTED]		COMPANY URL: [REDACTED]
PHONE NUMBER: [REDACTED]	SUPERVISOR: [REDACTED]	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: [REDACTED]	SALARY: [REDACTED]	# OF EMPLOYEES SUPERVISED: 0
DUTIES: [REDACTED]		
REASON FOR LEAVING: [REDACTED]		

CERTIFICATES AND LICENSES
Nothing Entered For This Section

Skills

OFFICE SKILLS:
Typing: 50
Data Entry: 0

OTHER SKILLS:
[REDACTED] - 3 years and 0 months
[REDACTED] - 5 years and 0 months

LANGUAGE(S):
[REDACTED]

ADDITIONAL INFORMATION
Nothing Entered For This Section

REFERENCES

REFERENCE TYPE: [REDACTED]	NAME: [REDACTED]	POSITION: [REDACTED]
ADDRESS: (Street, City, State, Zip Code) [REDACTED]		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: [REDACTED]	NAME: [REDACTED]	POSITION: [REDACTED]
ADDRESS: (Street, City, State, Zip Code) [REDACTED]		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: [REDACTED]	NAME: [REDACTED]	POSITION: [REDACTED]
ADDRESS: (Street, City, State, Zip Code) [REDACTED]		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]

10

Employer-Wide Questions

- The minimum qualifications of this position include the following: •Must be a United States citizen. •Must have a high school diploma or equivalent. •Must be eighteen (18) years or older at the time of application. •Must have or be able to obtain a valid Wisconsin driver's license with a good driving record that meets the City standards. •No physical, mental or emotional conditions which could adversely affect your ability to perform the essential duties of the job. •Must meet the vision standard set by the City. •No loss of hearing within normal voice range. •Ability to read, write, speak and understand the English language. •No felony convictions unless pardoned and no criminal conviction substantially related to the duties of the job. •Other requirements as required by the Firefighters Standard Board. •Must have or the ability to obtain a Wisconsin EMT license within two (2) years of employment. Are you able to meet all of the requirements listed above? If you answer no to this question it will reflect that you do not meet the minimum qualifications for this position and you will not be further considered throughout the selection process.
1. Yes
 2. **Based on the job classification/job description, do you believe that you are able to perform the essential functions of this position with or without a reasonable accommodation?**
Yes
 3. **Do you understand that part of the pre-employment process may include a drug and/or controlled substance screening?**
Yes
 4. **Under Wisconsin Statute and Section 19.36(7), certain applicant records, except those exempted from disclosure, may be subject to public inspection upon request. However, an applicant may choose to conceal his/her identity. If an applicant makes such an indication in writing, the City shall not provide access to any record that may reveal his/her identity unless the applicant is hired. The applicant understands that nothing contained herein precludes his/her application from being admitted into evidence in the course of litigation or administrative hearing. By selecting yes, this will serve as your written authorization to reveal your identity. By selecting no, this serves as your written authorization to conceal your identity. Please confirm if you wish to have your identity revealed.**
Yes
 5. **Are you currently or were you previously employed by the City of Kenosha?**
No
 6. **Do you object to the City contacting any of the employers or references listed in your online application?**
No
 7. **If yes, specify which employer or reference and give reasons. Indicate N/A if not applicable.**
N/A
 8. **Have you ever been dismissed or asked to resign from any position you held?**
No
 9. **If you have been dismissed or asked to resign from a position, please describe the circumstances and the name of the organization/company. Indicate N/A if not applicable.**
N/A
 10. **Have you ever been convicted of any violation including traffic, but excluding parking tickets?**
Yes
 11. **List violations including traffic, excluding parking tickets below. Include date, place, department, charge, disposition and details. Indicate none if you have none.**
[REDACTED]
12/05/12 [REDACTED]
\$125.00 Fine
 12. **Do you use or have you ever used intoxicants?**
No
 13. **If you have or currently use intoxicants, please describe to what extent? Indicate N/A if not applicable.**
N/A
 14. **For each drug used, please indicate the name of the drug, how many times used, how taken, first time used, last time used and the circumstances. Enter N/A if not applicable.**
N/A
 15. **Do you use or have you ever used any of the following?**
No Drug Use
 16. **Have you ever been a plaintiff or defendant in a court action?**
No
 17. **If you were a plaintiff or defendant, please provide date, court, name of parties involved, nature of action and final disposition. Indicate N/A if not applicable.**
N/A
 18. **Are you now, or have you been a member of any club, society or organization which has a direct bearing on the job you are applying for?**
No
 19. **Please list the name of the organization, address (including city and state), position and extent of the activity. Indicate N/A if not applicable.**

N/A

20. **Are you registered for Selective Service?**
Yes
21. **Have you served on active duty in the Armed Forces of the United States?**
No
22. **If you have periods of Active Military Service, list them in the format (From date, and to corresponding To date). Otherwise enter N/A.**
N/A
23. **What is your current Reserve/National Guard status? Enter N/A if not applicable?**
N/A
24. **If any disciplinary action was taken against you in the Service, please describe the details. Indicate N/A if not applicable.**
N/A
25. **Do you claim Veteran Preference Points? If yes, form DD214, Certificate of Release or Discharge from Active Duty, must be attached with your application.**
No
26. **Do you claim additional Veteran's Preference Points for a Service connected disability? If yes, form DD214, Certificate of Release or Discharge from Active Duty, must be attached with your application.**
No
27. **List chronologically, all actual places of residence for the past 10 years. Begin with the present and list back-wards. Any applicant that has been out of high school more than 10 years must list all residences since high school. Format is: From: Month/Year, To: Month/Year, Street Address (including apt/suite number), City, State, Zip. •Include address while at school and in the military. •For college on-campus residences, give address. •For military, indicate complete military unit designation and location by city, state, and country. •If post office box, give location of post office.**

[REDACTED]

28. **List by last name and then by first name, all members of your immediate family. Include your spouse and children, if any. Also, list all members of your spouse's immediate family, if applicable. Format is: Relationship, Name, Address (including apt/suite number, city, state, and zip Code), Home Phone, Occupation, Name of Firm Where Employed, Address of Firm Where Employed, Work Telephone, Birth date, and Place of Birth. •Immediate family shall include father, stepfather, mother, stepmother, brother(s), sister(s), legal guardian(s), foster parent(s)/child(ren), and/or others who have raised you instead of your parents. •If you have been married more than once, give the requested information concerning each former husband or wife. •If a relative is deceased, give all information requested and indicated last residence and year of death. •If you are engaged to be married or contemplating marriage in the near future, include such individuals. Note: If you exceed the character or space limit, please attach a Microsoft Word document with your application that includes any additional relatives not listed here.**

[REDACTED]

29. **Provide the following information for individuals you have resided with over a period of 30 days or more. Format is: Relationship (i.e. roommate), Name, Address (including apt/suite number, city, state, and zip Code), Home Phone, Occupation, Name of Firm Where Employed, Address of Firm Where Employed, Work Telephone, Birthdate, and Place of Birth. If information is not available, indicate "unknown".**
none

12

Job Specific Supplemental Questions

1. **If hired, one (1) month after completion of the probationary period, applicants must reside within Kenosha County, Racine County (except the Town of Waterford; however the Village of Waterford is acceptable), Franklin, Oak Creek, or South Milwaukee. The incumbent of this position is required to maintain such residency during the term of employment. Are you able to meet the City's residency requirements?**
Yes
2. **Are you eighteen (18) years or older at the time of application?**
Yes
3. **Do you speak, read, write and understand the English language?**
Yes
4. **Are you a United States citizen?**
Yes
5. **Do you possess a valid driver's license with a good driving record?**
Yes
6. **What is your highest level of education? You are required to attach your high school diploma or equivalent and you are encouraged to attach a copy of your college degrees/transcripts in the attachment section of the application. Also, be sure to list your diploma/equivalent and/or college degrees in the "Education" section of the application.**
Some College
7. **Do you currently possess any of the listed certifications? Check all that apply. You are encouraged to attach a copy of your certifications/licenses in the attachment section of the application and make sure that you list the certifications/licenses in the "Certificates and Licenses" section of the application.**
EMT - Basic, Firefighter I, Firefighter II, Driver/Operator - Pumper
8. **Have you completed the Candidate Physical Ability Test (CPAT) within the past six (6) months. If you answer yes, please attach your CPAT Certificate of Completion in the attachment section of the application.**
Yes
9. **The ability to speak and understand Spanish or other languages is a desired qualification. Do you speak and understand Spanish or any other languages. If you check yes, please make sure that the "Skills" section of the application reflects such additional languages.**
No
10. **Do you have any felony convictions or domestic violence convictions that have not been granted an absolute and unconditional pardon?**
No
11. **Have you been convicted of a driving while intoxicated (DWI), operating while intoxicated (OWI), or reckless driving within five (5) years from reinstatement or evaluation of overall driving record?**
No
12. **Qualifying U.S. military veterans and certain spouses of such veterans may be granted preference points toward their score(s) from the City of Kenosha employment examination process. If applicable, please select a category below.**
13. **Are you interested in attending an informational session, which would cover the Recruitment Process Overview, Video, A Day In A Life of a Kenosha Firefighter Presentation, and Questions & Wrap-up. Depending upon the responses, there would likely be two sessions, one Mid-April and the other Mid-May. If you answer yes, please be sure to check your email as information about scheduling and attending these sessions would be sent via email.**
Yes

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that all statements in this application are complete and correct to the best of my knowledge, are made in good faith, and that I am physically able to perform the work that will be assigned to me if an offer is extended. I understand that employment may be subject to taking a physical examination and meeting acceptable physical qualifications as determined by the City. I further understand that any false, incomplete, or omission of material fact contained herein may be cause for disqualification or termination of employment.

I also acknowledge that I will have to produce documentation verifying my identity and employment eligibility in the U.S. Additionally, I may be required to verify any and all information given on this application. I understand that the City of Kenosha may contact prior employers and other references. As a result, I hereby authorize any individuals, companies or institutions with whom I have been associated, to furnish the City of Kenosha with any information concerning my employability which they have on record or otherwise and do hereby release the individuals, companies or institutions connected therein from all liability for any damages whatsoever incurred in furnishing such information.

If an automobile is required to perform the job in which I'm making application, I understand that the City is not obligated to furnish an automobile nor continue providing one, which at one time or another may have been provided by the City.

I further acknowledge that I must update my online application of any changes in my name, address, or phone number. I understand that this completed application is the property of City of Kenosha and will not be returned.

I further understand that the City of Kenosha performs a criminal background check on all applicants.

13

This application was submitted by [REDACTED] on 5/31/13 12:39 PM

Signature _____

Date _____

SSN: N/A

Received: 5/31/13 12:39 PM

14

Resume

See attached

NEGOV Search LaVetta Buckley-Hunter

Class Post Admin Benefits Reports CandidateTrack Tests Requisitions List +

My HR

Exam Plan Detail

[Edit Exam Plan](#) [Audit Trail](#)

Exam Title **Firefighter**
Exam Number **00000000**

Department **Kenosha Fire Department**
Division
Vacancies **0**

Job Posting

Job #	Job Title	Status	Last Updated	Assigned To	Action
00000000	Firefighter	Expired	05/31/13	LaVetta Buckley-Hunter	Edit Archive Audit Trail

Recruiting Plan [Add New](#)

Ad Type	Ad Name	Requested Date	Start Date	End Date	Action
Classified	Newspaper - Kenosha News				Edit Delete Audit Trail
Internet	Professional Organization - Municipality/League of WI				Edit Delete Audit Trail
Internet	College/School/University - Wisconsin Technical College System (www.wisconsinconnect.com)				Edit Delete Audit Trail
Internet	College/School/University - UW Jobs for Wisconsin Grads (www.myinterfase.com/wisconsin/employer/)				Edit Delete Audit Trail
Internet	College/School/University - IL College Central Network (www.collegecentral.com)				Edit Delete Audit Trail
Internet	Dept of Workforce Development/Job Center of WI/JobNet				Edit Delete Audit Trail
Internet	Job Board - GovernmentJobs (www.governmentjobs.com)				Edit Delete Audit Trail
Internet	Job Board - Indeed (www.indeed.com)				Edit Delete Audit Trail
Internet	Job Board - Monster (www.monster.com)				Edit Delete Audit Trail
Internet	Job Board - SimplyHired (www.simplyhired.com)				Edit Delete Audit Trail
Television	TV - Education Access Channel 20				Edit Delete Audit Trail
Television	TV - Government Access Channel 25/99				Edit Delete Audit Trail
Television	TV - Public Access Channel 14				Edit Delete Audit Trail
Display	Professional Organization - International Association of Women in Fire & Emergency Services (www.i-women.org)				Edit Delete Audit Trail
Display	Professional Organization - International Association of Firefighters (www.iaff.org)				Edit Delete Audit Trail
Display	College/School/University - Carthage College				Edit Delete Audit Trail
Internet	FDCareers.com				Edit Delete Audit Trail
Internet	Firecareerassist.com				Edit Delete Audit Trail
Internet	Firehire.com				Edit Delete Audit Trail
Internet	Firehouse.com				Edit Delete Audit Trail
Internet	Firejobs.com				Edit Delete Audit Trail
Internet	Firemenjobs.com				Edit Delete Audit Trail
Internet	Firerecruit.com				Edit Delete Audit Trail
Internet	Fireserviceemployment.com				Edit Delete Audit Trail
Internet	Publicsafetyrecruitment.com				Edit Delete Audit Trail
Internet	911hotjobs.com				Edit Delete Audit Trail
Internet	City of Kenosha Website				Edit Delete Audit Trail
Internet	LinkedIn				Edit Delete Audit Trail
Display	NAACP				Edit Delete Audit Trail
Display	Colleges/Universities w/ Fire Science Program				Edit Delete Audit Trail

NEOGOV Insight - Exam Plan Detail

Display | Job Fair | | | | [Edit](#) [Delete](#) [Audit Trail](#)

[Evaluation Steps](#) [Add Step](#) [View Applicants \(444\)](#) [View Applicants by Step \(444\)](#) [App Flow](#)

Step	Evaluation Step	Weight	Results	At Step	Action
Step 1	Application Received	N/A	View Results	0	Edit Audit Trail
Step 2	Duplicate Application	N/A	View Results	2	Edit Delete Audit Trail
Step 3	Minimum Qualification	0.000%	View Results	19	Edit Delete Audit Trail
Step 4	Written Exam	40.000%	View Results	103	Edit Delete Audit Trail
Step 5	CPAT Orientation	N/A	View Results	0	Edit Delete Audit Trail
Step 6	CPAT Time Trial I	N/A	View Results	0	Edit Delete Audit Trail
Step 7	CPAT Time Trial II	N/A	View Results	1	Edit Delete Audit Trail
Step 8	CPAT Test	N/A	View Results	86	Edit Delete Audit Trail
Step 9	Oral Exam I	30.000%	View Results	233	Edit Delete Audit Trail
Step 10	Oral Exam II	30.000%	View Results	0	Edit Delete Audit Trail

[Advanced Filters](#) [Add Evaluation Step Filter](#) [Add Eligible List Filter](#)

Title	Created By	Filter Type	Action
CPAT - No	LaVetta Buckley-Hunter	Evaluation Step Filter	View Edit Delete Share
CPAT - Yes	LaVetta Buckley-Hunter	Evaluation Step Filter	View Edit Delete Share

[Eligible Lists](#) [Add New](#) [Show Archived Eligible Lists](#)

List Name	List Type	Expiration Date	# On List		Action
			Total	Active	
Firefighter	Regular	12/31/2015	0	0	Edit View Candidates Audit Trail

Requisitions

Req #	Title	Department	Date Created	Action
-------	-------	------------	--------------	--------

Tasks [Add New](#)

Subject	Status	Priority	Due Date	Assigned To	Action
Send CPAT Self Schedule Email	Completed	High	09/20/2013	Buckley-Hunter, LaVetta	Edit Delete
Send Time Trial II Self Schedule Email	Completed	High	09/06/2013	Buckley-Hunter, LaVetta	Edit Delete
Send Time Trial I Self Schedule Email	Completed	High	08/23/2013	Buckley-Hunter, LaVetta	Edit Delete

Notes [Add New](#)

Note Title	Note	Last Updated	Note Owner	Action
CPAT Equipment Failure & CPAT Re-Tests	West Allis retested [redacted] and [redacted] After the minimum qualification review, schedule J...	10/07/2013 05/17/2013	Buckley-Hunter, LaVetta Buckley-Hunter, LaVetta	Edit Delete Audit Trail Edit Delete Audit Trail

Files [Add New](#)

Attachment Title	Date Uploaded	File Name	Action
Ad Info	08/14/13	Ad - IWomen Invoice	Delete
Ad Info	08/14/13	Ad - Channel 14 Ad Copy	Delete
Ad Info	08/14/13	Ad - Advertising List for 2013 Recruitment	Delete
Ad Info	08/14/13	Ad - Monster Invoice	Delete
Ad Info	08/14/13	Ad - Kenosha News Invoice	Delete
Ad Info	08/14/13	Ad - Kenosha News Ad Copy 2	Delete
Ad Info	08/14/13	Ad - Kenosha News Ad Copy	Delete
Ad Info	08/14/13	Ad - Simply Hired Invoice	Delete
CPAT Info	08/14/13	CPAT - West Allis Email Re Scheduling 1	Delete

NEOGOV Insight - Exam Plan Detail

CPAT Info	08/14/13	CPAT - Signed Proposal	Delete
CPAT Info	08/14/13	CPAT - Length of Time of Orientation Trials Test	Delete
CPAT Info	08/14/13	CPAT - West Allis Email Re Scheduling 2	Delete
Job Fair Info	08/14/13	Job Fair - Military Veterans04112013	Delete
Job Fair Info	08/14/13	Job Fair - Career Expo05222013	Delete
Job Posting Info	08/14/13	Job Posting - Undeliverable Emails	Delete
Job Posting Info	08/14/13	Job Posting - Approval	Delete
Job Posting Info	08/14/13	Job Posting - Announcement Email Group LBH Int Ext	Delete
Written Exam Info	08/14/13	Written Exam - AnswerSheets_06132013_2	Delete
Written Exam Info	08/14/13	Written Exam - AnswerSheets_06132013_1	Delete
Written Exam Info	08/14/13	Written Exam - AnswerSheets_06132013_5	Delete
Written Exam Info	08/14/13	Written Exam - AnswerSheets_06132013_4	Delete
Written Exam Info	08/14/13	Written Exam - AnswerSheets_06132013_3	Delete
Written Exam Info	08/14/13	Written Exam - AnswerSheets_06152013_3	Delete
Written Exam Info	08/14/13	Written Exam - AnswerSheets_06152013_2	Delete
Written Exam Info	08/14/13	Written Exam - AnswerSheets_06152013_1	Delete
Written Exam Info	08/14/13	Written Exam - AnswerSheets_06152013_6	Delete
Written Exam Info	08/14/13	Written Exam - AnswerSheets_06152013_5	Delete
Written Exam Info	08/14/13	Written Exam - AnswerSheets_06152013_4	Delete
Written Exam Info	08/14/13	Written Exam - AnswerSheets_06152013_8	Delete
Written Exam Info	08/14/13	Written Exam - AnswerSheets_06152013_7	Delete
Written Exam Info	08/14/13	Written Exam - AnswerSheets_06202013_3	Delete
Written Exam Info	08/14/13	Written Exam - AnswerSheets_06202013_2	Delete
Written Exam Info	08/14/13	Written Exam - AnswerSheets_06202013_1	Delete
Written Exam Info	08/14/13	Written Exam - AnswerSheets_06202013_6	Delete
Written Exam Info	08/14/13	Written Exam - AnswerSheets_06202013_5	Delete
Written Exam Info	08/14/13	Written Exam - AnswerSheets_06202013_4	Delete
Written Exam Info	08/14/13	Written Exam - AnswerSheets_06222013_3	Delete
Written Exam Info	08/14/13	Written Exam - AnswerSheets_06222013_2	Delete
Written Exam Info	08/14/13	Written Exam - AnswerSheets_06222013_1	Delete
Written Exam Info	08/14/13	Written Exam - AnswerSheets_06222013_4	Delete
Written Exam Info	08/14/13	Written Exam - AnswerSheets_06222013_7	Delete
Written Exam Info	08/14/13	Written Exam - AnswerSheets_06222013_6	Delete
Written Exam Info	08/14/13	Written Exam - AnswerSheets_06222013_5	Delete
Written Exam Info	08/14/13	Written Exam - AnswerSheets_06222013_8	Delete
Written Exam Info	08/14/13	Written Exam - AnswerSheets_06222013_11	Delete
Written Exam Info	08/14/13	Written Exam - AnswerSheets_06222013_10	Delete
Written Exam Info	08/14/13	Written Exam - AnswerSheets_06222013_9	Delete
Written Exam Info	08/14/13	Written Exam - AnswerSheets_07012013	Delete
Written Exam Info	08/14/13	Written Exam - AnswerSheets_06222013_12	Delete
Written Exam Info	08/14/13	Written Exam - Kenosha Public Museum Time Change	Delete
Written Exam Info	08/14/13	Written Exam - Kenosha Public Museum Confirmation	Delete
Written Exam Info	08/14/13	Written Exam - Gateway Contract	Delete
Written Exam Info	08/14/13	Written Exam - WPP Result Roster - Rank By Score v2	Delete
Written Exam Info	08/14/13	Written Exam - WPP Result Roster - Rank By Score v1	Delete
Written Exam Info	08/14/13	Written Exam - WPP Invoice Credit Email	Delete
Written Exam Info	08/14/13	Written Exam - WPP Confirmation	Delete
Written Exam Info	08/14/13	Written Exam - WPP Reuse Score List	Delete

NEOGOV Insight - Exam Plan Detail

Written Exam Info	08/14/13	Written Exam - WPP Results Roster - Alphabetical v2	Delete
Written Exam Info	08/14/13	Written Exam - WPP Results Roster - Alphabetical v1	Delete
Written Exam Info	08/14/13	Written Exam - WPP Test Key	Delete
Written Exam Info	08/14/13	Written Exam - WPP Test Errors	Delete
Written Exam Info	08/14/13	Written Exam - WPP Test Copy	Delete
Written Exam Info	08/14/13	Written Exam - WPP Scoring Error Email	Delete
CPAT Time Trial & Test Results	10/04/13	CPAT TEST 10.03 Results Email	Delete
CPAT Time Trial & Test Results	10/04/13	CPAT TEST 10.03 PM Results	Delete
CPAT Time Trial & Test Results	10/04/13	CPAT TEST 10.03 AM Results	Delete
CPAT Time Trial & Test Results	10/04/13	CPAT TTI 9.19 PM Results	Delete
CPAT Time Trial & Test Results	10/04/13	CPAT TTI 9.20 AM Results	Delete
CPAT Time Trial & Test Results	10/04/13	CPAT TTI 9.20 PM Results	Delete
CPAT Time Trial & Test Results	10/04/13	CPAT TTI 09.20 Results Email	Delete
CPAT Time Trial & Test Results	10/04/13	CPAT TTI 9.19 AM Results	Delete
CPAT Time Trial & Test Results	10/04/13	CPAT TTI 9.18 AM Results	Delete
CPAT Time Trial & Test Results	10/04/13	CPAT TTI 9.18 PM Results	Delete
CPAT Time Trial & Test Results	10/04/13	CPAT TTI 09.18-09.19 Results Email	Delete
CPAT Time Trial & Test Results	10/04/13	CPAT TTI 9.05 Results Email	Delete
CPAT Time Trial & Test Results	10/04/13	CPAT TTI 09.06 AM Results	Delete
CPAT Time Trial & Test Results	10/04/13	CPAT TTI 09.06 PM Results	Delete
CPAT Time Trial & Test Results	10/04/13	CPAT TTI 09.06 Results Email	Delete
CPAT Time Trial & Test Results	10/04/13	CPAT TTI 09.05 AM Results	Delete
CPAT Time Trial & Test Results	10/04/13	CPAT TTI 09.05 PM Results	Delete
CPAT Time Trial & Test Results	10/04/13	CPAT TTI 09.04 AM Results	Delete
CPAT Time Trial & Test Results	10/04/13	CPAT TTI 09.04 PM Results	Delete
CPAT Time Trial & Test Results	10/04/13	CPAT TTI 09.04 Results Email	Delete
CPAT Time Trial & Test Results	10/04/13	CPAT TTI 09.03 AM Results	Delete
CPAT Time Trial & Test Results	10/04/13	CPAT TTI 09.03 PM Results	Delete
CPAT Time Trial & Test Results	10/04/13	CPAT TTI 09.03 Results Email AM	Delete
CPAT Time Trial & Test Results	10/04/13	CPAT TTI 09.03 Results Email PM	Delete
CPAT Time Trial & Test Results	10/04/13	CPAT Test 10.04 Results Email	Delete
CPAT Time Trial & Test Results	10/04/13	CPAT Test 10.04 PM Results	Delete
CPAT Time Trial & Test Results	10/04/13	CPAT Test 10.04 AM Results	Delete
CPAT Time Trial & Test Results	10/07/13	CPAT Test 10.05 AM Results Email	Delete

[Company Information](#) | [Privacy Policy](#) | [Legal Terms](#)

Copyright © 2000-2013 NEOGOV, Inc. All rights reserved. Patent Pending.

**CITY OF KENOSHA
POLICE AND FIRE COMMISSION
POLICY REGARDING ENTRY LEVEL FIREFIGHTER HIRING**

POLICY STATEMENT

It is the declared goal of the Police and Fire Commission of the City of Kenosha to provide quality and cost-effective protective services to the citizens. The City's ability to provide such service is dictated, in great measure, through the appointment of dedicated, highly motivated and highly qualified persons to positions in the Fire Department.

To provide a fair, valid, consistent and reliable procedure to accomplish the hiring of the best qualified individuals to meet the City's needs, including workforce diversity needs, the following steps shall be followed in the hiring of entry-level employees in the Fire Department.

RECRUITMENT AND APPLICATION

1. Recruitment shall be done on a broad base in such a manner as to make all segments of the work force aware of the job opportunity and provide them with sufficient time to apply.

- a) Open recruitment for at least one (1) month.
- b) Advertise locally, statewide and regionally.
- c) Send and post job announcements to minority and women's organizations, schools, Job Service, libraries, electronic sources, etc., in order to meet workforce diversity needs and to achieve a balanced workforce.

2. Potential Reasons for Rejecting Applicants include but are not limited to:

- a) Application incomplete or late.
- b) Supporting documents such as evidence of age, high school graduation or equivalent educational attainment, veteran status; missing, late or incomplete.
- c) Applicant lacks minimum qualifications specified in job announcement.
- d) Applicant fails any portion of testing process.
- e) Illegal use of controlled substances.
- f) Applicant has falsified application.
- g) Applicant is unable or fails to keep any scheduled appointment for examination, screenings, interview, etc.

3. Appeal Process

- a) The Police and Fire Commission shall determine the appropriateness of any appeal and, as required, rule on any appeal of a decision to reject an applicant or to remove an applicant from the eligibility list.

MINIMUM REQUIREMENTS

- b) Appeals must be in writing and received by the Police and Fire Commission, Police Chief and/or the Human Resource Department within seven (7) days of emailing the notice leading to the appeal.

1. Firefighter Applicants

- a) U.S. Citizen
- b) High school graduate or equivalent.
- c) Minimum age of eighteen (18).
- d) No felony conviction unless pardoned. No criminal conviction related to the duties and responsibilities of the position.
- e) Valid driver's license and a driving record which meets City standards.
- f) No physical, mental or emotional conditions which would adversely affect ability to perform essential job functions.
- g) Must meet the vision standard set by the City.
- h) No loss of hearing within normal voice range.
- i) Read, write, speak and understand the English language.
- j) Other requirements as required by the **Firefighters Standards Board**.

2. Documentation of Qualifications

- a) Birth certificate or equivalent proof of age and citizenship.
- b) High school diploma, college transcript, GED, or equivalent proof of educational attainment.
- c) Form DD-214 (Certificate of Release or Discharge from Active Duty) if claiming veteran's preference points.
- d) Valid driver's license to be verified as part of the background check.

3. Application and Required Forms

- a) All required forms must be completely filled out and legible.
- b) All required information must be on file by the stated deadline.
- c) Subject to modification by the Police and Fire Commission at any time.

HIRING PROCESS

1. Written Tests

- a) Job related and developed in accordance with acceptable reliability and validity standards.
- b) Applicants must receive a passing score of 70% to be considered further (*effective 2/19/02*).
- c) Only applicants best meeting the needs of the City will be called to subsequent portions of the selection process.

2. Oral Examination (Panel Interview)

- a) The Human Resource and Fire Departments shall jointly develop interview questions and procedures.
- b) Panels consisting of several individuals with experience or training as appropriate in firefighting, interviewing, personnel selection, etc.
- c) Applicants must receive a passing score on the oral examination to be considered further.
- d) Only applicants' best meeting the needs of the City will be called to subsequent portions of the selection process.

3. Rating and Notification to Applicants (*after written and oral examinations*)

- a) Applicants shall be advised via email of their total score and whether or not their name is on the interim list.
- b) Final score consists of written and oral test scores averaged and weighted equally.

4. Interim Lists (after written and oral panel interview; before physical examinations)

Applicants who pass the written examination and physical ability examination are placed on an interim list in final score order. The interim list shall be the responsibility of the Human Resource Department.

5. Physical Ability Examination

- a) Content valid sample of work activities.
- b) Physical ability tests are to be periodically reviewed by the Human Resource Department. Recommendations for change to be made jointly by the Fire and Human Resource Departments.
- c) Fire Chief and Human Resource Director jointly recommend passing score on physical ability test to Police and Fire Commission for approval.
- d) Applicants must receive a passing score on the physical ability examination to be considered further.
- e) Only applicants best meeting the needs of the City will be called to subsequent portions of the selective process.

6. Second Oral Examination (Panel interview fire professionals)

Successful candidates will participate in a Level II interview panel consisting of Deputy Chief, Battalion Chief and other Administrator.

7. Procedure to Establish Eligibility List

The following procedure shall be used to develop a pool of qualified candidates from which the Fire Chief may select persons to be recommended to the Police and Fire Commission. To be considered for recommendation, candidates must complete all the remaining portions of the selection process as indicated.

- a) An eligibility list shall be developed by Human Resource consisting of the passing scores from the written, physical ability (pass/fail), and oral examination (panel interview).
- b) Military credit in accordance with state statutes shall be added to the derived score
- c) The eligibility list shall be maintained in total score order including military credit. Eligibility lists are approved by the Police and Fire Commission to have a life of eighteen (18) months or until ten (10) or fewer names remain, whichever occurs first. An eligibility list may be extended by the Commission.
- d) Applicants are responsible for giving notice to the City regarding current address, email, and telephone number.
- e) Persons may be removed from the eligibility list for the following reasons:
 - 1) Refusal of appointment by applicant.
 - 2) Failure to respond to any inquiry sent to email address on file with City.
 - 3) Discovery that applicant lacks any of the minimum qualifications specified in Sections above.
 - 4) Discovery that applicant has falsified application or other material.
 - 5) Applicant has been fraudulent in the exam process.
 - 6) Upon written request from the applicant.
 - 7) For conviction of a crime related to the duties and responsibilities of the position.

8. Certification

- a) The Human Resource Department shall certify to the Fire Department up to ten (10) names for the first vacancy. For each additional vacancy, the Human Resource Department shall certify up to five (5) names.
- b) Names may be removed from the eligibility list at the discretion of Human Resource for reasons such as: background investigations, driving record, falsification of application or other materials, refusal of appointment, failure to respond to an inquiry, failure to report to work, lack of minimum qualifications, conviction of a job-related crime, or by written request from the applicant.

9. Fire Chief's Recommendation

- a) The Human Resource Department will send to the Fire Chief, a certified eligibility list. The Fire Chief may interview all candidates and shall recommend to the Police and Fire Commission a qualifying name for the first vacancy. The Fire Chief shall recommend names from among the top ten (10) scoring and qualified candidates on the eligibility list.
- b) For each additional vacancy, in addition to the above, the Fire Chief may recommend for further review in the selection process described as follows, names from among the next highest five (5) scoring candidates.

10. Background Investigation

- a) Based on the form provided to applicants which must be completely filled out and returned by stated deadline.
- b) Review to be performed by the Fire Department.
- c) Recommendation from the Fire Department.

POST - JOB OFFER

Each applicant must successfully complete a job trait, psychological and medical examination.

Job Trait Assessment

- a) The job trait assessment is a testing protocol administered to candidates for entry level fire positions. *It is performed after the offer of conditional employment.* The testing process measures three areas deemed important to success in entry level fire positions (mental abilities, vocational interests, and personality assessment).

Psychological Evaluation

- a) Professionally developed and standardized testing instruments.
- b) Administered and interpreted by a licensed psychologist or psychiatrist.
- c) Interview with psychologist/psychiatrist, as appropriate, to verify or substantiate findings.
- d) Narrative report with summarized findings.
- e) Develop recommendation.

Medical Examination

- a) Standardized medical examination reported on forms approved by the City.
- b) Performed by City designated physician/clinic.
- c) Applicants will be notified if the City is advised to provide selected results to applicant for follow up with personal physician. The City may request follow-up information from personal physician.
- d) Develop recommendation.

APPOINTMENT

1. The results of Items 1-10 of the **HIRING PROCESS** shall be used to develop a list of candidates who have successfully completed all portions of examination process. Such eligibility list shall be in total score order. The Human Resource Department shall be responsible for the management of the eligibility list.
2. Persons may be removed from the eligibility list for any of the reasons outlined in the above sections or if they have been considered for employment and not recommended by the Fire Chief.
3. Recommendations for appointment from the Fire Chief shall be considered by the Police and Fire Commission for approval after review of related background materials, including the results of each element of the examination process or other requested information.
4. Persons appointed are on probation for the first one hundred and twenty-one (121) days worked in the Fire Department, and may be removed with cause and without any right of appeal.
5. New hires must satisfy residency requirements contained in departmental rules and must comply with all departmental policies.
6. Persons appointed to the Fire Department as Firefighters must obtain a Wisconsin EMT license within two (2) years of employment date or be subject to termination. Individuals hired after September 21, 1988 must obtain and maintain Paramedic Certification at the request of the Department.
7. Candidate must agree to and sign a pre-employment contract regarding training expenses.

LIBERAL CONSTRUCTION

In pursuing their responsibility for management of the eligible lists and oversight of the selection process, the Human Resource Department shall construe this policy and procedure liberally to aid in the selection of the best qualified candidates to Fire Department positions.

**CITY OF KENOSHA
POLICE AND FIRE COMMISSION**

**DESIGNATION OF RESPONSIBILITY FOR ADMINISTRATION
OF ENTRY LEVEL HIRING PROCESSES**

RECRUITMENT *(Responsibility of the Human Resource Department)*

1. Maintain file of interest cards which are received prior to recruitment and email those persons and all individuals on the expiring eligibility list to inform them of the recruitment process.
2. Write and place advertisements.
3. Develop and distribute job announcement.
4. Develop and maintain list of recruitment sources. Distribute job announcements to all available recruitment sources.
5. Review applications upon return for completeness, and check to insure that all required documentation and attachments are received.
6. Determine acceptability of alternate documents for birth record and diploma.
7. Determine the acceptability of any late or incomplete applications.
8. Compile listing of applicants that have submitted complete applications and meet stated minimum qualifications.
9. Obtain and compile required EEO data during testing process.
10. Notify applicants whose applications are not accepted.

WRITTEN EXAMINATION *(Responsibility of the Human Resource Department except as noted)*

1. Develop or obtain a valid written examination. *(Fire Chief and Human Resource Director to jointly recommend written examination to Police and Fire Commission.)*
2. Arrange for testing site/test administration.
3. Insure that study guides, reference information, etc., if appropriate, are provided to applicants. Insure that applicants are notified of the date, time and location of the examination.
4. Respond to requests for alternate dates, complaints, etc.
5. Coordinate administration of examination.
6. Arrange for scoring of written examinations.
7. Applicants must receive a passing score of 70% *(effective 2/19/02)*.
8. Notify applicants of test results.

- 9. Respond to all inquiries regarding examination results.
- 10. Applicants must receive a passing score to be considered further.
- 11. Only applicants best meeting the needs of the City will be called to subsequent portions of the selection process. Not all applicants may be called at any one time.

PHYSICAL ABILITY TEST - CPAT (Candidate Physical Ability Test)
(Responsibility of the Human Resource and/or Fire Department)

- 1. Design test. *(Fire and HR jointly)*
- 2. Arrange for test equipment. *(Fire)*
- 3. Arrange for test site. *(HR)*
- 4. Plan and coordinate administration of test. *(HR)*
- 5. Schedule and notify applicants of date, time and location. *(HR)*
- 6. Review requests for alternate testing times. Alternate times are at the sole discretion of City based upon availability. *(HR)*
- 7. Prepare Indemnity and Hold Harmless Agreement for applicants. *(HR)*
- 8. Determine acceptability of re-testing if permitted. *(HR)*
- 9. Notify applicants of results. *(HR)*
- 10. The Fire Chief and Human Resource Director jointly recommend a passing score on physical ability test to Police and Fire Commission for approval.
- 11. Applicants must receive a passing score on the physical ability examination to be considered further.

LIST OF ALL APPLICANTS SUCCESSFULLY THE WRITTEN AND PHYSICAL ABILITY EXAMINATIONS. *(Responsibility of the Human Resource Department)*

The Human Resource Department shall develop and maintain a list of names of applicants who have successfully completed both the written and physical ability examinations.

- 1. The written examination score along with a passing score on the physical exam.
- 2. The list shall be maintained in total score order.
- 3. The Human Resource Department shall provide to the Fire Department sufficient names from this list for consideration in the next step in the process. Not all applicants may be called at any one time.
 - a) Only applicants best meeting the needs of the City will be called to subsequent portions of the selection process.
 - b) Selective certification, based upon attainment of education, certification or experience not possessed

by all applicants, may be used upon mutual agreement of the Human Resource and Fire Departments to process applicants to subsequent portions of the selection process.

ORAL EXAMINATION (*Responsibility of the Human Resource and/or Fire Department*)

1. Schedule facilities. (*Fire*)
2. Set up panels. (*Fire*)
3. Review applications for possible conflict of interest with panelists. (*Fire*)
4. Develop interview schedule for panel. (*Fire*)
5. Notify applicants of date, time and location for oral test. (*HR*)
6. Arrange for alternate times (and dates, if available) for applicants with difficulties with their schedule. (*At the discretion of the Fire*)
7. The Human Resource and Fire Departments shall jointly develop interview questions and procedures.
8. Prepare rating forms. (*HR*)
9. Prepare scoring guide and instructions. (*HR*)
10. Copy applications and appropriate enclosures. (*HR*)
11. Set up materials for each panelist with job announcement, schedule, scoring guide, rating forms, questions, applications, and other materials as required. (*Fire*)
12. Conduct orientation and training for panel.
13. Provide applicants with instructions and other information when they arrive for oral examination. (*Fire*)
14. Arrange for change of panels if applicants or panelists have a problem with conflict of interest. A panelist may abstain from rating a candidate if he/she feels unable to objectively consider the applicant. (*HR and Fire*)
15. Compute score - complete rating forms and other materials to be provided to Human Resource for compilation. (*Fire with review by HR*)

BACKGROUND INVESTIGATION (*Responsibility of the Fire Department*)

1. Identify sources of information. Background information forms to be retained by Department, if used.
2. Check Motor Vehicle Department, Department of Justice, etc.
3. Arrange for investigators to check references, schools, work, neighbors, etc.
4. Summarize results, write reports as required.
5. Review results and develop recommendations.

ELIGIBILITY LIST

- 1. An eligibility list shall be developed by the Human Resource Department consisting of the passing scores from the written, physical ability and oral examinations, weighted equally.
- 2. Military credit in accordance with state statutes shall be added to the derived score.
- 3. The eligibility list shall be maintained in total score order including military credit.
- 4. Applicants will be notified of the final score, their rank and future selection procedures at the time the eligibility list is approved.

POST - OFFER

JOB TRAIT ASSESSMENT/PSYCHOLOGICAL EXAMINATION (*Responsibility of the Human Resource Department*)

- 1. The Fire Chief will recommend names of candidates to undergo preplacement psychological examination in a manner consistent with the policy regarding entry level hiring.
- 2. Arrange for psychological testing.
- 3. Schedule and notify applicants of date, time and location.
- 4. Review results and develop recommendations.

MEDICAL (*Responsibility of the Human Resource Department*)

- 1. Arrange for dates and times for preplacement medical examination.
- 2. Schedule and notify applicants of date, time and location.
- 3. All information, reports, etc., will be sent to the Human Resource Department for review. In order to be considered, an applicant must have medical clearance.
- 4. Handle all inquiries regarding examination and interpretation of results, as well as requests for follow-up information.
- 5. Request follow-up information as required; develop final recommendations.

APPOINTMENT

Upon successful completion of the entire selection process and upon the favorable recommendation of the Fire Chief, the Police and Fire Commission will review appointments according to the following procedure.

- 1. Potential appointments shall be considered by the Police and Fire Commission during regular monthly meetings or at a special meeting called for this purpose. It shall be the responsibility of the Fire Chief to place the item on the Commission's agenda. Such requests shall include a provision for the Police and Fire Commission to go into Executive Session.

2. Results of all components of the selection process, test scores, and other factors considered by the Fire Chief in recommending the candidate, will be available should the Police and Fire Commission desire to review this material.
3. Candidate(s) may be invited to attend the open meeting during which the Police and Fire Commission considers the Fire Chief's recommendations.
4. The Police and Fire Commission may reject a candidate and request the Fire Chief to submit additional candidates for consideration.

(Policy reviewed on October 8, 2013)

\\sambaserv.kenosha.org\plavetta\SHARE.PRS\NPOLICEFIRECOMM\HiringPolicyFire2013.odt