



POLICY & PROCEDURE

PORTAGE POLICE DEPARTMENT

SUBJECT: **RECRUITMENT/SELECTION**

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedures Manual

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

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 RESCINDS
 AMENDS
WILEAG 5TH EDITION
STANDARDS: 3.1.1, 3.1.2, 3.2.1,
3.2.2, 3.2.3, 3.2.4, 3.2.5, 3.2.6

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

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. RECRUITING PROCEDURES
- III. SELECTION GUIDELINES
- IV. SELECTION PROCEDURES
- V. BACKGROUND INVESTIGATIONS
- VI. RECORD MAINTENANCE

I. POLICY

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

goals, and objectives of the department.

- B. The Chief of Police, in accordance with Wisconsin Statutes, shall appoint sworn officers to the department subject to the approval of the Police and Fire Commission.
- C. The Portage Police Department is dedicated to recruiting and selecting professional employees in a manner consistent with federal and state law, city ordinances, department policies, Police and Fire Commission rules and regulations, and equal opportunity guidelines.

II. RECRUITING PROCEDURES

A. Job Advertisement and Publicity

- 1. Employment announcements and recruiting advertisements should contain the following information:
 - a) A statement that the City of Portage is an equal opportunity employer.
 - b) Application filing deadlines clearly indicated.
 - c) A description of the duties and responsibilities of the job, as well as the requisite skills, educational levels, and physical requirements.
- 2. Employment announcements and recruiting advertisements may be distributed to:
 - a) Newspapers and professional periodicals
 - b) Professional organizations
 - c) Educational institutions
 - d) Employment offices
 - e) Advocates of EEO protected groups
 - f) Online and social media sites
 - g) Any other appropriate site or distributor

III. SELECTION GUIDELINES

A. Administrative Practices

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

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

B. Notification to Applicants

1. At the time of application, candidates shall be informed if possible of all elements of the selection process, as well as the expected duration of the process.
 - a) A job description shall be provided detailing physical requirements, qualifying credentials, list of the duties and responsibilities of the position and other pertinent information.
2. Applicants shall be kept informed of their status through each step of the process.

IV. SELECTION PROCEDURES

A. The selection process may include the following:

1. Written Examination
2. Police and Fire Commission Oral Interview.
3. Command Staff and Peer Panel Oral Interview.
4. Assessment Center and Physical Agility Tests
5. Background Investigation and Reference Check.
6. Conditional Job Offer
7. Psychological testing
8. Medical Evaluation – Ortho, hearing, Vision
9. Drug Screen
10. Swearing in Date
11. After hire, complete 303 form, submit finger prints which are kept in the background file.

B. Recruit School: New officers will be scheduled to attend the basic recruit academy, if needed, within training and standard guidelines.

C. If selected for hiring, all new potential employees shall be notified about any hairstyle, facial hair, or clothing requirement as required by WI State Statute

103.14, also refer to Policy & Procedure 2.04: Uniforms/Equipment.

V. BACKGROUND INVESTIGATIONS

A. Requirements:

1. A personal history investigation shall be conducted on each applicant to determine character traits and habits indicative of moral character. The following areas may be investigated:
 - a) Police contacts and criminal history
 - b) Credit check
 - c) All schools attended and verification of minimum education requirements.
 - d) Applicant's current neighborhood and in neighborhoods of former permanent residence, including landlords and roommate's.
 - e) Places of employment. The applicant's permission for interview of current employer may need to be obtained.
 - f) Reference checks including past relationships, spouses, significant others, friends, or any other person with pertinent knowledge of the applicant.
 - g) Applicant's loyalty to the United States, or to detect conditions, which adversely affect performance of one's duty as a law enforcement officer.
 - h) Open source social media accounts.
 - i) For applicants previously employed as sworn officers, a check will be conducted to determine if they are subject to a Brady list in any jurisdiction in which they previously worked.
 - j) Such other investigation as may be deemed necessary to provide a basis of judgment on the applicant's suitability for employment with the Portage Police Department, or to detect conditions which would interfere the performance of one's duty as a law enforcement officer.
2. Only applicants of good moral character may be employed.
3. Under the Law Enforcement Standards Act 82, the background investigation on all department employees shall be retained while employed. After separation the file will be kept according to the Wisconsin record's retention policy.

B. Procedures:

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

- a) The investigator shall have a diversified background in law enforcement and possess a fundamental knowledge of selection procedures, emotional stability and psychology. Ideally, the investigator will have completed a course in law enforcement background investigations.
 - b) The investigator must be able to determine whether the information especially from a reference or other person is sincere or biased and represents a true depiction of the applicant's character.
2. The background investigation shall be considered confidential and handled accordingly.
 3. General character questions the investigator might ask during a background investigation include topics about:
 - a) Anger management
 - b) Alcohol and drug usage
 - c) Stress management
 - d) Attributes and traits of successful officers
 - e) Ethics and Morals
 - f) Bias
 - g) Integrity, Honesty, and Trust worthiness
 - h) Loyalty
 - i) Reliability
 - j) Passion for career
 4. Names of the spouse(s), close relatives and close friends may be checked through appropriate files to determine whether they have criminal records, are in prison, or are in any status or position which might adversely affect the applicant's obligations as an employee of the department.
 5. The investigation may include a check of the following sources:
 - a) Military records - Form DD214 (if claiming military service)
 - b) Police records
 - d) Employment records
 - e) School records
 - f) Present and past neighbors and landlords
 - g) Character references
 - h) Fraternal and social organizations
 - i) Credit records

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

C. Personal History

1. Verification of the applicant's date and place of birth.
 - a) Birth certificate or statistics from educational or employment records.
 - b) If there is a question about the validity of the birth certificate, the investigator must contact the Bureau of Vital Statistics in the community in which the applicant was born.
2. In the event the applicant is a naturalized citizen, inquiries will be directed to the U.S. Immigration and Naturalization Service's Regional Office in which the applicant was naturalized.
 - a) A copy of the naturalization certificate will be required.
3. Marital Status
 - a) If the applicant is divorced or separated, the investigator may verify local records to ascertain grounds, custody of children, etc.

D. Education:

1. Information from educational institutions include:
 - a) Dates of attendance
 - b) Program in which enrolled
 - c) Degree, diploma or certificate received
 - d) Grade average
 - e) Disciplinary action
 - f) Special activities
 - g) Scores of applicable placement examinations
2. Two or three people who have sufficient knowledge regarding the applicant's academic ability should be interviewed.
3. Advisors and counselors should also be interviewed.

E. Employment

1. All places of employment must be verified.
 - a) Dates of employment
 - b) Job title and duties
 - c) Salary (beginning and final)
 - d) Performance evaluations
 - e) Reason for leaving
 - f) If applicant is eligible for re-employment
 - g) Disciplinary records
2. Sources of information
 - a) Supervisors
 - b) Co-workers
 - c) Human resources

F. Social media accounts:

1. Employers who are conducting a background investigation for a potential hire, or conducting administrative or internal investigations related to performance, functionality or duties as a Department employee are bound by State Statute 995.55 as it relates to social media. Employers may not request or require an employee or applicant for employment, as a condition of employment, to disclose access information for the personal Internet account of the employee or applicant or to otherwise grant access to or allow observation of that account. Also refer to Policy & Procedure 1.15: Computer Procedures and Policy & Procedure 4.03: Citizen Complaints/Internal Affairs.
2. A candidate may volunteer access on their own to their private social media sites but cannot be required to do so.
3. Employers may view accounts that are open to and not restricted from public viewing.

G. References:

1. Ideally references should be interviewed in person.
Information from personal references should include:
 - a) Full name of reference, age and address

- b) Occupation or position
 - c) Relationship with applicant
 - d) Length of relationship with applicant
 - e) Reference's general description of applicant as regards to personality and sociability
 - f) Reference's opinion of the applicant in regard to the maturity and integrity
 - g) Any unfavorable information about applicant
 - h) Whether reference recommends the applicant for appointment.
 - i) Reference's knowledge of applicants work history.
2. It is always advantageous to ask listed references for the names of other individuals who might have personal knowledge of the applicant's character.
 - a) Developed references can often provide essential and candid testimony, whereas this is not always true when interviewing listed references.
 3. Credit checks may be made on all charge accounts, home, auto and personal loans, as well as checking and savings accounts to ascertain whether the applicant pays their bills and lives within their means.
 - a) If the applicant is living beyond their means, yet meeting their financial commitments without difficulty, where the extra income is coming from will have to be determined.
 4. The following information, to be obtained from landlords, rental agents and neighbors, is needed regarding the applicant's residence:
 - a) Name and address of source
 - b) Occupation or position
 - c) Relationship with applicant (landlord - tenant, neighbor, etc.)
 - d) Period of residence
 - e) Monthly rent
 - f) Conduct as a tenant or neighbor
 - g) Occupants living with applicant
 - h) Any unfavorable information

- i) Whether source recommends applicant for appointment

H. The Investigative Report

1. A formal report will be forwarded to the chief or designee for review after the background investigation is complete.
2. A simple guide to what general elements shall warrant rejection of the applicant are as follows:
 - a) Felony conviction
 - b) Misdemeanor convictions
 - c) Dishonorable discharge from the armed forces
 - e) Falsification of application
 - f) A conclusive reputation for being irresponsible, dishonest, immoral or unkempt.
 - g) Failure to disclose required information

VI. RECORD MAINTENANCE

- A. Applicants' files not proceeding to the eligibility list will be secured by the Chief. The Portage Police Department will secure all eligible applicant files until such time as they are hired or are removed from the eligibility list. The file of applicants hired by the Portage Police Department shall be secured by the Chief. The file of applicants removed from the eligibility list shall be secured by the Chief.
- B. All written examinations, other selection materials, and records regarding the recruitment and selection of all applicants will be maintained by the Chief or designee to prevent unauthorized disclosure of information.

Keith J. Klafke
Chief of Police

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

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