



POLICY & PROCEDURE

HOLMEN POLICE DEPARTMENT

SUBJECT:	Recruit Training	NUMBER:	7.1
		ISSUED:	10/31/2016
SCOPE:	All Department Personnel	REVIEWED:	10/31/2016
DISTRIBUTION:	Policy & Procedure Manual		
REFERENCE:		WILEAG 4 th EDITION STANDARDS:	

PURPOSE:

To provide recommendations for the recruitment and hiring of police officers.

POLICY:

The Police Commission for the Village of Holmen hereby adopts the following requirements and procedures for the hiring of a Police Officer for the Village of Holmen. This will, in addition, establish an eligibility list for Twelve (12) months from the date of hiring.

The Department seeks to hire those candidates who are potentially the best possible officers to work in the agency, and for the community.

The Department will not discriminate on the basis of race, sex, age, politics, economic or social status, nationality, or marital status; No favoritism will be shown on the account of friendship or any other relationship.

Wisconsin State Statute 62.13 charges the Police Chief with the responsibility of appointing his/her subordinates – subject to the approval of the Police Commission, authorizes the Police Chief to make such appointments by promotion when this can be done with advantage; otherwise, from an eligible list provided by examination and approval by the Commission and kept on file with the Clerk-Treasurer.

Personnel will be hired in light of the fact that a police officer:

- a. Engages in the difficult, complex and important business of human behavior;
- b. Must be sound physically and emotionally;
- c. Must be articulate; and need intellectual curiosity, analytical ability, and a capacity to relate the events of the day to the social, political and historical context in which they occur.

DESIRABLE EXPERIENCE AND TRAINING.

Experience involving public contact; or any equivalent combination of experience and training which provides the desirable knowledge, abilities and skills.

Minimum of 60 college credits, Associate's Degree; Bachelor's Degree preferred. An applicant for Law Enforcement who does not meet these requirements, must meet the standard requirement by the end of their fifth year of employment

Satisfactorily completed the Wisconsin law enforcement officer preparatory training or a sworn officer taking the Wisconsin DOJ TSB Reciprocity Examination.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS.

Ability to follow orders, works and cooperates with others, including fellow members and employees of the Police Department, governmental agencies, other law enforcement agencies and the general public.

Ability to deal with individuals and groups with understanding, tact, and courtesy.

Ability to acquire knowledge of police techniques and procedures, investigative methods, evidence development and preservation, court preparation and presentation, traffic and crowd control methods, and patrol procedures.

Ability to analyze situations quickly and objectively, and to determine a proper course of action to be taken.

Ability to write effectively and translate what one sees and hears into meaningful written reports.

Ability to speak effectively, to make oral presentations, explain and clarify matters as needed, and to testify in court.

Ability to develop skills in techniques and procedures utilized in the safe use and care of firearms.

Ability to develop skills with techniques and procedures utilized in making emergency / nonemergency & pursuit runs with police vehicles.

Emotionally Stabil

Good health and physical reflex agility, to perform physically taxing police duties.

QUALIFICATIONS.

Must meet the minimum standards of the Wisconsin Training and Standards Board.

1. U.S. Citizen, **twenty one (21)** years of age.
2. High School diploma issued by a public, private, or high school equivalency education program. Copies of form PI-1206 filed with Department of Public Instruction for applicants who have completed a home school program in Wisconsin, or documentation that the education program has met the requirements of the Department of Education from the state where the home school program was completed.
3. Must not have been convicted of any federal felony or of any offense which if committed in Wisconsin could be punished as a felony unless the applicant has been granted an absolute and unconditional pardon
4. Applicant must possess a valid Wisconsin driver's license or other such valid operator's permit recognized by the Wisconsin Department of Transportation as authorizing operation of a motor vehicle in Wisconsin.
5. Applicants must not have been convicted of any misdemeanor crime of domestic violence unless the applicant has been granted an absolute and unconditional pardon.
6. Officers certified in another state are required to complete a contingency program as established by the 'Training and Standard Board of the State of Wisconsin.

Shane Collins
Police Chief

This Policy cancels and supersedes any and all previous Policies and Directives relative to the subject matter contained herein.

Initial 10/31/2016