

***POLICE & FIRE COMMISSION
RULES AND REGULATIONS
GOVERNING PROMOTIONS AND APPOINTMENTS
CITY OF LA CROSSE POLICE DEPARTMENT***

**SECTION 10
POLICE OFFICERS
QUALIFICATIONS AND ELIGIBILITY**

- A. A written application for employment in the Department shall be made with the City Human Resources Department. Applications for the position of Police Officer will be accepted ~~during an annual recruitment process to be held once per year, with an established application deadline on an ongoing basis.~~ Written exams will be scheduled ~~annually each March. Additional testing may be conducted~~ based on department needs.
- B. The type of examination, interview and investigation, minimum standards, and grading procedures shall be established and supervised by the Commission.
1. Medical, vision and hearing requirements shall be at the standards established by the Wisconsin State Patrol, as modified from time to time.
 2. All applicants must meet the requirements for Police Officer in the State of Wisconsin as set forth by the Training and Standards Board for the State of Wisconsin Police Officers.
 3. Applicants must have a valid unrestricted driver's license.
 4. Candidates shall take a written exam, and if successful, may participate in screening interviews by Police Management and Human Resources. Successful candidates from the screening process may proceed to the following components: physical fitness exam, Commission interview and Chief interview.
 5. Candidates who qualify for the Lateral Transfer provision of the La Crosse Professional Police Non-Supervisors Association Collective Bargaining Agreement will not be required to take a written exam.
 - ~~5.6.~~ The following recruitment steps require a passing score of 70% to proceed into the other steps of the evaluation process: Written exam, physical fitness exam, and Commission interview. Failure to achieve a score of 70% in any of the above will eliminate the candidate from consideration for the current recruitment.
- C. Eligibility of applicants shall be determined by the Commission. Police Officer eligibility

lists will be active for one year from the date of the written exam. Following one year, candidates must reapply for consideration.

- D. Copies of the eligibility list of candidates for the Department shall be certified by the Commission and filed with the:
 - 1. Secretary of the Commission in the Human Resources Department
 - 2. Chief of the Department
- E. Appointments to the Department shall be made by the Chief from the eligibility list of candidates furnished to the Chief by the Commission. Only candidates who have successfully met all pre-employment, post-offer requirements may be considered.
- F. The first eighteen (18) months of an appointment to the Department will be considered an introductory period. The appointment will be at pertinent full salary rate, effective from the date of the appointment. The introductory period provides the appointee with the opportunity to become familiar with the properly executed duties and responsibilities of the job assignment in a manner consistent with the reasonable expectations of the supervisor. Should an appointee be attending the police academy or on a “leave -of absence” of one week or more, or on approved light duty of one week or more wherein the employee is unable to perform the essential job functions of a Police Officer, said Officer’s -introductory period shall automatically be extended day for day.
- G. If at any time during the introductory period of the appointee, the Chief is of the opinion that the appointee does not meet the performance expectations required in the position, then the Chief, shall dismiss the appointee from the Department and provide written notice of the dismissal to the Commission Chair. An appointee shall not be eligible to appeal such dismissal.