CITY OF STOUGHTON HIRING POLICY
POLICE (SWORN) AND FIRE DEPARTMENTS

1. Filling a present vacant position shall require the Police Chief and Fire Chief to follow the established guidelines set by the City of Stoughton Hiring Policy and coordination with the City Clerk/Personnel Director.

2. Creating a new position shall require the approval of the Personnel Committee and Council.

3. Upon Personnel Committee and Council approval of a new position, the Police and Fire Commission must clearly identify the job description, the job title, and educational experience required by the applicants, as approved by the City Council. In addition, salary ranges for the position(s) must be clearly identified as approved by the City Council.

4. Public advertisement of the position(s) shall be checked with the City Clerk/Personnel Director in order to be certain that ads are in conformity with Federal, state and local regulations.

5. Advertisements of the position(s) shall be included in the *Stoughton Courier Hub*, the *Great Dane* and any other publications deemed appropriate.

6. All applications shall be submitted to the Police and Fire Commission President or his/her designee through the City Clerk's Office.

7. Applications shall be reviewed by the Commission president and/or the appropriate Department Chief as directed by the Commission, in order to determine that applicants have met the requirements established by the Police and Fire Commission.

8. Applicants who have met the position's criteria shall be notified by the Commission president or designee and informed of the appropriate tests which are required, and of the next steps in the hiring process.

9. Based upon the number of positions to be filled, the Police and Fire Commission will, in advance of required testing, determine the number of persons to be interviewed. Those to be interviewed will come from those who score highest on the exams.

10. The Police and Fire Commission shall elect the top three candidates for each open position and forward these names to the appropriate chief who shall choose from these candidates the person(s) for further consideration which may include a background investigation.

11. An eligibility list from interviewed applicants shall be considered active for the period of 12 months from the time it is established.

12. The candidate(s) of choice will be notified by the Commission president or his/her designee, through a letter. Such a letter shall offer conditional employment.

    (a) For a Police Officer, such a person will be informed that employment is conditioned upon satisfactory completion of physical, psychological and drug testing.
    (b) Chosen Firefighter applicant shall have satisfactory completion of a physical examination, a work release form signed by their employer, and a commitment to enroll in the required Fire Fighter Training Course(s)if necessary as identified by the Fire Chief.

    Pre-employment physicals will be performed by a physician designated by the City. All testing to be done at the expense of the city.

13. Orientation of new department staff employees will be the responsibility of the respective department chief.

APPROVED BY THE POLICE & FIRE COMMISSION: April 24, 2006
APPROVED BY THE COMMON COUNCIL: May 9, 2006
S:\Clerks Office\Policies Procedures and Emergency Plans\HIRING PD FD.docx
S:\Clerks Office\Policies Procedures and Emergency Plans\HIRING PD FD.pdf
LASERFICHE:\Stoughton\Policies Procedures and Emergency Plans\Hiring PD FD