



**VILLAGE OF JACKSON
POLICE & FIRE COMMISSION MEETING AGENDA**

Monday, May 20, 2024 at 6:00 PM

Jackson Municipal Complex
Village Board Room
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call
2. Introduction of New Members
3. Election of President for the Police and Fire Commission - Two-Year Term
4. Election of Vice President for the Police and Fire Commission - Two-Year Term
5. Election of Secretary for the Police and Fire Commission - Two-Year Term
6. Approval of Minutes for the April 23, 2024 Police and Fire Commission Meeting
7. Staff Update and Discussion of Pending Policies and Procedures Related to Police and Fire Commission Duties
8. Closed Session Pursuant to Wis. Stats. § 19.85(1)(c) “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.”

The closed session is for the purpose of:

1. Discuss, with Possible Action, Release of Matt Grevenow from Probationary Period
- Firefighter/Paramedic
 2. Interviews for Jackson Police Department Lieutenant
9. Reconvene into Open Session with Possible Action Related to the Subject of the Preceding Closed Session
 10. Citizens/Village Staff to Address the Police & Fire Commission
 11. Adjourn

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Administration Department at the Jackson Municipal Complex at least one (1) business day prior to the meeting.

It is possible that members of the Village Board may attend the above meeting. No action will be taken by any governmental body at this meeting other than the governmental body specifically referred to in this meeting notice. This notice is given so that members of the Village Board may attend the meeting without violating the open meeting law.

DRAFT MINUTES
POLICE & FIRE COMMISSION
Tuesday, April 23, 2024 at 6:00 PM
Jackson Municipal Complex
Fire Department Training room
N168W19851 Main Street
Jackson, WI 53037

1. Call to order and roll call.

Secretary Meyers called the meeting to order at 6:00 p.m.

Members present: Jim Meyers, Douglas Alfke, Jill Washburn, Jeff Latz, David Wentlandt

Members Absent: None

Staff present: Chief Aaron Swaney

Upon opening of the meeting Secretary Meyers welcomed new PFC member David Wentlandt and offered recognition and thanks to Mark Phillips on behalf of the PFC for his service to the Village and the Police and Fire Commission.

2. Approval of Minutes for the Police & Fire Commission Meeting of July 25, 2023.

Motion to approve by Douglas Alfke, second by Jill Washburn

Roll Call Vote: 4 ayes, 0 nays, 1 abstention. Motion carried.

3. Closed Session Pursuant to Wis. Stats. § 19.85(1)(c) “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.”

The closed session is for the purpose of:

1. Interviews of Candidates for the Jackson Fire Department Firefighter/EMT Opening

Motion to move into closed session by David Wentlandt, second by Douglas Alfke

Roll Call Vote: 5 ayes, 0 nays. Motion carried at 6:02PM. Moved into closed session.

4. Reconvene into Open Session with Possible Action Related to the Subject of the Preceding Closed Session

Motion to return to open session by Douglas Alfke, second by Jeff Latz

Roll Call Vote: 5 ayes, 0 nays. Motion carried at 6:41PM. Returned to open session.

Results of the interview were given to Chief Swaney. No further action was required.

5. Citizens/Village Staff to Address the Police & Fire Commission

There was no action required on this agenda item.

6. Adjourn Adjourn.

Motion to adjourn by David Wentlandt, second by Douglas Alfke.

Roll Call Vote: 5 ayes, 0 nays. Motion carried. The meeting was adjourned at 6:44 p.m.

Respectfully submitted by Jim Meyers, Police & Fire Commission.

Village of Jackson
Police and Fire
Commission

Standard Operating Procedures
and General Orders

July 25, 2023

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SECTION I
INTERNAL PROCEDURES - ADMINISTRATION

- A. Meetings of the Police and Fire Commission shall be held in a public meeting room designated by the President. Notices of the meetings shall comply with relevant State Statutes.
- B. Special meetings may be called by the President at any time at the request of any member of the Commission upon 24 hours' notice in advance to each member of the Commission and to the public. Notices of any special meeting shall comply with relevant State Statutes.
- C. The officers of the Commission shall be a President, Vice President, and Secretary.
- D. The President of the Commission shall have the following duties and responsibilities:
 - 1. Preside over all meetings of the Commission.
 - 2. Preside over hearings conducted by the Commission and see that they are regularly conducted.
 - 3. Receive written charges filed against chief officers and subordinates.
 - 4. Issues subpoenas to compel the attendance of witnesses, which shall be served in the manner of subpoenas in circuit court.
 - 5. Preparation of meeting agenda.
- E. The Secretary of the Commission shall have the following duties and responsibilities:
 - 1. Conduct all correspondence of the Commission.
 - 2. Send out all notices required by law, by ordinance, by these rules, or as requested by the Commission.
 - 3. Make such official publications as may be necessary.
 - 4. Prepare and keep records and minutes of the Commission's proceedings.
 - 5. Receive notices of appeals of decisions in disciplinary hearings.
 - 6. Preserve evidence of hearings in a permanent record and certify such record to the circuit court when required by law.
 - 7. Keep a minute book showing all important facts pertaining to each meeting and hearing, signed by the Secretary, approved by the Commission and signed by the President.
 - 8. Distribute minutes to the Commissioners after each meeting, and file a copy with the Village Clerk.

- F. The Commission shall meet annually in May. An election shall be held when necessary, at this meeting. The Commission shall elect one of its members to act as President, one of its members to act as Vice President, and one to act as Secretary, each for a term of two years, or until a successor is duly elected. There shall be no limitation on the number of consecutive terms any officer may serve, but each term shall be for two years commencing from the date of election.
- G. Three members of the Board shall constitute a quorum to do business.
- H. The Vice President shall act on behalf of the President in the President's absence.
- I. The records of the Commission shall be maintained in the Village Clerk's office.
- J. The Commission may waive any specific provision relating to hiring or promotions upon the request of either Chief and upon majority vote of all Commission members present.
- K. The Police Chief shall provide staff support to the commission when requested.
- L. These Standard Operating Procedures shall be reviewed annually by the Commission at the May meeting, or sooner at the request of the village attorney, and any amendment thereto may be made on a majority vote of the Commission.

SECTION II
HIRING PROCEDURES – ENTRANCE POSTION – POLICE OFFICER

- A. **Minimum Requirements/Qualifications** – The successful candidate will meet all requirements outlined in the Patrol Officer’s Job Description.
- B. **Application Procedure** – The standard application procedure for the position of Police Officer shall be the following unless the Chief of Police decides to alter or modify the procedures.
1. The application process shall be administered by the Jackson Police Department, working in concert with the Commission.
 2. Advertising shall be done by the police department to ensure a diverse and sufficient number of applicants.
 3. Advertisements shall specify requirements, indicate where applications can be obtained, and give a time deadline.
 4. The application phase:
 - a. Candidates must submit a properly completed application and all required ancillary forms for the position to the police department by the closing date and time stated in the advertisement.
 - b. Applicants must possess a minimum of an Associate’s Degree or 60 college credits from an accredited institution of higher learning.
 - i. Preference may be given by the Chief of Police to candidates with B.A./B.S. Degrees (**5 percentage points**).
 - ii. Preference may be given by the Chief of Police to candidates with M.A./M.S. Degrees (**5 percentage points**).
 - iii. Preference may be given by the Chief of Police to candidates with current law enforcement certification from Wisconsin, or another state (**5 percentage points**).
 - iv. Preference may be given by the Chief of Police to candidates with 2 or more years of full-time municipal law enforcement experience (**10 percentage points**). (This does not include experience in a corrections setting).
 - c. A maximum of **25 percentage points** may be earned at this phase of the process.

- d. The field of applicants may be reduced by the Chief of Police to a manageable number by eliminating candidates with the lowest cumulative score at the end of this phase.
- e. Applications which are incomplete, and/or contain multiple spelling errors may be rejected.

C. **Candidate Evaluation Procedure** – The examination procedure utilized by the Jackson Police Department may consist of the following:

1. **Written Examination**

- a. The written examination used by the Jackson Police Department will be a generally accepted standardized entry level test determined by the Chief of Police.
- b. All candidates' scores will be weighted to represent the portion of the total points assigned to this phase.
- c. A maximum of 15 percentage points may be earned at this phase of the process.
- d. This phase will be administered by the police department as determined by the Chief of Police.
- e. The field of applicants may be reduced by the Chief of Police to a manageable number by eliminating candidates with the lowest cumulative score at the end of this phase.

2. **Professional Peer Review Panel** – The Chief of Police will appoint representatives to serve on this panel, which may include:

- a. Members of the Senior Command Staff.
- b. Members of the Supervisory Staff.
- c. Members of the Patrol Division.
- d. Members of the Investigative Division.
- e. Questions to be asked by this panel will be developed by the Chief of Police or his/her designee.
- f. All candidates' scores will be weighted to represent the portion of the total points assigned to this phase.
- g. A maximum of 35 percentage points may be earned at this phase of the process.

- c. The eligibility list shall be in effect for a period of time, to be determined by the Commission.
6. The Chief of Police shall utilize the eligibility list established by the PFC when selecting a subordinate to be appointed for the Commission's potential approval. Nothing herein requires the Chief of Police to select the individual with the highest score, as one's placement on the eligibility list does not guarantee employment will be offered.
7. Police Officers hired under this Section II are to be on probation for a minimum period of twelve (12) months from start date, during which time the officer shall be at-will and shall not have any rights under Section 62.13, Wis. Stats., including, but not limited to, a hearing before this Commission with regard to disciplinary action, up to and including their removal during the probationary period.

SECTION III
HIRING PROCEDURES – LATERAL HIRING – POLICE OFFICER

Lateral Hiring Process – The Lateral Hiring Process is utilized for officers with two or more years of full-time municipal law enforcement experience, or with less experience when it can be done with advantage for the department, as determined by the Chief of Police. As consideration of these credentials, the Written Testing in a standard recruitment process for lateral entry candidates will be waived.

Lateral entry candidates may also be considered independently of a standard recruitment process if this can be done with advantage for the department. When this occurs, a lateral entry candidate or candidates will be given conditional job offers contingent on their passing a Psychological Exam and a Physical Exam, including a drug screen.

A. **Appointment**

1. The Chief of Police will provide the Police and Fire Commission with a brief overview of the lateral entry candidate's performance in the selection process and a brief biography of the candidate he/she will be appointing for their consideration at this time.
2. Lateral candidates shall interview with the commission and with the Professional Peer Review Panel. As determined by the Chief of Police or his/her designee, a partial or full background shall be conducted prior to interviewing with the Commission. If only a partial background is conducted prior to a Commission interview, the remaining portions of the background shall be completed for successful candidates, as determined by the Chief of Police or his/her designee.
3. The Commission shall either approve or not approve the Chief of Police's appointment.
4. Police Officers hired under this Section III are to be on probation for a minimum period of twelve (12) months from start date, during which time the officer shall be at-will and shall not have any rights under Section 62.13, Wis. Stats., including, but not limited to, a hearing before this Commission with regard to disciplinary action, up to and including their removal during the probationary period.

SECTION IV
PROMOTIONAL PROCEDURES - POLICE DEPARTMENT

- A. **Minimum Qualifications** - The successful candidate will meet all requirements outlined in the applicable Job Description.
- B. **Examination Procedure** - The examination procedure may include a Written Exam; Professional Peer Panel Interview; and other testing, as determined by the Chief of Police. This process will be administered by the Chief of Police. Scoring will be weighted and the break down will be provided at the time of posting.
1. **Written Exam** -The written examination used by the Jackson Police Department will be a generally accepted standardized supervisor test selected by the Chief of Police.
 2. **Professional Peer Review Panel** – The Department may use a Professional Peer Panel to review and assess candidates for the position. The Chief of Police, or his designee, may develop the questions for the Professional Peer Panel. The members of the Professional Peer Review Panel will be appointed by the Chief of Police and may include any of the following:
 - a. Members of the Senior Command Staff
 - b. Members of the Supervisory Staff
 - c. Representatives from outside law enforcement agencies
 - d. Civilian Representatives
 3. **Interview with Commission.**
- C. **Promotion.**
1. If a vacancy exists or is anticipated, the Chief of Police may appoint subordinate candidates when he/she determines that it can be done with advantage pursuant to Section 62.13(4)(a), Wis. Stats.
 2. When promotion can be done with advantage, the Chief of Police will provide the Police and Fire Commission with a brief overview of the candidate’s performance in the selection process and a brief biography of the candidate he/she will be appointing for their consideration at this time. The commission shall interview the candidates that meet the requirements for the position.
 3. The Commission shall either approve or not approve the appointment.

4. When promotion cannot be done with advantage, then the Chief of Police will provide the Police and Fire Commission with a list of the applicants who completed the process and achieved the highest cumulative scores throughout the process.
 - a. Using the list provided by the Chief of Police, an eligibility list will be established by the Police and Fire Commission.
 - b. The field of applicants may be reduced by the Police and Fire Commission to a manageable number by eliminating candidates with the lowest cumulative score at the end of this phase.
 - c. The eligibility list shall be in effect for a period of time, to be determined by the Commission.
5. The Chief of Police shall utilize the eligibility list established by the PFC when selecting a subordinate to be appointed for the Commission's potential approval. Nothing herein requires the Chief of Police to select the individual with the highest score, as one's placement on the eligibility list does not guarantee employment will be offered.

SECTION V
HIRING PROCEDURES - ENTRANCE POSITION
FIREFIGHTER & EMT PAID ON CALL

A. **Minimum Requirements/Qualifications** - The following are the minimum Requirements necessary to be appointed a Firefighter or Emergency Medical Technician with the Village of Jackson Fire Department:

1. Not less than 18 years of age.
2. High School graduate, or equivalent.
3. Must possess and maintain a valid Wisconsin Driver's License.
4. Must be physically able to perform the duties for the position for which they are applying.
5. Must be able to pass a background check.
6. Must either live in the coverage area or be committed to staying at the fire station when on call.

B. **Hiring Process** – Jackson Fire Department uses a Recruitment Committee to evaluate candidates for the position of probationary Firefighters and Emergency Medical Technicians. The recruitment committee consists of five members of the department with both Fire and EMS personnel represented on the committee.

The process may include some or all of the following steps, as determined by the Fire Chief:

1. Applications are reviewed by the Recruitment Committee with any incorrectly filled out or incomplete applications not getting consideration.
2. The committee schedules the interviews with each applicant.
3. Background checks are completed on each applicant that the committee recommends advancing in the process. The Jackson Police Department completes the criminal background check and the driving record review. The Jackson Police Department then returns a brief written report on each individual. The Jackson Fire Department completes the remainder of the background check that includes calling references and former employers.
4. The committee interviews the applicant utilizing base questions that are asked of each candidate. Questions to be asked during this process will be developed by the Fire Chief or his/her designee. Questions will be designed to identify candidates

that fully understand the scope of the level of commitment required to be a paid-on-call responder.

5. Members of the committee explain the commitment required to be either an EMT or firefighter. (Hours of formal schooling, meetings, training, special events, etc.) The candidate then has an opportunity to express continued interest in the position and the mutual fit between the candidate and the position.
6. The recruit hiring committee reviews the results of the oral interview with the Fire Chief and makes recommendations on hiring to the Chief.
7. The Fire Chief then makes final determinations on which candidates to appoint, if any, and then appoints the candidates to the position of probationary firefighter or EMT.
8. The Fire Chief presents his appointments to the Police and Fire Commission and requests the commission's approval of the appointments. The Commission then approves or does not approve the Fire Chief's appointment(s) conditional on the candidate's successful completion of a physical exam and drug screening.
9. The approved appointees are then required to take a physical exam and drug screening. The comprehensive physical exam includes a practical exam (lifting, dragging, etc.), pulmonary function test, hearing and eye exam, EKG, and respiratory clearance.

C. **Appointments.**

1. Appointments shall be made by the Fire Chief, with notification to the Police and Fire Commission.
2. Appointments under this Section V are to be on a probationary period for a minimum of 12 months commencing with the date that the candidate obtains state licensure (EMS) or state firefighter certification during which time the firefighter shall be at-will and shall not have any rights under Section 62.13, Wis. Stats., including, but not limited to, a hearing before this Commission with regard to disciplinary action, up to and including their removal during the probationary period.

SECTION VI
HIRING PROCEDURES - FULLTIME FIREFIGHTER/PARAMEDIC

- A. **Minimum Qualifications** - The successful candidate will meet all requirements outlined in the Fulltime FF/Paramedic Job Descriptions.
- B. **Hiring Process** - The hiring process shall be established by the Fire Chief and may include an Application, Cover Letter, Resume/Qualification, Written Exam; Professional Peer Panel Interview; and Proficiency, Competency, and Initiative Evaluation, and Police and Fire Commission interview. This process will be administered by the Fire Chief.
1. **Resume/Qualification** – A comprehensive review of the candidate’s background will be completed by the Fire Chief and/or Assistant Fire Chief to verify that the candidate meets all the qualifications.
 2. **Written Exam** – The exam is worth 25% of the candidate’s total score. The written examination used by the Jackson Fire Department will be a test from an outside professional testing company, such as NTN.
 3. **Proficiency, Competency, and Initiative Evaluation** - The assessment is worth 25% of the candidate’s total score. The candidates will be assessed for this portion of the process by observing their paramedic and firefighting knowledge. This evaluation will be made up of our medical director and/or his/her appointees for the paramedic portion. The fire portion will be made up of Members of the Senior Command Staff and/or Supervisors.
 4. **Professional Peer Review Panel** – The interview is worth 25% of the candidate’s total score. The Department may use a Professional Peer Panel to review and assess candidates for the full-time FF/EMT position. The Fire Chief, or his/her designee, will develop the questions for the Professional Peer Panel. The members of the Professional Peer Review Panel will be appointed by the Fire Chief and may include any of the following:
 - a. Members of the Senior Command Staff and/or Supervisory Staff
 - b. Outside fire department officer personnel
 5. **Police and Fire Commission Interview** – The interview is worth 25% of the candidate’s total score. Candidates will be invited to an oral interview with the Police and Fire Commission.
 - a. The oral interview will be conducted by members of the Police and Fire Commission.

- b. The Fire Chief will develop a series of questions to be asked by this panel which will be reviewed prior to the interviews. The Fire Chief will supply suggested scoring guides.
- c. The Police and Fire Commission will determine if multiple meetings will be necessary to complete their interviews, and the number of candidates to be interviewed at each meeting.
- d. All candidates' scores will be weighted to represent the portion of the total points assigned to this phase.
- e. The tabulation and inclusion of the candidate's scores for this phase will be administered by the Fire Chief, or his/her designee.

6. **Scoring**

Resume/Qualifications Score	Pass/fail
Written Exam	25%
Professional Peer Review Interview	25%
Proficiency, Competency, Initiative Eval	25%
PFC Interview	25%

7. **Eligibility List**

- a. Once scores are tabulated by the Fire Chief, the Fire Chief shall provide the scores to the Police and Fire Commission. Using the list provided by the Fire Chief, an eligibility list will be established by the Police and Fire Commission.
- b. The field of applicants may be reduced by the Police and Fire Commission to a manageable number by eliminating candidates with the lowest cumulative score at the end of this phase.
- c. The eligibility list shall be in effect for a period of time to be determined by the Commission.
- d. The Fire Chief shall utilize the eligibility list established by the PFC when selecting a subordinate to be appointed for the Commission's potential approval. Nothing herein requires the Fire Chief to select the individual with the highest score, as one's placement on the eligibility list does not guarantee employment will be offered.
- e. Firefighters hired under this Section VI are to be on probation for a minimum period of twelve (12) months from start date, during which time

the firefighter shall be at-will and shall not have any rights under Section 62.13, Wis. Stats., including, but not limited to, a hearing before this Commission with regard to disciplinary action, up to and including their removal during the probationary period.

SECTION VII
HIRING PROCEDURES – PART-TIME FIREFIGHTER/EMT – PARAMEDIC

- A. **Minimum Qualifications** - The successful candidate will meet all requirements outlined in the Part-time FF/EMT- Paramedic Job Descriptions.
- B. **Hiring Process** - The hiring process shall be established by the Fire Chief and may include an Application, Cover Letter, Resume/Qualification, Written Exam; Professional Peer Panel Interview; and Proficiency, Competency. This process will be administered by the Fire Chief.
1. **Resume/Qualification** – A comprehensive review of the candidate’s background will be completed by the Fire Chief and/or Assistant Fire Chief to verify that the candidate meets all qualifications.
 2. **Written Exam** –If a written examination is used by the Jackson Fire Department, it will be a test from either Firefighter-1/EMT (level hiring) curriculum or an outside professional testing company, such as NTN.
 3. **Proficiency, Competency, and Initiative Evaluation** - The candidates will be assessed for this portion of the process by observing their paramedic and firefighting knowledge. This evaluation will include the medical director and/or his/her appointees for the paramedic portion. The fire portion will include Members of the Senior Command Staff and/or Supervisors.
 4. **Professional Peer Review Panel** –The Department may use a Professional Peer Panel to review and assess candidates for the part-time FF/EMT-Paramedic position. The Fire Chief, or his/her designee, will develop the questions for the Professional Peer Panel. The members of the Professional Peer Review Panel will be appointed by the Fire Chief and may include any of the following:
 - c. Members of the Senior Command Staff and/or Supervisory Staff
 5. **Eligibility List**
 - a. Once the process above is complete, the Fire Chief shall provide the recommendations to the Police and Fire Commission. Using the list provided by the Fire Chief, an eligibility list will be established by the Police and Fire Commission.
 - b. Appointments shall be made by the Fire Chief, with notification to the Police and Fire Commission.
 - c. The Fire Chief presents his/her appointments to the Police and Fire Commission and requests the commission’s approval of the appointments. The Commission then approves or does not approve the Fire Chief’s appointment(s) conditioned upon o the candidate’s successful completion of a physical exam and drug screening.

- d. Firefighters hired under this Section VI are to be on probation for a minimum period of twelve (12) months from start date, during which time the firefighter shall be at-will and shall not have any rights under Section 62.13, Wis. Stats., including, but not limited to, a hearing before this Commission with regard to disciplinary action, up to and including their removal during the probationary period.

SECTION VIII
PROMOTIONAL PROCEDURES - FIRE DEPARTMENT FOR FULL TIME & POC
(EXCEPTION OF CHIEF OFFICER POSITION(S))

A. **Promotional Process:** A promotional process will be established by the Fire Chief and may include the following:

1. **Seniority.** Seniority is worth 10% of the candidate's total score. Seniority shall be used on days of service (up to a maximum of the equivalent of twenty (20) years, or 7300 days), and shall be calculated as follows: Days of service divided by 7300 times 10% (portion allotted for seniority).
2. **Written Examination.** Exam will be worth 10% of the candidate's total score. Notice of written examination will be posted at least thirty (30) days in advance of examination date. The promotional exam shall consist of no more than one hundred (100) multiple choice and fill-in-the-blank type questions based on Jackson Fire Department's SOG's, policy and procedures. The exam may also include questions related to the position applying for (exp. Motor Pump Operator, Firefighter 1, or Fire Officer 1). The exam shall be written by the Fire Chief and the Assistant Chief.
3. **Assessment.** The Assessment Center will be 25% of the candidate's total score. It will have several different scenarios based on the promotion the individual is going for. Some examples are as follows:
 - A conflict situation
 - A fire scenario
 - An EMS scenario
4. **Interview.** The interview is worth 25% of the candidate's total score. A three-panel outside department officer will perform the process and shall be selected by the Fire Chief.
5. **Proficiency, Competency, Initiative Eval** - The performance evaluation is worth 30% of the candidate's total score. This will be based off evaluation at minimum of the Fire Chief and Assistant Chief. In most cases it will involve all the chiefs (Battalion Chiefs).

6. **Scoring**

Resume/Qualifications Score	Pass/fail
Seniority	10%
Written Exam	10%
Assessment	25%

Interview	25%
Proficiency, Competency, Initiative Eval	30%

7. **Promotion.**

- a. If a vacancy exists or is anticipated, the Fire Chief may appoint subordinate candidates when he/she determines that it can be done with advantage pursuant to State Statute 62.13(4)(a).
- b. When this occurs, the Fire Chief will provide the Police and Fire Commission with a brief overview of the candidate's performance in the selection process and a brief biography of the candidate he/she will be appointing for their consideration at this time.
- c. The Commission shall either approve or not approve the appointment.
- d. When promotion cannot be done with advantage, then the Fire Chief will provide the Police and Fire Commission with a list of the applicants who completed the process and achieved the highest cumulative scores throughout the process.
- e. Using the list provided by the Fire Chief, an eligibility list will be established by the Police and Fire Commission.
- f. The field of applicants may be reduced by the Police and Fire Commission to a manageable number by eliminating candidates with the lowest cumulative score at the end of this phase.
- g. The eligibility list shall be in effect for a period of time, to be determined by the Commission.
- h. The Fire Chief shall utilize the eligibility list established by the PFC when selecting a subordinate to be appointed for the Commission's potential approval. Nothing herein requires the Chief of Police to select the individual with the highest score, as one's placement on the eligibility list does not guarantee employment will be offered.

8. **Probationary Period.** The promoted employee shall serve a probationary period of one (1) year. If this trial period is not successfully completed, or if the employee is not satisfied with the new position, he will be returned to his former position without loss in seniority or benefits. This return to the former position shall occur without a hearing under Section 62.13, Wis. Stats. or any other local, state, or federal law.

**SECTION IX
PROMOTIONAL PROCEDURES - FIRE DEPARTMENT FOR
CHIEF OFFICERS**

A. **Promotional Process:** The Fire Chief will establish a process, which may include the following:

1. **Written Examination.** Exam will be worth 10% of the candidate's total score. Notice of written examination will be posted at least thirty (30) days in advance of examination date. The promotional exam shall consist of no more than one hundred (100) multiple choice and fill-in-the-blank type questions based on Jackson Fire Department's SOG's, policy and procedures. The exam may also include questions related to the position applying for (Fire Officer 1, Fire Officer 2, Chief officer, ICS). The exam shall be written by the Fire Chief and/or the Chief's designee.
2. **Performance Evaluation.** The performance evaluation is 30% of the candidate's total score. This will be based off evaluation at minimum of the Fire Chief. In most cases it will involve all the current chiefs (Battalion and Assistant Chiefs).
3. **Assessment.** The Assessment Center will be 30% of the score. It will have several different scenarios based on the promotion the individual is going for. Some examples are as follows:
 - A conflict situation
 - A fire scenario
 - An EMS scenario
4. **Interview.** The interview is worth 30% of the candidate's total score. A three-panel outside department officer will perform the process, as selected by the Fire Chief.
5. **Probationary Period.** The promoted employee shall serve a probationary period of one (1) year. If this trial period is not successfully completed, or if the employee is not satisfied with the new position, he will be returned to his former position without loss in seniority or benefit. This return to the former position shall occur without a hearing under Section 62.13, Wis. Stats. or any other local, state, or federal law.

6. **Scoring.**

Resume/Qualifications Score	Pass/fail
Written Exam	10%
Assessment	30%

PFC Interview	30%
Proficiency, Competency, Initiative Eval	30%

B. **Promotion.**

1. If a vacancy exists or is anticipated, the Fire Chief may appoint subordinate candidates when he/she sees fit or determines that it can be done with advantage pursuant to State Statute 62.13(4)(a).
2. The Fire Chief will provide the Police and Fire Commission with a brief overview of the candidate's performance in the selection process and a brief biography of the candidate he/she will be appointing for their consideration at this time.
3. The Commission shall either approve or not approve the appointment.
4. When promotion cannot be done with advantage, then the Fire Chief will provide the Police and Fire Commission with a list of the applicants who completed the process and achieved the highest cumulative scores throughout the process.
 - a. Using the list provided by the Fire Chief, an eligibility list will be established by the Police and Fire Commission.
 - b. The field of applicants may be reduced by the Police and Fire Commission to a manageable number by eliminating candidates with the lowest cumulative score at the end of this phase.
 - c. The eligibility list shall be in effect for a period of time to be determined by the Commission.
 - d. The Fire Chief shall utilize the eligibility list established by the PFC when selecting a subordinate to be appointed for the Commission's potential approval. Nothing herein requires the Fire Chief to select the individual with the highest score, as one's placement on the eligibility list does not guarantee employment will be offered.
 - e. The Commission shall either approve or not approve the appointment.

SECTION X
FIRE DEPARTMENT PERSONNEL PROCEDURES

A. **Other Miscellaneous Provisions.**

1. **Probation.** - Upon satisfactory completion of the probationary period and approval of the Police and Fire Commission, a firefighter shall have all rights and privileges granted under their contracted Agreement, computed from the starting date of employment.

2. **Seniority.** The seniority of each regular firefighter shall begin with the firefighter's starting date of employment (including probationary time). If a firefighter resigns or is discharged, their seniority is lost. The firefighter's earned seniority shall not be diminished by leave of absence (authorized) or any other contingency beyond the control of either party to this Agreement.
 - a. The seniority of a firefighter shall terminate when:
 - the firefighter voluntarily resigns,
 - the firefighter is discharged,
 - the firefighter fails to report to work at the termination of leave of absence or extension thereof. Circumstances beyond the control of the firefighter shall not be cause.

 - b. Two seniority lists shall be maintained, one to be available at the Fire Department, and at the Village Treasurer's office.

 - c. It shall be the policy of the Employer to promote on-the-job training and provide periodical schooling according to job classification and seniority to assure the Department of qualified firefighters for promotional opportunities.

 - d. The Employer agrees to promote to supervisory positions in so far as possible from the ranks of its firefighters. Supervisory positions are decided by the Fire Chief and/or the Police and Fire Commission, with final approval to be vested in the Police and Fire Commission.

3. **Suspension and Discharge.** The Chief has the power to suspend firefighters for disciplinary reasons for just cause and may discharge firefighters for non-disciplinary reasons (i.e., non-disciplinary medical separations or other failures to maintain one's qualifications to serve as a firefighter).

SECTION XI
HIRING PROCEDURES - CHIEF OF POLICE / FIRE CHIEF

- A. Any person selected as the Chief of either the Police or Fire Departments shall have the following minimum qualifications:
1. Bachelor's Degree in a related field.
 2. Minimum ten (10) years Police or Fire experience.
 3. Five years' experience in administration with specific experience in such areas as planning, budgeting, and leadership.
 4. Must be State certified or certifiable in the case of Chief of Police or State certified or certifiable fire officer for a Fire Chief.
- B. **Application and Selection Procedure.** Upon notice of resignation of the Chief of either Department, or upon a vacancy in the office of Chief of either Department, the Commission shall decide whether to promote from within the Department (internal selection), or to recruit outside the Department (external selection). Depending on the scope of selection as determined by the Commission, the following procedures shall be followed, provided, however, that the Commission may proceed with external selection at any time prior to the final selection of a Chief of either Department, and any member of the Department may apply for the position of Chief if external selection is chosen.
1. **Internal Selection.**
 - a. Job posting as determined by the Village Administrator.
 - b. Letters of interest, applications, and resumes submitted to the President of the Police and Fire Commission.
 - c. Initial screening of applications by the President of the Police and Fire Commission to determine that minimum qualifications are met.
 - d. Police and Fire Commission sets evaluation and examination criteria and scoring process for final selection.
 - e. Selection of Chief made for determination by Commission to recruit through the external selection process.
 - f. Psychological examination, physical examination or assessment of a candidate or candidates as determined by the Commission after a conditional job offer is made.

2. **External Selection.**

- a. Advertising done by Village Administrator on a scope determined by the Commission.
- b. Applications submitted to the Village Administrator.
- c. Initial screening of applications by the commission to determine that minimum qualifications are met.
- d. The Commission shall establish an evaluation and examination criteria and scoring process to be used in their selection.
- e. The Commission shall review applications and select no more than ten (10) candidates to be subject to an oral interview.
- f. The Commission may request funding from the Village Board for transportation, lodging and other costs related to the selection process for candidates selected for oral interviews.
- g. The Commission may request funding from the Village Board for a recruitment firm to assist with the process.
- h. Any candidate selected as Chief by the Commission shall be subject to a detailed background investigation before a conditional offer of employment is extended to that candidate.

Upon an acceptable background investigation, appointment of the candidate to the position of Chief shall be made by the Commission, conditioned upon successful completion of a physical and psychological examination.

3. **Appointment of Acting Chief.**— Upon notice of vacancy in the position of Police or Fire Chief, an acting Chief shall be appointed by the Commission until a permanent replacement is selected.

SECTION XII HEARING PROCEDURES

The procedures outlined below are applicable to all quasi-judicial hearings conducted by the Commission. These hearings may arise as an appeal of disciplinary suspensions issued by a Chief or the Commission (if a Chief is the appealing party) or upon the proper filing of formal charges pursuant to Section 62.13(5), Wis. Stats.

A. Preliminary Hearing.

1. Charges may be filed against any subordinate, the Chief of Police, and the Fire Chief by anyone specified under Section 62.13(5), Wis. Stats. When charges against a member of the police or fire department or chief of either department are filed with the president, if the date of filing be more than 10 business days prior to the next regular meeting, the president shall call a special meeting of the Commission. Such meeting shall be in open session. However, the Commission may deliberate the disposition of the matter in closed session. Should such filing be within 10 business days of the next regular meeting, it shall not be necessary to call a special meeting, but the subject matter shall be considered as part of the agenda of the next regularly scheduled meeting. Service of charges must be by personal service by the complainant upon the accused at the time the charges are filed.
2. Following the filing of charges in any case, a copy of the charges shall be served within a reasonable amount of time by the Commission or its representative upon the person charged.
3. Notice of such regular or special meeting shall be given in normal and customary manner not less than 24 hours prior thereto and shall, in addition, be given to the complainant and accused. A copy of the charges shall be furnished along with the notice to the accused with explanation that delivery thereof does not constitute service.
4. The purpose of such preliminary hearing shall be:
 - a. To read and examine the charges, not as to merit, but as to the sufficiency of their form and nature. The charges may be deemed sufficient as to their form and nature by the Commission if they meet the following requirements:
 - i. Be in writing on a form provided by or approved by the Commission;
 - ii. Be addressed to the Jackson Police and Fire Commission;
 - iii. Identify the person against whom the charges are brought;

- iv. State facts in a sufficient form that demonstrates the basis for the charging party's belief that the alleged conduct satisfies the requirements of Section. 62.13(5)(em)1-7, Wis. Stats, and in a sufficient form to allow the accused to know and understand the factual allegations and to be able to prepare his or her defense. If any portion of the charges is made upon information or belief, the source of such information and belief shall be stated, including the names and addresses of witnesses having such knowledge. The charge shall specifically indicate the date and place of the alleged offense.
 - v. State the specific Code of Conduct, Rules and Regulations, Village Work Rules, and/or any state or federal law which the accused is charged with violating;
 - vi. Be sworn to under penalty of perjury;
 - vii. Be filed with the President or Secretary of the Commission (in the event that the charges are filed with the Secretary, the Secretary shall thereupon file the charges with the President.)
- b. In this preliminary consideration of the charges, which shall not be evidentiary in nature, the accused and the complainant and their attorneys may be heard. The Village Attorney shall, upon request of the president of the Commission, attend such meeting and advise the Commission as to the proceedings.
5. If the charges are found to be sufficient as to form and nature, the Commission shall proceed to consider administrative details to be involved in disposition of the charges, as set forth below.
 6. If the charges are found not to be sufficient as to form and nature:
 - a. If deemed by the Commission to be so insufficient that even if proven no disciplinary action could be sustained, the same may be dismissed.
 - b. If deemed rectifiable, the Commission shall establish a time within which the complainant may amend the same and re-file.
 7. The Commission shall consider the following administrative details in proceeding toward disposition of the charges:
 - a. Set a hearing date within the time frame provided by the statute, unless such time frame is waived by stipulation of the complainant and the accused.
 - b. Set dates for the parties to exchange witness and exhibit lists in advance of the hearing date.

- c. Determine the need, if any, for employment of special counsel.
- d. Direct the obtaining of a court reporter for the hearing.
- e. Direct the issuance of subpoenas by the president and payment of witness fees. The service of the subpoena and the cost of service fees, witness fees and other related expenses shall be borne by the party requesting the subpoena.
- f. Determine the format of the public hearing and direct the furnishing of information relative thereto to the parties and their attorneys, if any.
- g. Direct the giving of any required notice of public hearing.
- h. If there is more than one charge against an accused which emanates from a specific event, all such charges may be consolidated and be heard in one hearing. The President is authorized to take reasonable steps to effectuate a consolidation.

B. **Hearings.**

- 1. The hearing shall be open to the public. The Commission may take final action in closed session and otherwise reserves the right to go into executive session as allowed by law.
- 2. The responsibility for prosecuting a case shall be with the person filing the charge. The burden of proof for proving the charges shall be by preponderance of the evidence.
- 3. The accused and the complainant shall be entitled to representation by counsel. The Village Attorney shall advise the Commission, unless the Commission determines retention of special counsel is most appropriate.
- 4. All testimony of witnesses shall be under oath.
- 5. All public portions of the hearing shall be recorded electronically or by court reporter or both. The decision shall be at the discretion of the Commission.
- 6. At the hearing, the order shall be as follows:
 - a. Reading of the charges by the Secretary.
 - b. Opening statements by the charging party and the accused.
 - c. Testimony and introduction of evidence by the charging party to substantiate the charges with right of cross-examination by the accused.
 - d. Testimony and introduction of evidence by the accused with right of cross-examination by the charging party.

- e. The charging party's closing arguments; accused arguments; charging party's rebuttal argument.
7. Wisconsin law does not require that the proceedings adhere strictly to regular court proceedings and to the formalities of introducing testimony, and the Commission shall permit more latitude in the admission and consideration of evidence. However, conclusions based upon hearsay alone are not competent and substantial evidence upon which a dismissal or disciplinary action can be based.
 8. Subject to a motion for consideration by the full Board made by a member of the Board, the president will rule upon all questions, objections and motions as to procedural matters, admissibility of evidence and similar issues. All objections, questions and motions shall be directed at the president of the Commission.
- C. The secretary shall keep a record of each preliminary hearing, name and address of the accused and complainant, a brief description of the charges involved, and the final disposition of the case. The secretary shall also keep a record of all other important data and dates concerning the case, such as date of filing notice of appeal, date of sending out notices and to whom sent, date of posting of notice of preliminary hearing and hearing and dates of all hearings, continuances and final determination, and all exhibits and documents involved in a hearing, including the transcript.
 - D. At the conclusion of the hearing, the Commission shall prepare written findings of fact based upon the evidence presented and conclusions which are based upon the Commission's findings. For purposes of deliberation after the hearing, the Commission may choose to adjourn into closed session pursuant to Section 19.85, Wis. Stats.
 - E. If the Commission determines that the charges are sustained, the accused, by order of the Commission, may be suspended, reduced in rank, suspended and reduced in rank, suspended and reduced, removed or otherwise disciplined.

SECTION XIII DISCIPLINARY ACTION

The rules set forth are adopted pursuant to the authority granted the Commission by Section 62.13(5)(g), Wis. Stats.

- A. The Chief may suspend a subordinate unilaterally for cause as a penalty. The Commission may suspend the Chief of Police or Fire Chief for cause as a penalty; however, a hearing must occur before a determination of cause is rendered. If a Chief suspends a subordinate unilaterally for cause, the Chief shall immediately file a report with the Commission. No hearing on such suspension shall be held unless requested by the suspended subordinate within thirty (30) days from the date of suspension. If the subordinate suspended by the Chief requests a hearing before the Commission, the Chief shall be required to file charges with the Commission upon which such suspension was based and may recommend termination.
- B. Disciplinary actions including verbal warnings, written warnings and letters of reprimand are not eligible for appeal to the PFC.
- C. Prior to the filing of a charge against a police officer or a firefighter by an aggrieved person (other than Village Board as a body, a Chief, a member of the Commission, or the commission as a body), the person may file a complaint with the Police or Fire Department under the Citizen Complaint procedure. If the person is not satisfied with the disposition under the Citizen Complaint procedure, that individual may file formal charges with the Police and Fire Commission. The charges shall be filed with the Commission no later than ten (10) days following receipt of the written disposition. Nothing herein prohibits or is intended to dissuade an individual from filing charges as a first cause of action.
- D. An unverified or informal complaint is not a charge invoking the provisions of Wis. Stats. 62.13 (5). Within ten (10) days of the filing of an unverified or informal complaint, the Commission may hold a meeting for the purpose of conducting a preliminary investigation to determine if the unverified or informal complaint alleges conduct that falls within the jurisdictional powers of the commission. If the complaint does not fall within the jurisdictional powers of the commission, then the complaint shall be immediately dismissed.
- E. The Police Department Policy and Procedure Manual, Fire Department Standard Operating Guidelines, and Village Employee Manual shall be available for review by the public, and copies shall be available upon request from the individual department or the Secretary of the Commission.

**SECTION XIV
CITIZEN COMPLAINT PROCEDURE**

- A. Any person may file a complaint against a Chief or subordinate of the Police or Fire Department. Complaints should be filed with the Police Chief, Fire Chief, or their respective designees or, if the complaint is against the Police Chief or Fire Chief, with the Village Administrator or designee. The Fire Department and Police Department each have a citizen complaint form available at their respective front desks for retrieval should a citizen wish to file a complaint. Complainants are expected to follow the form and process identified in the citizen complaint form.
- B. A complaint can be based on the complainant's personal knowledge of a matter or on information obtained from other sources. Complainants shall provide the name and address of each source, or otherwise identify the source of their information, such as a document that has information supporting the complaint. Pursuant to Wis. Stat. § 66.0511(3) the complainant will be required to sign the complaint and sign a conspicuous notification of the prohibition and penalty under Wis. Stat. § 946.66, which provides that whoever knowingly makes a false complaint regarding the conduct of a law enforcement officer is subject to a Class A forfeiture.
- C. A complaint may be returned to the complainant with instruction for the complainant to provide further information or to correct any deficiency identified by the Chief of Police, Fire Chief, or Village Administrator. The Chief of Police, Fire Chief, or Village Administrator may dismiss a complaint if:
1. the complaint alleges no rational basis for misconduct or a violation of a Village or department rule or policy, Village ordinance, state or federal law, or standards of acceptable conduct;
 2. if the complaint is not signed in accordance with Wis. Stat. § 66.0511(3);
 3. if the complaint is insufficient as to factual assertions necessary to conduct an investigation; or
 4. for other legitimate reasons as determined by the Chief of Police, Fire Chief, or Village Administrator.
- D. Following an investigation, the Chief of Police, Fire Chief, or Village Administrator shall determine the appropriate disposition of the complaint.
- E. At the Village Administrator's discretion, an outside agency or investigator may be utilized to investigate a complaint against the Chief of Police or Fire Chief. Similarly, at the Chief of Police's or Fire Chief's discretion, an outside agency or investigator may be utilized to investigate a complaint against a subordinate of a department.

Board of Police and Fire Commission Jackson, Wisconsin

Citizen Charge Procedure

Please review the attached Citizen Charge Procedure and complete as requested.

Definition of a "CHARGE": Filed in writing in accordance with the process set forth under Wis. Stat. § 62.13(5) seeking a hearing to impose suspension reduction of rank, or dismissal of a Chief or subordinate of the Police or Fire Department.

INFORMATION ABOUT PERSON FILING CHARGE

Name: _____

Address: _____

Telephone: _____

Best time(s) to call: _____

INFORMATION ABOUT PERSON NAMED IN THE CHARGE

Name: _____

Rank (if known): _____

Department: Police Fire

STATEMENT OF CHARGES

Describe the action on the part of the person named in these charges that you believe violated a department rule, Village ordinance, state or federal law, or standards of acceptable conduct. Use additional sheets if you need more space, initial each and attach them to this form.

Charging Party's Initials ____ Page 1 of 2

STATEMENT OF CHARGES (Continued)

SOURCES OF INFORMATION

If the actions described in this statement are based, in whole or in part, on information obtained from other sources, please provide the name, telephone number, and address of each source, or otherwise identify the source of your information, such as a document that has information supporting the charges.

SPECIFICATION OF VIOLATION

Cite the department rule, Village ordinance, state or federal law, or standards of acceptable conduct you believe the person named in these charges violated.

Charging Party's Signature

Date

Upon completion of this form, please return to:

PRESIDENT
POLICE AND FIRE COMMISSION
VILLAGE OF JACKSON
N168W19851 MAIN ST
JACKSON, WI 53037

Charging Party's Initials ____ Page 2 of 2

VERIFICATION UNDER OATH

State of Wisconsin)
_____ County)

I, _____, the above-named set of charges, being duly sworn on oath deposes and states that I have read the foregoing set of charges, and that I know it is true and complete to my own knowledge, except as to those matters based upon information and belief, and as to those matters I believe the same to be true.

Charging Party's Signature

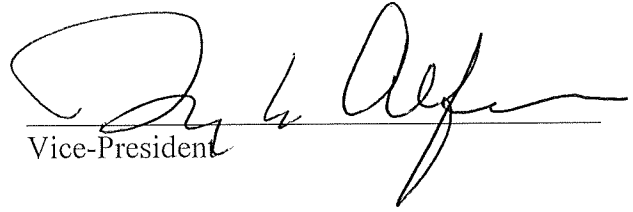
Notary Public

Subscribed and sworn to before me this
____ day of _____, _____

Notary Public, _____ County, Wisconsin
My Commission is permanent or expires on _____.



President



Vice-President



Secretary

Dated this 14 day of August, 2023

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