

CHAPTER 4

**Civil Service Commission for Vilas County
Sheriff's Office**

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SECTION I. DECLARATION OF POLICY

A. Authority. This ordinance is adopted pursuant to the authority of Wis. Stat. § 59.26(8).

B. Purpose and Scope. Vilas County is committed to bringing qualified individuals into County law enforcement work through a system of competitive examinations so as to provide that all Civil Service-covered job classes as hereinafter provided shall be filled by appointment by the Sheriff from a list of candidates who shall have received the highest ratings in the competitive examination process. Such competitive examination shall be conducted by the Civil Service Commission, hereinafter set forth, all in accordance with Wisconsin law. The following are the covered

job classes under the Civil Service Commission jurisdiction, including these job classes in part-time and limited term statuses: Chief Deputy, Captain, Jail Administrator, Lieutenant, Detective Sergeant, Deputy Sheriff, Corrections Sergeant, and Correctional Officer.

C. Residency. Pursuant to Wisconsin Statutes 66.0502, sworn staff will live within the boundaries of Vilas County or within fifteen (15) miles of Vilas County's jurisdiction. Exceptions to the residency requirement will be made on a case by case basis per the County policy.

SECTION II. CIVIL SERVICE COMMISSION

A. Re-establishment. There is hereby re-established a County Civil Service Commission for the Sheriff's Office charged with the duty of conducting competitive examinations for candidates of covered job classes. The provisions of this ordinance shall be administered by the Commission. The Commission may prepare and adopt rules of procedure and other administrative regulations so far as the same shall be consistent with Wis. Stat. § 59.26(8), together with such rules and regulations as shall, in the judgment of the Commission, be necessary to secure the best service for the Sheriff's Office.

B. Membership. The Commission shall consist of five (5) members, all legal residents of Vilas County. No two members shall reside within the same town or city. Appointments shall be made on the basis of recognized and demonstrated interest in, and knowledge of, the problems of civil service. No person holding any elective or appointive public position or office of any sort in said Vilas County government shall be appointed thereon. The Human Resources Director shall serve as an ex-officio member of the Commission.

C. Appointment. The Chair of the Vilas County Board of Supervisors, shall appoint members of this Commission, which

shall be subject to the confirmation of the Board of Supervisors by a majority vote of the members elect. The Commission members shall take office immediately upon confirmation. The term of eligibility shall be regulated by the Civil Service Commission but not to exceed three years, subject to change as necessary. Terms shall be for staggered three-year periods beginning January 1.

If a commission member resigns or is unable to complete their remaining term of office, the County Board Chairperson will appoint a replacement for the remainder of the term.

At such time that a commission member's term expires, the Vilas County Board Chairperson can reappoint or choose another commissioner.

It will be the responsibility of the HR Manager, Sheriff, and Civil Service Commission Chairperson to make recommendations to the County Board Chairperson.

D. Election. The Commission shall annually elect one of their members as chairperson and one as vice chair.

E. Oath. Every person appointed to the Commission shall take and file the official oath.

F. Compensation. Each member of the Commission shall be paid the current County Board per diem for attending meetings and shall be paid at the rate set by the County Board for miles traveled to attend meetings of said Commission and for other work of the Commission.

G. Performance of Duties. The County Board of Supervisors shall provide the necessary supplies and conveniences to enable the Commission to perform its duties.

SECTION III. CIVIL SERVICE COMMISSION DUTIES

A. To prepare and publish such rules and regulations to carry out their duties under

this ordinance, as in their judgment, shall be adopted to secure the best service for the County. These rules shall provide among other things, that the notice with the time, date and place for conducting an examination of candidates meeting the qualifications of the positions shall be published in a local newspaper or other such publications at least twice or as deemed necessary.

B. To conduct examinations of applicants for positions in the Sheriff's Office of Vilas County with the frequency necessary to maintain an eligible list sufficient to meet the needs of the Department. The basis of the examination shall be within the determination of the Commission, except as hereinafter provided. The weights, if any, that may be given to the previous experience, training, written or oral demonstration test, and the various other phases or elements of the examination of which the applicant may be subjected, shall be provided for in advance by the rules of the Commission. The Commission shall have the power to establish such minimum requirements in accordance with the laws of the State of Wisconsin. The names of the persons passing the examination shall be placed on an eligible list in the order of their final grades in the selection process

C. To keep the minutes of its own proceedings and preserve records of all examinations and selection criteria, including the keeping of an eligibility list. All competitors rated at the minimum or higher hereinbefore established shall be eligible for appointment and their names shall be placed on the eligibility list according to their rating.

SECTION IV. QUALIFICATIONS

A. To be eligible to be hired for the position of Deputy Sheriff, the applicant shall be a U.S. Citizen at least 21 years of age and meet the minimum qualifications before commencing employment as set forth in Chapter LES 2, Wis. Admin. Code and Wisconsin Statute § 66.0501(1).

B. To be eligible to be hired for the position of Corrections Officer, the applicant shall be at least 19 years of age; and meet the minimum qualifications before commencing employment as set forth in Chapter LES 2, Wis. Admin. Code. [History: cr: 11/2012; rev: 5/2015]

C. The qualifications for covered job classes other than Deputy Sheriff or Correctional Officer will be documented in a job description and published in the official posting for establishing an eligibility list.

SECTION V. CERTIFICATION PROCESS

A. Deputy Sheriff and Correctional Officer Certification Process:

1. Application. The applicants for the positions of Deputy Sheriff and Correctional Officer shall file an application with the Human Resources Department of Vilas County, on forms furnished by the Department. The applications should include a copy of transcripts showing the required education and the applicant's driver's license number. Applicants who may wish to receive Veteran's preference points should submit documentation from the Department of Veterans Affairs and appropriate required documents, such as DD-214.

The Human Resources Department shall screen the applications to determine if the applicants have demonstrated they have met the qualifications.

2. Written Examination. All applicants who have demonstrated that they have met the qualifications in Section IV (1-6) must take the written examination prescribed by the Commission and tests will be administered for the positions of Deputy Sheriff. Applicants must obtain a grade of (70%) in order to pass this phase of the examination. If an

applicant fails to obtain a passing grade of (70%), the individual is considered as failing to pass and will be declared ineligible.

3. Physical Fitness Testing. Qualified applicants passing the written examination under (2) above shall be given tests to determine their physical fitness, agility and endurance in a manner to be determined by the Commission and consistent with the demands of the position for which the qualified applicant has applied. Such testing score shall be done on a pass/fail basis.

4. Oral Interview. Applicants that pass the written and physical agility test shall be eligible for oral interview. The purpose of the oral interview and rating evaluation shall be to evaluate personal characteristics and qualifications of the applicant, including, without limitation, the appearance, manner and bearing of the applicant, the ability of the applicant to communicate, the personality of the applicant, the alertness of the applicant and the judgment of the applicant. The Human Resources Manager will notify the interviewing applicants and the members of the Civil Service Commission of the interview date. The interviews will be conducted by the Commission with the participation of the Sheriff or designee(s). In some instances, interviews will include others familiar with the knowledge, skills and abilities required for the position. Each interviewed applicant shall be given a point score by the Commission on a percentage basis with one hundred percent (100%) being the highest score. The individual point scores given by each member of the Commission shall be averaged in

determining the point score for the qualified applicant following an oral interview.

5. Prior Qualifications. The Commission shall award a score for all qualified applicants who have undergone an oral interview for their prior education, training, and experience. Each interviewed applicant shall be given a point score by the Commission on a percentage basis with one hundred percent (100%) being the highest score. The individual point scores given by each member of the Commission shall be averaged in determining the point score for purposes of education, training, and experience.

6. Eligibility List for Oral Interview.

Deputies - The Commission shall place upon an eligibility list the names of all qualified candidates who passed the written examination and physical agility test and are therefore eligible for an oral interview.

Correction Officers - The Commission shall place upon an eligibility list the names of all qualified candidates who passed the pre-entry interview and physical agility test and are therefore eligible for an oral interview.

7. Ranking of Eligible Candidates.

Deputies - The comparative weight to be given to the written examination, oral interview, physical fitness testing and previous education, training and experience of candidates for purposes of ranking the candidates shall be provided for in advance by the rules of the Commission. If the Commission does not promulgate

rules, the comparative weight shall be as follows:

- (i) Written examination pursuant to this section - 40%
- (ii) Oral interview - 40%
- (iii) Previous education, training and experience - 20%

Correction Officers - The comparative weight to be given to the pre-entry interview, physical fitness testing, previous education, training and experience and oral interview of candidates for purposes of ranking the candidates shall be provided for in advance by the rules of the Commission. If the Commission does not promulgate rules, the Comparative weight shall be as Follows:

- (i) Physical Fitness Testing- pursuant to this section - 25%
- (ii) Pre-Entry Interview - 25%
- (ii) Oral interview - 25%
- (iii) Previous education, training and experience - 25%

8. Preference to Veterans. In accordance with Wis. Stat § 63.08(1) (f), the Commission shall impose no restrictions as to age in the case of Veterans, and in the certification of candidates, other conditions being equal, shall give preference to Veterans. Whenever an honorably discharged Veteran defined in §§ 45.001 and 45.34 and competes in examinations before the Commission

and passes the minimum grade, the candidate shall be accorded the appropriate points to which he or she is eligible as provided in Wis. Stat. §§ 63.08 and 230.16.

9. Tie Score. In the event of a tie score, the date and time the application was received will be used to break the tie for ranking the candidates.

10. Additional Examinations and Testing. The Commission may require examinations and testing in addition to those set forth in subsection 1-4 above. Any such examinations and testing shall be designated in advance by the rules of the Commission. The comparative weight to be given to any such examinations and testing for purposes of ranking eligible candidates shall further be provided for in advance by rules of the Commission.

11. External candidates' certification will abide by steps in Section A above.

SECTION VI. APPOINTMENT

A. When an opening occurs it will be the responsibility of the Sheriff to notify the Human Resources Department and the Commission.

B. The Commission shall, if an eligible list is hereinbefore provided is in existence, certify to the Sheriff the names of the three (3) candidates standing highest on that list when the Sheriff requests the same for the purpose of filling a vacancy in any position in the classified service of the Sheriff's Office. Any applicant unwilling or unable to accept appointment to a vacancy shall be removed from the eligibility list. In the case of appointment of Correctional Officers, the Sheriff may select from the top three (3) of a specific gender when gender is a bona fide qualification. The Sheriff shall discuss with the

Human Resources Department those cases when gender may be a bona fide qualification. The Sheriff shall select the candidate for appointment and the Human Resources Department shall make a conditional job offer contingent upon passing physical, psychological and background tests. The Sheriff shall notify the Commission and the Human Resources Department of each appointment made. Appointments shall be conditioned upon the successful completion of the pre-employment testing set forth in Section VII of this ordinance. The official oath of each sworn officer shall be filed with the Clerk of Courts immediately upon appointment.

SECTION VII. PRE-EMPLOYMENT TESTING

A. General. A background investigation, drug testing and psychological testing shall be conducted on any individual(s) the Sheriff is considering appointing. Any offer of employment shall be conditioned on the successful completion of a physical examination as outlined below. All testing shall be conducted in accordance with the Americans with Disabilities Act, as Amended (ADAAA) and any other applicable law. The Sheriff or the Sheriff's staff will conduct a criminal background check on the applicant and file a written report with the Human Resources Department.

B. Background Investigation. The nature of the background investigation shall include, but not be limited to, a thorough check on the following:

1. Accuracy of application or resume;
2. Previous employers and work record;
3. All schools attended;
4. Present and past neighbors and landlords;
5. Character references;
6. Credit records;

7. Disposition; ethical character, honesty and trustworthiness;

8. Local, state and federal police records;

9. Driving history records;

10. Military records;

11. Any other source of information which previous contacts show to be important; and

12. Any other source of information determined from time to time by the Sheriff, Commission or Human Resources Director, or recommended by standards established by the Wisconsin Law Enforcement Standards Board.

C. Drug Testing. Applicants shall be drug tested in accordance with the procedures and requirements of Wisconsin Admin. Code LES 2.

D. Psychological Testing. All qualified applicants who the Sheriff is considering appointing shall be required to undergo a written psychological examination in a form approved for use by the Commission and/or psychological testing with a licensed psychologist or psychiatrist. Results shall be provided to the Sheriff for the purpose of assisting the Sheriff in determining the suitability of candidates. Psychological testing may be conducted on a post-job-offer basis as required by the ADA. A.

E. Post-Job-Offer Physical Examination. Applicants appointed by the Sheriff to serve as a Sheriff's Deputies are required to undergo a post-job-offer physical examination as a condition of their employment. The post-job-offer examination and the use of the results from the examination shall be conducted in accordance with law including, without limitation, the ADA. A post-job-offer physical examination shall be conducted by a Wisconsin licensed physician subject to the following

requirements and any rules developed by the Commission:

1. A complete individual medical history shall be submitted to the examining physician;

2. The physician shall record his or her findings and shall note for consideration by the Sheriff any past or present physical defects, diseases, injuries, operations or conditions of an abnormal or unusual nature;

3. The physician's written post-examination report to the Sheriff must conclude, in his or her opinion, whether the individual has the ability to physically perform the duties of a law enforcement officer.

F. Consent. Prior to the performance of any background investigation or testing under this section, the individual involved shall execute and file with the Sheriff a consent and release of information form authorizing same to be conducted. Failure to promptly file same shall make the individual ineligible from further consideration or appointment.

G. Confidentiality. The reports required in this section shall be considered confidential.

H. Failure of Examinations or Tests. If the candidate fails any one of these examinations or tests, the conditional offer will be withdrawn and the applicant's name will be withdrawn from the list of eligible candidates.

I. Successful Completion of Investigation, Examinations or Tests. If the applicant successfully passes all the required examinations, investigation and tests a confirmation appointment letter will be sent by the Human Resources Department to the applicant.

SECTION VIII. PROBATION

All new Deputy Sheriffs and Correctional Officers or new employee to other covered positions appointed under this ordinance shall

be deemed on probation for the first twelve (12) months or a length of time consistent with the current labor agreement, all others employees may be discharged by the Sheriff or Civil Service Commission at any time before the termination of the probationary period.

SECTION IX. PROMOTION

A. The Commission shall conduct all examinations, testing, interviews and evaluation for promotions in accordance with rules promulgated in advance by the Commission. The Commission shall advertise as provided in Subsection III (A), above, only when it is unable to certify to the Sheriff an eligible candidate from within the Sheriff's Office. Eligibility lists for promotions shall be maintained for one year.

B. Promotion to the rank of Sergeant will be from the ranks of those Deputy Sheriffs or Correctional Officers, according to the specific assignment of the position, employed full-time with a minimum of four (4) years of law enforcement experience for Deputy Sheriffs and three (3) years of law enforcement experience for Correctional Officers, from the first date of the posting for the vacancy. The Commission and the Sheriff may add additional job-related qualifications prior to posting for the position of Sergeants. Candidates for promotion must submit a completed application form to the Human Resources Department. The vacancy will be filled by structured interviews conducted by the Commission. The Commission may use other testing procedures to determine the relative qualifications of the candidates. The Sheriff shall make the selection from not more than the highest three (3) names certified with three additional certified candidates for each additional opening. If there are less than three (3) internal applicants who meet the qualifications, those applicants will be considered first. If through the promotional process, none of the applicants are selected

for the position, the position may then be open to external applicants. [rev: 2/2017-05]

C. Promotions to the rank of Lieutenant will be from the ranks of those Deputy Sheriffs, according to the specific assignment of the position, employed full-time with a minimum of four (4) years of law enforcement experience or three (3) years of corrections experience from the first date of the posting for the vacancy. The Commission and the Sheriff may add additional job-related qualifications prior to posting for the position of Lieutenant. Candidates for promotion must submit a completed application form to the Human Resources Department. The vacancy will be filled by structured interviews conducted by the Commission. The Commission may use other testing procedures to determine the relative qualifications of the candidates. The Sheriff shall make the selection from not more than the highest three (3) names certified. If there are less than three (3) internal applicants who meet the qualifications, those applicants will be considered first. If through the promotional process, none of the applicants are certified for the position, the position may then be open to external applicants.

SECTION X. TERM

Employees appointed in conformity with the provisions of this ordinance to covered job classes and who have completed their probationary period, shall hold office on good behavior and efficiency and shall not be dismissed from such office or suspended except as provided in this ordinance.

SECTION XI. SUSPENSION, DEMOTION OR DISMISSAL

A. The Sheriff shall formulate and make available to all members of the Sheriff's Office, a Policy Manual, the violation of which may be cause for suspension, demotion or dismissal pursuant to Wis. Stat. § 59.26(8)(b). A complete set of such rules shall be kept

current by the Sheriff and made available to all members of the Sheriff's Office at any time, at several locations within the office designated by the Sheriff. Employees are also subject to all applicable provisions of the Vilas County Employee Handbook.

B. Sworn and non-sworn staff shall have access to their group's existing grievance policy and procedures.

C. The Sheriff may seek a recommendation from the Civil Service Commission regarding suspension, demotion or dismissal.

SECTION XII. EXCEPTIONS

A. The positions of Court Bailiff and Part Time Deputy Sheriffs shall not be subject to any of the provisions of the ordinance.

B. This ordinance shall not supersede the provisions of Wis. Stat. § 59.28, but no one appointed pursuant to the authority of said section shall be construed as within the provisions of this ordinance.

SECTION XIII. GENERAL PROVISIONS

A. No full-time person holding office of Chief Deputy, Captain, Lieutenant, Sergeant, Deputy Sheriff, Jail Administrator or Correctional Officer under this ordinance shall be employed in any other capacity and shall not secure temporary employment, unless such employment has been approved by the Sheriff. No person covered by this ordinance shall be employed or have an interest in any business selling liquor or fermented malt beverages, either wholesale or retail.

B. Civil Service-covered job class employees shall not maintain a position as a member of the Sheriff's Office after having been elected to public office, unless the office is non-partisan. This rule shall not be applicable to the office of the Sheriff of Vilas County.

C. The Board of Supervisors shall fix the number of Civil Service-covered job class employees to be appointed and the salaries to

be paid, but the number shall not be less than required by Wis. Stat. § 59.26. Should it be determined by the Vilas County Board of Supervisors, at any time that the personnel of the Sheriff's Office is too large and that reduction in the number of Civil-Service covered job class employees is necessary, an appropriate number shall be dismissed to establish an appropriate size. The employees so dismissed shall be the least senior in point of service, and shall be appointed after successfully passing a Fit for Duty Test and post-offer drug screen to any vacancy occurring in the respective department of hire within two (2) years of after their dismissal, provided such employee is in good health and physically fit and in good standing.

D. The Sheriff may, in his/her discretion and in conformance with the leave of absence policy as adopted by the County Board, grant any Civil Service-covered job class employee temporary leave of absence without pay, upon the request of such person, but not to exceed sixty (60) days, unless approved by Commission.

E. The Sheriff shall grant any Civil Service-covered job class employee a leave of absence to attend training duty with the National Guard or Reserve components as provided by Wisconsin Statutes.

F. A former Civil Service-covered job class employee may make application for a Civil Service-covered position but only upon complying with all provisions of this ordinance, and in such cases, shall be considered as an applicant only, with no rights having accrued because of his previous employment as Civil Service-covered job class employee.

G. The Sheriff may establish an on-call list of part-time employees to be used as relief Correctional Officers. The number of employees on this list shall not exceed ten (10). Replacement of anyone on the list as of the effective date of this ordinance will be done by selecting from the top three (3) candidates on the certified hiring list for the

Correctional Officers. Status of the on-call list shall not necessarily provide preference for full-time employment with the County. Employees on the on-call list will not be required to retake the Civil Service exam for consideration for full-time employment. Individuals on this list must complete training required by the State of Wisconsin within the appropriate time frame or will be removed from the on-call list.

H. When a temporary vacancy occurs due to sickness, leave of absence, vacations, or any other cause, the Sheriff will attempt to fill such vacancy by an eligible person from the on-call list. The acceptance or refusal by eligible candidates of a temporary appointment shall not affect their standing on the eligibility list for permanent employment, nor shall the period of temporary employment be counted as part of a probationary period, which is required after permanent appointment.

SECTION XIV. MISCELLANEOUS

A. Any dispute with respect to the interpretation of any of the sections and provisions of this Ordinance or arising thereunder shall be submitted to the Commission for resolution.

B. In case any one or more of the section, subsections, clauses, or provisions of this ordinance, or the application of such sections, subsections, clauses or provisions to any situations, circumstances, or person, shall for any reason be held to be unconstitutional or invalid, such unconstitutionality or invalidity shall not affect any other sections or provisions of this ordinance or the application of such sections, subsections, clauses or provisions to any other situation, circumstances or person, and it is intended that this ordinance shall be construed and applied as if such section or provision so held unconstitutional or invalid had not been included in this ordinance.

C. The Vilas County Board of Supervisors has the power to repeal this ordinance at any time in conformity with the provisions of Wis. Stat. § 59.26(8)(d).

D. This ordinance shall become effective immediately upon passage and publication.

E. All personnel in positions included in this ordinance, presently employed by the Vilas County Sheriff's Office, shall be considered to have fully complied with the provisions of this ordinance and met the eligibility requirements as hereinafter set forth and shall be subject to the provisions of this ordinance from this day forward.

F. Upon publication of this ordinance, this will repeal all previous Civil Service Ordinances and all amendments now in existence.

SECTION XV. CHIEF DEPUTY POSITION

A. The selection of the person to fill this position shall be made on the basis of competitive examination. The person selected to fill the position of Chief Deputy will be given Civil Service status the same as any other position covered under the Vilas County Civil Service Ordinance.

B. Rank. The Chief Deputy shall outrank all other personnel of the Sheriff's Office, except the Sheriff.

C. Tenure. The Chief Deputy shall be subject to all the provisions of the Civil Service ordinance.

D. Salary. The salary of the Chief Deputy shall be established by the Vilas County Compensation Administration Policy.

E. Duties. The duties of the Chief Deputy shall be included in a written job description which may be amended as needed.

F. Application for position. Candidates for the position of Chief Deputy shall file an application with the Human Resources Department of Vilas County, on forms provided by the Department.

G. Qualifications. To be eligible to apply for the position of Chief Deputy, the applicant shall a minimum of:

1. A valid driver's license;
2. A Bachelors degree in criminal justice or related field;
3. Certified law enforcement officer with the State of Wisconsin.
4. Have a minimum of ten (10) years of experience in the area of Law Enforcement with a minimum of five (5) years in a supervisory role, at the rank of Sergeant or higher.

5. If there are less than three (3) internal applicants who meet the qualifications, those applicants will be considered first. If through the promotional process, none of the applicants are selected for the position, the position may then be open to external applicants.

H. Selection Procedures.

1. Written Examination. All applicants who have demonstrated that they have met the qualifications must take the written exam prescribed by the Commission.

2. Oral Interview. All applicants who have demonstrated that they have met qualifications must take the oral exam prescribed by the Commission. The Commission shall use a structured interview approach and written documentation of interviewer ratings shall be maintained and filed with the Human Resources Department. All interview questions shall be job-related.

I. Composite Score. The scores of the written examination and oral interview will be combined to form a composite score. This score shall be used to establish the order of the eligibility list.

J. Appointment. The Sheriff shall select from the applicants with the top three (3) composite scores. The Human Resources

Department shall make a conditional job offer which may be contingent upon passing physical, psychological, background tests and post offer drug screen. The physical and psychological examinations will be scheduled by the Human Resources Department. If the candidate fails any of the background tests, the conditional offer will be withdrawn and the applicant's name will be withdrawn from the list of eligible candidates. If the applicant successfully passes all the required background tests, a confirmation letter will be sent by the Human Resources Department.

SECTION XVI. JAIL ADMINISTRATOR POSITION

A. Tenure. The Jail Administrator will be subject to all the provisions of the Civil Service Ordinance.

B. Salary. The salary of the Jail Administrator shall be established by the Vilas County Compensation Administration Policy.

C. Duties. Duties for the Jail Administrator shall be included in a job description which can be amended as necessary or needed.

D. Application for Position. Candidates for the position of Jail Administrator shall file an application with the Human Resources Department of Vilas County, on forms provided by the Department.

E. Qualifications. To be eligible for the position of Jail Administrator, the applicant shall have at a minimum:

1. A valid driver's license;
2. An Associate's degree or equivalent from a two (2)-year college or technical school; have four (4) years supervisory experience or in a Corrections capacity.
3. Certified corrections officer by the State of Wisconsin Training & Standards Board

4. If there are less than three (3) internal applicants who meet the qualifications, those applicants will be considered first. If through the

promotional process, none of the applicants are selected for the position, the position may then be open to external applicants.

F. Rank. The Jail Administrator shall have the rank of Captain.

G. Selection Procedures.

1. Written Examination. All applicants who have demonstrated that they have met the qualifications must take the written exam prescribed by the Commission.

2. Oral Interview. All applicants who have demonstrated that they have met qualifications must take the oral exam prescribed by the Commission. The Commission shall use a structured interview approach and written documentation of interviewer ratings shall be maintained and filed with the Human Resources Department. All interview questions shall be job-related.

H. Composite Score. The scores of the written and oral examinations will be combined to form a composite score. This score shall be used to establish the order of the eligibility list.

I. Appointment. The Sheriff shall select from the applicants with the top three (3) composite scores. The Human Resources Department shall make a conditional job offer which may be contingent upon passing physical, psychological, background tests and post offer drug screen. The physical and psychological examinations shall make a conditional job offer contingent upon passing physical, psychological, and background tests. The physical and psychological tests will be scheduled by the Human Resources Department. If the candidate fails any of the background tests, the conditional offer will be withdrawn and the applicant's name will be withdrawn from the list of eligible candidates. If the applicant successfully passes all the required background tests, a confirmation

letter will be sent by the Human Resources Department.

SECTION XVII. CAPTAIN POSITION

A. The selection of the person to fill the position shall be made on the basis of competitive examination and will be given civil service status the same as any other position covered under the Vilas County Civil Service Ordinance.

B. Tenure. The Captain will be subject to all the provisions of the Civil Service Ordinance.

C. Salary. The salary of the Captain shall be established by the Vilas County Compensation Administration Policy

D. Duties. Duties for the Captain shall be included in a job description which can be amended as necessary or needed.

E. Application for Position. Candidates for the position of Captain shall file an application with the Human Resources Department of Vilas County, on forms provided by the Department.

F. Qualifications. To be eligible for the position of Captain, the applicant shall have at a minimum:

1. A valid driver's license;
2. An Associate's degree or equivalent from a two (2)-year college or technical school or 60 college credits;
3. Be a certified law enforcement officer with the State of Wisconsin.
4. Have a minimum of four (4) years supervisory experience.
5. If there are less than three (3) internal applicants who meet the qualifications, those applicants will be considered first. If through the promotional process, none of the applicants are selected for the position, the position may then be open to external applicants.

G. Selection Procedures.

1. Written Examination. All applicants who have demonstrated that they have met the qualifications must take the written exam prescribed by the Commission.

2. Oral Interview. All applicants who have demonstrated that they have met qualifications must take the oral exam prescribed by the Commission. The Commission shall use a structured interview approach and written documentation of interviewer ratings shall be maintained and filed with the Human Resources Department. All interview questions shall be job-related.

H. Composite Score. The scores of the written examination and oral interview will be combined to form a composite score. This score shall be used to establish the order of the eligibility list. This score shall be used to establish the order of the eligibility list.

I. Appointment. The Sheriff shall select from the applicants with the top three (3) composite scores. The Human Resources Department shall make a conditional job offer which may be contingent upon passing physical, psychological, background tests and post offer drug screen. The physical and psychological examinations will be scheduled by the Human Resources Department. If the candidate fails any of the background tests, the conditional offer will be withdrawn and the applicant's name will be withdrawn from the list of eligible candidates. If the applicant successfully passes all the required examinations and background tests, a confirmation letter will be sent by the Human Resources Department.