



Police & Fire Commission  
Whitewater Police Department Hiring and Promotional Processes

Hiring Type	Process	Participation	General Timeline
<b>Clerical, Dispatch or CSO's.</b>	Internally coordinated. The PFC has no oversight of positions but may be made aware of the openings and hiring.	Chief of Police, Captain, Support Services Manager	Varies
<b>Sworn Position New Hire</b>	Formal approval by City Manager to fill vacant position. Position justification upon request of City Manager.	Chief of Police	Varies
	Once City approved, notification to PFC of opening and approval to initiate search	PFC	
	Formal notification of opening sent to WILENET, college & other applicable websites	All applicants	30 days
	Recruitment Qualification Screening Tool completed by applicants	All applicants	30 days
	Oral interviews with Field Training Officers (FTO) and 1 Lieutenant	Top 20 applicants (approx)	2 days
	Bifurcation Assessment (non-medical assessment of candidates)	10 (or number forwarded by FTO's)	10 day turn-around time for assessment
	Interviews with Command Staff, PFC representative participation optional	# sent forward by FTO	1-2 days
	Polygraph assessment	Top candidates	2-4 days
	Background Investigations	Top candidates	2-4 weeks
	Command Staff preparation of top candidate summary for PFC review. Day of interview PFC provided provided with all hiring materials; applications, applicant summary, interview documents, background materials, etc.	Top candidates, PFC	
	Interview before PFC and representative of Command Staff. Questions and scoring materials provided. Open/closed sessions.	Top candidates who passed background	1 day
	Certification of 1 to multiple candidates by the PFC at a meeting	Candidates to be Certified	
	Letter of conditional offer	Top candidate	1 day
	Physical and psychological assessment	Top candidate	1 week
	Chief of Police notifies PFC and appoints from candidates who were certified by PFC	Chief of Police, PFC	
When time is appropriate new officer is sworn-in, PFC invited to	Entire Department, PFC		



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Hiring Type	Process	Participation	General Timeline
<b>Internal Promotion - Any Level</b>	Formal approval by City Manager to fill vacant position. Position justification upon request of City Manager.		Varies
	Once City approved, notification to PFC of opening and approval to initiate search via email or in Chief's Report at PFC meeting		
	Promotional opportunity posted with position description. Applicants are required to submit letter of intent and resume.	All sworn personnel who meet minimum qualifications	2-3 weeks
	Written essay responses and/or practical exercise (position specific)	Qualified Applicants	2-3 weeks
	In-basket exercise (position specific)	Qualified Applicants	1 day (in conjunction w/ oral interview)
	External oral interview with 3-5 panelist who hold superior rank over position that is being interviewed for from area law enforcement agencies	Qualified Applicants	1 day (w/in-basket)
	Internal oral interview with Command staff, PFC representative participation optional. May have supervisory rank in interview with some promotional processes.	Qualified Applicants	1 day
	Command Staff preparation of candidate interview performance summary/materials for PFC review		
	Interview before PFC and representative of Command Staff. Open/closed sessions.	Top Candidates	1 day
	Certification of 1 or multiple candidates by the PFC at a meeting	Certified Candidates	
Chief of Police appoints from candidates who were certified by PFC			