



Police & Fire Commission  
Whitewater Police Department Hiring Processes

Hiring Type	Process	Participation	General Timeline
Clerical, Dispatch or CSO's.	Internally coordinated. The PFC has no oversight of positions but should be made aware of the openings and hiring.		
Sworn Position New Hire	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		
	Formal notification of opening sent to WILENET, college & other applicable websites	All applicants	30 days
	Standardized written test, endorsed by Chiefs Association, taken by applicants	All applicants	1 day
	Oral interviews with Field Training Officers (FTO) and 1 Sergeant	Top 20 applicants	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	# sent forward by FTO	1-2 days
	Background Investigations	Top candidates	1-2 weeks
	Command Staff preparation of top candidate summary for PFC review	Top candidates	
	Interview before PFC and representative of Command Staff	Top candidates who passed background	1 day
	Certification of 1 or 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		
	When time is appropriate new officer is sworn-in, PFC invited to attend		
Internal Promotion - Any Level	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 interview 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	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		



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Notification - Resignation	Chief notifies PFC President and City Manager to seek approval to fill vacancy. City Manager facilitates an exit interview. Resignation shared at next PFC meeting.	Chief, City Manager, PFC President	With all deliberate speed in less than 48 hours. Email is acceptable.
Notification - Suspension or Termination	Internal investigation is conducted, may or may not include Garrity notification & form completion. Employee may be placed on administrative leave (continues to receive pay during the internal investigation. Must meet requirements of Chief during that time, i.e. weekly check in, etc) but not at work unless circumstances dictate.	Impacted employee, Chief of Police and City Manager. May also include PFC and labor attorneys.	With all deliberate speed in less than 48 hours. Email is acceptable.
	If Chief seeks immediate suspension, immediate notification of the PFC President occurs		
	If termination is sought the Chief and Captain meet with City Manager and/or labor attorneys (city & union) to discuss contract obligations (i.e. severance, etc)		
	If employee seeks to appeal the suspension/termination they can do so to the PFC for review and adherence to process. PFC decision is not binding and may be subject to judicial review.		
	If suspension/termination is sought in regards to the Chief, state removal process is required. Can be initiated by PFC or forwarded to PFC from City Manager.		