



# COUNTY OF KENOSHA

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Division of Personnel Services  
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## MEMO

DATE: May 10, 2018

TO: The Honorable Chairman and Members  
of the Finance/Administration Committee

FROM: Robert J. Riedl  
Division Director of Human Resources

SUBJECT: Civil Service Ordinance

Over the course of the past several months, the Civil Service Ordinance has undergone review. The review considered recommendations from the Civil Service Commission, the Kenosha County Sheriff, Corporation Counsel and Human Resources. What follows is a summary of the changes under consideration.

### The Hiring Process

With the implementation of the human resources management system all applications will be submitted electronically. The expectation is that we will receive significantly more applications through the online process necessitating an immediate elimination of applicants who are not 21, who do not have an acceptable driving record, who have a felony on their record which was not reversed and who are not U.S. citizens.

The remaining applicants will be invited to take the written test. Applicants will be required to respond to the invitation affirming their intent to participate in the exam. Depending upon the number of affirmations received, applicants will be assigned a test time.

Test scores will be ranked in descending order. Those who pass the test and who are eligible will have Veteran's points added to the scores. In addition, five (5) points will be added if the applicant is a sworn law enforcement officer and three (3) points will be added if the applicant is a Kenosha County Corrections Professional. The candidates will then be re-ranked.

The top candidates will be invited to participate in the Multiple Interview Assessment (MIA) offered in sessions of seven candidates each. The MIA will be pass/fail. Those who fail will be eliminated from consideration.

Background investigations will commence for those candidates who pass the MIA, establishing a pool of candidates eligible to interview with the Civil Service Commission.

Those who pass the interview with the Commission will be certified as eligible for appointment by the Sheriff. The Sheriff, Chief Deputy and Captains will interview the certified candidates and have the authority to make a conditional job offer or recommend disqualification to the Civil Service Commission. The Chief Deputy will report to the Commission on the outcome of the Sheriff's interviews at the next available Civil Service Commission meeting.

Physical Readiness Tests, Job Trait Assessments and Physical Examination will follow a conditional job offer by the Sheriff. The job offer is confirmed after a successful PRT, job trait and physical.

The process will continue down the hiring list adding MIA sessions as needed. The list will be used for one year.

I believe that these changes will expedite the hiring process through the use of on-line applications and a streamlined MIA process. The Sheriff's authority to disqualify from the certified list those candidates he will not hire, improves the fairness of the process by not keeping a candidate in a state of uncertainty.

#### Other Changes

The Ordinance will give the Commission discretion to cancel, replace or consolidate the list at any time.

The Ordinance will also include the ability to consider driving violations from other States.

An addition to the Ordinance is language which requires the Sheriff to the "greatest extent possible" to fill additional Deputy position from the ranks of former police officers who lost their positions, when the Sheriff's department takes over law enforcement services in a City or Village.

Language will change to make the educational requirement for detective consistent with the educational requirement for deputies, 60 credits.

Language will reflect the current residency requirements as specified in Wisconsin Act 20.