



# CITY OF MILWAUKEE

## Fire and Police Commission

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February 15, 2010

TO: Fire and Police Commissioners

FROM: Michael G. Tobin, Executive Director

SUBJECT: Amendment to FPC Rule XIII, Section 3 and 4

This amendment clarifies language that requires members to qualify as new employees if they separated from the department as a result of decertification. In addition, if the decertification was the result of failure to obtain 60 college credits within five (5) years of their date of hire, the amendment requires such former member to obtain the credits required prior to application as a new employee, in conformity with sec. 165.85(3)(b) of the Wisconsin Statutes, and Wis. Admin. Code sec. LES 2.01(1)(c).

MGT:mk

### RULE XIII. – REAPPOINTMENT

- Section 3. Any former member of either department who was discharged or resigned while departmental charges were pending **is not eligible for reappointment and** must qualify for a **new** reappointment through competitive examination.
- Section 4. Any former member of the Police Department who separated from the department as a result of being decertified as a law enforcement officer by the Wisconsin Law Enforcement Standards Board **is not eligible for reappointment and** must qualify for a **new** reappointment through competitive examination. ~~and may attempt to do so at any scheduled examination for Police Officer.~~ **If the decertification is for failure to achieve the college credit requirement, the former member must fulfill the requirement prior to application for appointment through competitive examination.**

# 60-COLLEGE CREDIT REQUIREMENT

Policy	Procedure	FAQ
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**Reference:** Sec.165.85(3)(b), Wis. Stats.  
Wis. Admin. Code sec. LES 2.01(1)(e)

## **POLICY**

An applicant for employment as a law enforcement or tribal law enforcement officer first hired on or after February 1, 1993, must:

- Possess an associate degree from a Wisconsin Technical College System district or its accredited equivalent from another state; OR
- Have earned at least 60 fully-accredited associate degree level college credits or higher.

Pre-Service law enforcement students must have an associate degree or 60 fully-accredited associate degree level college credits prior to entering into preparatory law enforcement training. Employed law enforcement and tribal law enforcement officers hired on or after February 1, 1993, must meet the college credit requirement within five (5) full years of their date of initial law enforcement or tribal law enforcement employment. An official college transcript must be held in local personnel records and shall be available for review by the Bureau upon request.

A maximum of 30 credits may be waived by the Board. Officers may request a waiver of college credits via submission of form DJ-LE-331, the "Application for Waiver of College Credits."

Failure to achieve 60 college credits or an associate degree within an officer's first five (5) years of law enforcement or tribal law enforcement employment will result in decertification of the officer by the Board. An officer, who is decertified for failure to achieve the college credit requirement, may not regain law enforcement or tribal law enforcement employment until they have met the college credit requirement; and no earlier than six (6) months from the date that they were decertified.

## **PROCEDURE**

1. Law enforcement employers report the educational level of a new officer when they submit form DJ-LE-303, "Verification of Employment Standards and Application for Certification," to the Bureau.
2. Employers and officers are notified by the Bureau on an annual basis of those law enforcement and tribal law enforcement officers for whom the Bureau has no record of completion of an associate degree or 60 fully-accredited associate degree level college credits or higher.
3. Employers may submit information to the Bureau regarding completion of the requirement at any time, by completing form DJ-LE-303N, "Notification of Officer Status Change," to document educational achievements. An official college transcript shall be held in local personnel records for the officer and shall be available for review by the Bureau upon request.
4. If an individual wishes to apply for a waiver of a portion of the 60 college credits (up to 30 credits, maximum), they may obtain form DJ-LE-331, "Application for Waiver of College Credits," from [www.wilenet.org](http://www.wilenet.org). The Board reviews all such requests at its quarterly meetings and determines if an applicant is eligible for a waiver of college credits. The Bureau will notify the applicant of the Board's decision.
5. If an officer fails to comply with the college credit requirement within the five (5) year time limit, Bureau staff will initiate decertification of the officer. This process includes notification to the officer and employer of the recommendation to decertify.

**See related sections:**

**Certification / Decertification of Officers  
Employment Standards**