



# **CITY OF MILWAUKEE**

## **Fire and Police Commission**

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July 5, 2011

TO: Board of Fire and Police Commissioners

FROM: Michael G. Tobin, Executive Director

SUBJECT: Amendment to FPC Rule VI, Sections 4-7, Rule VIII, Section 6, and Rule XI,  
Section 2

These amendments add the position of Fire Cadet to the Rules regarding qualifications, examinations, and appointments.

MGT:mk

## RULE VI.

### QUALIFICATIONS

- Section 1. Requirements to compete in examinations in the Milwaukee Fire Department and Milwaukee Police Department will be job related and established by the Board for specific positions or job classes in accordance with professional testing standards and guidelines. (Rev. 7/26/01)
- Section 2. Every applicant for positions in the Milwaukee Fire Department and Milwaukee Police Department shall be of good moral character as determined by a background investigation. Persons convicted of a felony, or the equivalent under Wisconsin law, or of a misdemeanor crime of domestic violence are ineligible for the position of Police Officer or Police Aide unless fully pardoned. (Rev. 7/26/01)
- Section 3. Every applicant for either department shall meet job-related medical standards required for the position for which they are being considered, which shall be determined by qualified physicians designated by the Board. (Rev. 7/26/01)
- Section 4. (a) Every applicant for the position of Firefighter and Police Officer must be a citizen of the United States. (Rev. 7/26/01)
- (b) Every applicant for the position of Police Aide **or Fire Cadet** shall be a citizen of the United States or must have resided in the United States for a period of not less than five (5) years immediately prior to date of application. (Rev. 7/26/01)

A Police Aide **or Fire Cadet** applicant who is not a citizen of the United States and who has not yet reached the age of eighteen (18) may apply for the position of Police Aide **or Fire Cadet**, provided that such individual agrees in writing to file a Form N300 (Declaration of Intent to Apply for Naturalization) with the United States Department of Immigration and Naturalization within sixty (60) days of reaching eighteen (18) years of age. Failure to so agree shall result in denial of application. Failure to provide written proof of filing the requisite form within sixty (60) days of reaching the age of eighteen (18) shall result in removal from any testing process and/or eligible list, or termination of employment if already employed as a Police Aide **or Fire Cadet**. (Rev. 7/26/01)

A Police Aide **or Fire Cadet** applicant who is eighteen (18) years of age or older, and who is not a citizen of the United States, shall provide written proof of having filed either a Form N300 (Declaration of Intent to Apply for Naturalization) or a Form N400 (Application for Naturalization) or its equivalent with the United States Department of Immigration and Naturalization prior to applying for the position of Police Aide **or Fire**

**Cadet.** Failure to provide written proof of filing the requisite form at time of application shall result in denial of application. (Rev. 7/26/01)

- (c) Applicants for all other positions in either department must be eligible for employment in the United States in accordance with the Immigration and Reform Act of 1986. (Rev. 7/26/01)

Section 5. (a) Every applicant for Police Officer, Police Aide, ~~and~~ Firefighter **and Fire Cadet** must be a graduate of an accredited high school or possess a G.E.D. or a high school equivalency certificate which conforms to standards established by the State of Wisconsin for a high school equivalency certificate, by such time as determined by the Board. (Rev. 7/26/01)

- (b) Police Officer applicants must meet all educational requirements for Police Officer applicants established by the State of Wisconsin Law Enforcement Standards Board. (Rev. 7/26/01)

Section 6. (a) Every applicant for Police Officer shall be twenty one (21) years of age by such date as determined by the Board. (Rev. 7/26/01)

- (b) Every applicant for Firefighter shall be eighteen (18) years of age by such date as determined by the Board. (Rev. 12/4/08)

- (c) Every applicant for Police Aide **or Fire Cadet** shall be at least seventeen (17) years of age and less than (20) twenty years of age at such time as determined by the Board. No person may be appointed to the position of Police Aide **or Fire Cadet** who has reached twenty (20) years of age. (Rev. 7/26/01)

Section 7. Every applicant for Police Officer, Police Aide, Firefighter, **Fire Cadet** and other positions as determined by the Board shall possess a valid Wisconsin Motor Vehicle Operator's License at such time as determined by the Board. (Rev. 12/4/08)

Section 8. Members of either department, after actual service in a position in the next lower rank or in a position approved by the Board, shall be eligible to take a promotional examination provided they have served as regular and not acting, administrative, or temporary appointees and have met the qualifications and service requirements established by the Board and noticed on the examination announcement bulletin for the promotional position. Applicants for promotional positions must have served continuously, as defined by the Board, in the next lower rank or in a position approved by the Board. (Rev. 7/26/01)

- (a) Additional points shall be awarded for military service or related military disability as defined within Section 230.16(7) Wis. Stats., applicable to examinations for all entry-level positions. Award of these additional points shall be in conformity with state law. (Rev. 7/26/01)
- (b) Graduates of an accredited two year fire technology program shall be awarded three (3) additional points applicable to the Firefighter examination only. (Rev. 2/6/03)
- (c) Graduates of an accredited four year program in fire science shall be awarded five (5) additional points applicable to the Firefighter examination only. (Rev. 7/26/01)
- (d) Graduates of an accredited two year criminal justice, law enforcement or police science program shall be awarded three (3) additional points applicable to the Police Officer examination only. (Rev. 7/26/01)
- (e) Graduates of an accredited four year criminal justice, law enforcement or police science program shall be awarded five (5) additional points applicable to the Police Officer examination only. (Rev. 7/26/01)
- (f) Bona fide residents of the City of Milwaukee at time of application shall be awarded five (5) additional points applicable to entry-level examinations for Firefighter, Police Officer, Police Aide, **Fire Cadet** and such other entry-level positions as the Board may so designate in the applicable examination announcement bulletin. (Rev. 7/26/01)

Applicants who wish to apply for additional points as outlined above shall be solely responsible for obtaining and providing sufficient documentation on a timely basis to the Board. Any decision as to the sufficiency or timeliness of such documentation shall be within the sole discretion of the Board. (Rev. 7/26/01)

- Section 7.
- (a) Prior to appointment, each candidate for an entry-level position shall undergo a thorough medical examination by medical examiners approved by the Board to determine whether or not the candidate meets the standards of health and physical fitness necessary to successfully perform the essential functions of the position. (Rev. 7/26/01)
  - (b) In the medical examination, the candidate shall be reported to be either medically qualified or medically unqualified. (Rev. 7/26/01)
  - (c) The medical examiners shall immediately report the results of the examination to the Board. There shall be no appeal from the decision of the medical examiners, and any candidate rejected shall not be

## RULE XI.

### APPOINTMENTS

- Section 1. Appointments to sworn, non-exempt positions in either department will be made from eligible lists established by the Board. Appointments to non-sworn positions in either department may be made from eligible lists established by the Board or from City Service Commission eligible lists or through other procedures established by the Board. (Rev. 7/26/01)
- Section 2. (a) A Police Aide shall be eligible for appointment to Police Officer upon meeting the following: United States citizenship, and; favorable recommendation of the Chief, and; reaching age 21, and; serving in the Police Aide program a minimum of two years, and; earning 24 college credits, and; satisfactorily completing a specified course of instruction approved by the Assistant Chief overseeing the Training Bureau or their designee, together with the concurrence of the FPC Director, and; successfully passing a Police Officer medical examination, psychological evaluation, drug screen test, and updated background investigation. (Rev. 7/10/08)
- (b) **A Fire Cadet shall be eligible for appointment to Firefighter upon meeting the following: United States citizenship, and; favorable recommendation of the Chief, and; reaching age 21, and; serving in the Fire Cadet program a minimum of two years, and; earning 24 college credits, and; satisfactorily completing a course of instruction approved by the Assistant Chief overseeing the Bureau of Instruction and Training or their designee, together with the concurrence of the FPC Director, and; successfully passing a Firefighter physical ability test, medical examination, updated psychological evaluation, drug screen test, and updated background investigation.**
- (c) Any individual who was not a citizen of the United States at the time of appointment to Police Aide **or Fire Cadet** must provide written proof of United States citizenship prior to completing the Police Aide **or Fire Cadet** program or reaching twenty one (21) years of age, whichever is later. Failure to do so shall result in termination of employment. (Rev. 7/26/01)
- (d) ~~(e)~~ Graduates of the Police Aide **or Fire Cadet** program will have precedence of appointment to the position of Police Officer **or Firefighter** in ~~the Police Department~~ **their respective department.** (Rev. 7/26/01)
- Section 3. (a) Whenever there is a vacancy in a sworn position in either department which is to be filled from an eligible list, the Board shall make the appointment in numerical order from the appropriate list. (Rev. 7/26/01)