

RULES OF THE CIVIL SERVICE BOARD

Note: The rules which follow have been adopted by the Civil Service Board pursuant to section 15-177(2) of the Civil Service Ordinance.

RULE I—DEFINITIONS

The following words and phrases, when used in these rules, shall have the indicated meaning:

Board means the Civil Service Board of Walworth County.

Committee means the Human Resources Committee of the Walworth County Board.

Department means the Sheriff's Department of Walworth County.

Deputy means any deputized position in the Sheriff's Department except for the position of undersheriff.

Director means the Labor/Employee Relations Director of Walworth County.

Near Relative means a spouse, child, parent, grandparent, stepparent, brother, sister, first cousin, nephew, niece, aunt or uncle. This relationship may be by consanguinity or direct affinity.

Ordinance means Article II of Division 12 of Chapter 15 of the Walworth County Code of Ordinances.

Original examination means a competitive examination open to a person who is not employed as a sworn deputy in the service of the department.

Panel means the interview panel used in either initial appointment or promotion.

Promotion means a change from one position to another position and involves a change in classification. Classifications shall be as identified in Section 15-186 of the Ordinance.

Promotional examination means a competitive examination for promotion open to a person who is employed as a sworn deputy in the service of the department, or who qualifies under Section 15-190 of the Ordinance, or who is eligible for reinstatement thereto.

Vacant position means a position that the Human Resources Committee has authorized to be filled.

RULE II – CIVIL SERVICE BOARD

Section I. Meetings.

The Board shall determine the times and places of its meetings that shall be noticed in compliance with sections 19.81 through 19.98 of the Wisconsin Statutes.

Section 2. Conduct of Meetings.

The Chairman or acting Chairman shall preside at all meetings. All actions of the Board, in order to become effective, shall be approved by a majority of the members present at a meeting. Three members shall constitute a quorum.

Section 3. Conflict of interest.

A Board member shall abstain from voting in any decision that would influence or gain unlawful benefits, advantages, or privileges for a near relative or any other person.

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Section 4. Rules.

The Board may amend these rules in the same manner as originally adopted pursuant to 15-177(2) of the Ordinance.

Section 5. Fair employment policy.

The Board is committed to ensuring equal employment opportunity and equal participation in all recruitment, examination, certification and appointment activities, and that all decisions are based upon a job-related measure of merit and fitness.

Section 6. Civil Service principles.

Members of the Board, in the execution of their Board duties, shall at all times maintain the integrity of the civil service selection process. Any party that has a specific issue to be brought to the attention of the Board shall submit their concern in writing to the Board Chairperson or shall present the concern in person at a Board meeting. The Board shall only address those concerns which are made in writing or in person at a Board meeting.

The Chairperson shall direct that written concerns be placed on the next Board agenda, in accordance with Rule II, Section 2, for Board discussion and/or resolution. However, only those items, which in the discretion of the Chairman, are within the scope of authority of the Board need be placed on the agenda.

Applicants for a position covered by the Ordinance having an issue with the application and administration of the Ordinance, shall be directed to utilize the formal appeal process as specified in Rule VII, Section 1.

RULE III—APPLICATION FOR EXAMINATION

Section 1. Filing applications.

- A. Each person applying for an original examination must complete an application form prescribed by the Board and file the completed application with the Director by the application deadline date. The Director shall endorse the date of receipt on the application.
- B. Applications for an original examination may only be filed during open recruitment period and will not be accepted between recruitment periods.
- C. Applications for a promotional examination shall be filed with the Director prior to the deadline stated on the job posting.
- D. The Director shall establish a standard for all job postings.

Section 2. Rejection of applicants.

- A. The Board may reject any applicant from examination or certification for any of the following reasons:
 - 1. Failure to satisfactorily or timely complete any required document prior to the application deadline.
 - 2. Failure to meet the minimum qualifications as stated in Section 15-187 of the Ordinance.
 - 3. Failure to meet the conditions stated in a conditional offer of employment, including but not limited to, a medical examination, psychological assessments, or criminal or background check.
 - 4. Failure to meet the standards of a pre-offer, non-medical suitability assessment.
 - 5. Evidence of an unsatisfactory work history.
 - 6. Evidence of membership in any organization that advocates the overthrow of the Government of the United States by force or violence.

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7. False statements of any material fact, omission, or any practice of deception or fraud in his/her application.
 8. Evidence of any attempt to influence a Board member's vote through political preference or other factor which is not a job-related factor relating to the applicant's personal characteristics.
 9. Failure to pass a written examination for the same position within the previous six months from the date the last examination was taken.
 10. Failure to provide evidence of special education, licenses, or certification, which are required by the Board and stated in the public job announcement.
 11. Failure to report for an examination or interview.
 12. Other sufficient cause as determined by the Board.
 13. Evidence of a record or personal conduct that is in conflict with the mission, reputation and public trust considerations of the Sheriff's Department.
- B. Any disqualification under Rule III, shall be deemed sufficient cause to exclude an applicant from examination or to remove such person from an eligibility list. The Director shall notify any applicant disqualified by the Board in writing.

Section 3. Age exception.

The Board may not impose any age restriction on an applicant who qualifies for veteran's preference. The Board may not accept an applicant for examination who is younger than age twenty one.

Section 4. Application records.

Applications and required supporting documentation shall remain on file in the office of the Director and shall not be returned to an applicant. Minor defects or omissions in an application on file may be corrected or supplied subject to acceptance by and at the sole discretion of the Board.

RULE IV—EXAMINATIONS

Section 1. Recruitment for competitive examination.

The Board shall authorize the Director to initiate recruitment for applicants for original or promotional examinations. Recruitment for promotional examinations shall first be open to only current deputies of the Department. If fewer than three deputies apply, then the Director may initiate external recruitment. The recruitment period for original examinations shall be a minimum of three weeks, and for promotional examinations shall be for a minimum of two weeks.

The advertisement or job posting shall include the classification, pay rate, and job specifications for the vacant position as established by the Director. It may also include other requirements established by the Board.

Section 3. Conduct of examinations.

- A. All applicants, unless disqualified by the Board, shall be eligible to participate in the competitive examination.
- B. An examination shall only be held when there are three or more eligible persons competing, except as provided under (C) and (D).
- C. When public recruitment results in fewer than three eligible applicants, the Board may, in its discretion, proceed with examination and certification procedures.
- D. When fewer than three applicants qualify as eligible candidates for a promotional examination, external recruitment shall apply.

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Section 4. Selection of examinations.

Selection of examinations shall be pursuant to Section 15-177(3) of the Ordinance. The examination selected shall be recorded in the minutes of the Board. If the Board utilizes a testing service, then the examination selected need not appear in the minutes of the Board before each such examination.

Section 5. Method of rating.

In all written examinations, the minimum rating by which eligibility may be achieved shall be seventy percent (70%), unless otherwise announced by the Board prior to the examination.

Section 6. Inspection of examination papers.

Each applicant taking an examination may see a cumulative total examination score for either a section of the examination document or the entire examination document, but may not inspect any portion of the examination document after completion of the examination. [see §103.13 (6)(c), Wis. Stats.]

Section 7. Veteran's Preference.

- A. Applicants for original examination who attain the minimum rating under Rule IV, Section 5, shall be rated pursuant to Section 15-190 of the Ordinance. Veterans points shall only apply to original appointment, based on evidence of active service submitted at the time of application, as required by Section 15-189 of the Ordinance.
- B. Veterans points shall be applied as follows:
 1. Persons shall be certified from the eligibility list pursuant to the Ordinance and Civil Service Board Rules without adding any veterans points to any person's composite score.
 2. After the certification, any veteran whose composite score, plus the points to which the veteran is entitled, is equal to or higher than the lowest grade on the names provided to the Sheriff, shall be added to the certification list. Veterans points are equal to five (5) points for veterans preference, or ten (10) points for a person with a veterans service connected disability.
 3. The number of veterans added to the list certified to the Sheriff may not exceed the number of persons initially certified.
- C. Veterans preference applies to any person who served on active duty under honorable conditions in the United States armed forces during any of the defined service periods and who meets the requirements specified under statute §45.01(11-13) of the Wis. Stats.

RULE V—ELIGIBILITY LISTS

Section 1. Composite scores.

- A. The Board shall determine the composite score for each eligible applicant by standardizing individual component scores to a base of one-hundred and weighting shall be applied as prescribed in Section 15-188(c) or Section 15-190(a) of the Ordinance.
- B. Under Section 15-190(a)(4) of the Ordinance, Walworth County service shall be credited at 0.3 points per year of completed deputy service in the department to a maximum of 10 points in the composite score.

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Section 2. Certification of eligibility lists.

For each competitive examination, the Board shall certify an eligibility list, and the names of persons eligible for appointment shall appear in the order determined by their composite score, with a higher score taking precedence. Each applicant may review their composite score and their individual component score under the procedure developed by the Director.

Section 3. Duration, cancellation, replacement or consolidation of eligibility list.

Each eligibility list shall specify the time it becomes effective and the time it expires which period may not be for more than one (1) year except as provided herein. Before the expiration of a list the Board may extend the time during which the list remains in force when the needs of the County so require, but no extension shall exceed one (1) year. Names may not remain on lists for any period longer than specified on the list. The Board may in its discretion cancel, replace or consolidate any list.

Section 4. Continuing availability of persons on eligibility list.

It shall be the responsibility of each person on the eligibility list to notify the Director in writing of any change of address or other change affecting availability for employment. Whenever a person on an eligibility list places conditions upon his or her availability for employment, that person may be withheld from certification. The Director shall report any restrictions to the Board at the next meeting and that information shall be recorded in the minutes.

Section 5. Removal of name from eligibility list.

Names may be removed by the Board from eligibility lists for any of the reasons listed below:

- A. Refusal of appointment.
- B. Appointment of applicant.
- C. Unreasonable conditional acceptance of employment.
- D. Failure to respond, within the time specified in the notice, to any inquiry of the Board or appointing authority.
- E. Failure to report for work after accepting appointment.
- F. Mail sent to an applicant is returned by the post office as not deliverable.
- G. Rejection by the Board under the provisions of Rule III, Section 2.

Section 6. Restoration of name to eligibility lists.

Names of applications removed from an eligibility list may be restored at the discretion of the Board based upon review of any information directly related to the reason for removal.

RULE VI—CERTIFICATION AND APPOINTMENT

Section 1. Request to certify.

When the Sheriff submits a requisition to the Director for a certified eligibility list of applicants for appointment to a vacant deputy sheriff position, the Board shall certify eligible names as required in Section 15-177(4) of the Ordinance. The Sheriff shall make selection from the names certified unless objection is made by the Sheriff and sustained by the Board to one or more of the names, in which case the

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Board shall disqualify that name and shall certify in addition the name next following upon the eligibility list.

Section 2. Notice of certification.

Upon certification of eligible names to the Sheriff, a written notice shall also be sent to the eligibles certified and mailed to the last known address, as shown by the records of the Board.

The Director shall inform the Board at each meeting of any appointments and the status of all current eligibility lists.

RULE VII—APPEALS

Section 1. Appeal process.

When an applicant is rejected by the Board, has failed in the examination, has had his/her name stricken from an eligibility list, or otherwise believes the Ordinance or these rules have not been applied correctly, the applicant may file a written appeal with the Board. The written appeal must be received by the Board within ten (10) calendar days from the date the action causing the appeal occurred, and shall include a written statement of the facts involved and ask for appropriate action by the Board. The Board shall investigate the appeal and provide a written finding to the person appealing within thirty (30) calendar days.

RULE VIII- RECORDS

Section 1. Confidential Records.

With respect to public disclosure of information and destruction of records, the Director is the custodian of all records generated under the Ordinance. Requests for records shall be submitted directly to the Director.

RULE IX—VALIDITY

Section 1. Savings clause.

Should any section, portion or provision of these rules be found in conflict with any Federal or State laws or any County Ordinance, by an opinion of the Corporation Counsel, Attorney General, or a Court, said section, portion or provision shall be immediately amended to conform, and all other sections, portions or provisions shall remain in full force and effect.