

CHAPTER 5 - LAW ENFORCEMENT

5.01	Sheriff's Department
5.02	Child Support Agency

5.01 - SHERIFF'S DEPARTMENT (Ord. No. 179, Am. #60, § 2, 12-21-05)

- (1) AUTHORITY. This section is adopted under the authority of §59.02, Wis. Stats.
- (2) PURPOSE. This section is intended to:
 - (a) Provide that all positions in the Sheriff's Department shall be filled by appointment of the Sheriff with candidates who have been certified by the County Law Enforcement Committee in accordance with this section and the Wisconsin Statutes.
 - (b) Establish eligibility to participate in the recruitment qualifications and training program provided by the Wisconsin Law Enforcement Standards Act of 1969, §165.85, Wis. Stats., and administrative rules adopted pursuant thereof.
- (3) SCOPE.
 - (a) Appointments of new employees to and promotions within the Sheriff's Department shall be made only according to merit and fitness, which unless otherwise provided by this section, shall be ascertained so far as practicable by competitive examination.
 - (b) Appointments of existing employees to new positions in the Department shall be made according to merit and fitness, which unless otherwise provided by this section, shall be ascertained so far as practicable by considering the following: qualifications, work experience, seniority and ability to perform related work as determined by the Committee.
 - (c) The nonsupervisory and non-administrative service of the Department comprises all deputy sheriff positions, all communications/corrections officers and secretary, as authorized and established by the County Board. Administrative service of the Department comprises the positions of Sheriff, Chief Deputy and Jail Lieutenant.
- (4) ADMINISTRATION.
 - (a) The Law Enforcement Committee of the County Board shall administer this section and shall be charged with the duty of conducting competitive examinations as provided in this section.
 - (b) Minutes of all meetings of the Committee shall be kept and preserved in a proper record. The Committee shall preserve all reports made to it and keep a record of all examinations held under its direction and the lists of candidates eligible for appointment.
- (5) DUTIES AND POWERS OF THE COMMITTEE.
 - (a) The Committee shall establish rules of procedure and other administrative regulations which will implement this section.
 - (b) The Committee shall receive applications and conduct examinations of applicants for the various positions within the scope of this section with that frequency necessary to meet the needs of the Department. The time and

place of such examinations, with the requirements of the position and all other necessary information, shall be sufficiently advertised by the Committee in such manner as the Committee shall by its rules determine. The hiring process may include written tests, reports and oral interviews, and other reports or tests as the Committee may by its rules determine. The comparative weights, if any, to be given to previous experience, training, written or demonstration test, oral test and various other phases of elements of the examination to which the applicant may be subjected shall be provided for in advance by the rules of the Committee. The Committee may, at its option, request assistance of the Wisconsin Department of Administration, Employment Relations or any other personnel agency, company or person in preparing and conducting the examinations. The County shall pay the cost of any such assistance.

- (c) The Committee shall place upon an eligible list in the order of their final grades in the examination, the names of all candidates who have, within a period of time to be specified in the rules of the Committee, passed an examination appropriate to the position in question.
 - (d) The secretary of the Committee shall, if an eligible list is in existence, certify to the Sheriff the names of the 3 candidates standing highest on that list when the Sheriff requests the same for the purpose of filling a vacancy in any position within the scope of this section. If more than one vacancy in the same position is to be filled, one additional candidate shall be certified for each additional vacancy. If there is no eligible list, an examination shall be arranged for the earliest possible date to examine applicants relative to their eligibility as above provided. Pending the holding of such examination and the creation of an eligible list, the position in question may be filled temporarily by the Sheriff.
- (6) **QUALIFICATIONS.** No person shall be eligible to apply for a position within the scope of this section unless he/she meets the qualifications for the position as determined by the Committee.
- (7) **APPOINTMENTS.**
- (a) The Sheriff shall make all appointments to and promotions in the Department. Except as otherwise provided, the Sheriff shall fill a vacancy by appointing one from among the 3 candidates certified as eligible for appointment by the Committee. The Sheriff shall make appointments to fill vacancies with reference solely to merit and fitness, qualifications, work experience and ability to perform related work from the candidates certified, unless he makes objection to one or more of the candidates named, in which case the secretary of the Committee shall certify, in addition, the candidate next following upon the eligible list.
 - (b) Any candidate who has been within reach for 3 separate vacancies without being appointed shall be dropped from the list. Any person who has been offered a position and declined the offer or any person who begins work for

the County and leaves employment shall be dropped from the current list. There are no provisions for reinstatement of a name to the current list.

- (8) BOND. Every appointee of the Sheriff under this section shall execute and file an official bond and be liable for his acts, defaults or misconduct in office and actions therefore shall be prosecuted directly against such appointee and the surety of his official bond. The official bond required shall be in such sum as established from time to time by the County Board and have a licensed surety company as surety. The cost of such bond shall be paid by the County.
- (9) TENURE IN OFFICE.
 - (a) The provisions of this section with respect to the examination and appointment of persons to offices or positions in the Sheriff's Department shall be applied prospectively following adoption of the ordinance from which this section is taken.
 - (b) All present members of the Sheriff's Department who, by the terms of this section come within its jurisdiction, shall each continue to have tenure in office and permanent status in their respective position, providing such positions have been permanently established by the County Board and further subject to Chapter 4 of this Code of Ordinances and/or any applicable collective bargaining agreements.
- (10) NUMBER OF EMPLOYEES. The County Board or such standing committee of the Board as the Board delegates shall fix the number of employees to be appointed and the salaries to be paid, but the number shall not be less than required by law.

5.02 - CHILD SUPPORT AGENCY

- (1) The Child Support Agency shall function as an independent and separate department to provide the highest degree of efficiency and enforcement capabilities for child support within the County.
- (2) The Child Support Agency shall be directly responsible to the Human Services Board and all departments, agencies and other County governmental entities shall cooperate fully with the operation of the Child Support Agency. (Ord. No. 179, Am. #60, § 2, 12-21-05)