

Marathon County Civil Service Commission Rules

Adopted March 21, 2022

1. Authority and Interpretation of Rules

- 1.1. These rules are adopted pursuant to the authority granted in Wis. Stats. § 63.02 and Marathon County Code § 5.01.
- 1.2. These rules shall be interpreted to be consistent with the Wisconsin Statutes, Marathon County Code and Article 15 or its successor of the Collective Bargaining Agreement between Marathon County and The Marathon County Deputy Sheriffs Association. In the event of conflict between these rules and any of those provisions, the relevant statute, code or collective bargaining provision shall govern.
- 1.3. All prior versions of the Civil Service Commission's rules are repealed and replaced by these rules.

2. Appointment of Commissioners

- 2.1. Commissioners are appointed to five-year terms by the County Administrator, subject to ratification by the county board. (Marathon County Code § 5.01(2); Wis. Stats. § 63.01)
- 2.2. Commissioners shall take and file the official oath. (Marathon County Code § 5.01(3))

3. Civil Service Commission Officers

- 3.1. The Civil Service Commission shall elect a Chair, a Vice-Chair, and a Secretary annually. (Marathon County Code § 5.01(5))
- 3.2. The duty of the Secretary to record and prepare minutes of meetings is delegated to the person designated by the county Employee Resources Department. (Marathon County Code § 5.01(5))

4. Commission Duties

The duties of the Civil Service Commission are as follows:

- 4.1. Prepare and publish such rules and regulations necessary to carry out its duties under this chapter and to secure the best service for the County. (Marathon County Code § 5.01(7))
- 4.2. Conduct examination of applicants for promotional or rated positions in the Sheriff's Office (Detective, Lieutenant, Captain and Chief Deputy) with that frequency necessary to maintain an eligibility list sufficient to meet the needs of the Office. (Marathon County Code § 5.01(7))
- 4.3. Abide by the terms of the Collective Bargaining Agreement between Marathon County and the Marathon County Deputy Sheriff's Association. (Marathon County Code § 5.01(7))

- 4.4. Determine the basis for examinations for promotions and for supervising such examinations, subject to the Collective Bargaining Agreement. (Marathon County Code § 5.03)
- 4.5. Certify and maintain lists of applicants eligible for promotion to each position for which promotions are required. (Marathon County Code § 5.04)
- 4.6. Exercise its discretion as to whether and when to become involved in the process of grievance and discipline. (Marathon County Code § 5.05)

5. Meetings

- 5.1. Scheduling Meetings – Meetings shall be scheduled by the Chair as needed to conduct the business of the commission in a timely fashion. Notice of meetings shall be given, and meetings conducted, in conformity with Wisconsin's Open Meetings Law, Wis. Stats. §§ 19.81- 19.98, or its successor.
- 5.2. Quorum – A quorum for a meeting shall consist of three commissioners. (Marathon County Code § 5.01(5))
- 5.3. Meeting Attendance – Commissioners should strive to attend all meetings of the commission. If a commissioner is absent for 25% or more of the Commission's meetings in a given year, the Commission shall review the matter with that commissioner and with the County Administrator.
- 5.4. Virtual Meeting Attendance – Commissioners may attend meetings by phone or video conference, except that all oral examinations of candidates for promotion shall be conducted by the commissioners assembled together in one location, in person. Any meeting involving virtual attendance of a commissioner shall be noticed and conducted in accordance with all applicable Marathon County ordinances governing public meetings, including § 2.01(15)(d) or its successor.

6. Promotion Eligibility List Process

The Commission will follow the following process to develop promotion eligibility lists:

- 6.1. Promotion eligibility lists will normally be effective for eighteen months, but new lists may be developed less than eighteen months following development of a prior promotion eligibility list if, in the discretion of the Civil Service Commission, circumstances so require.
- 6.2. When a new promotion eligibility list is needed, the sheriff will initiate the process by giving notice to the Commission Chair that testing and examinations will occur.
- 6.3. Minimum qualifications to apply for promotion for the positions of Detective, Lieutenant, Captain, and Chief Deputy, in addition to possessing a valid Wisconsin Driver's License and

being certified as a Law Enforcement Officer by the WI Training and Standards Board, shall be as follows:

6.3.1. Detective

6.3.1.1. Three years full time employment as a Deputy in the Marathon County Sheriff's Office

6.3.2. Lieutenant

6.3.2.1. Five years full time employment as a Deputy or Detective in the Marathon County Sheriff's Office

6.3.3. Captain

6.3.3.1. Five years full time employment as a Deputy, Detective, or Lieutenant in the Marathon County Sheriff's Office

6.3.3.2. Two years of supervisory experience in the Marathon County Sheriff's Office.

6.3.4. Chief Deputy

6.3.4.1. An Associate's Degree or Bachelor's Degree in Law Enforcement, Criminal Justice, Police Science or a related field from an accredited college or university

6.3.4.2. Five years of supervisory experience in the Marathon County Sheriff's Office as a Lieutenant or Captain, or both.

6.4. The promotion process for the respective positions will involve the following steps:

6.4.1. For promotion to Detective:

6.4.1.1. A written examination of each candidate, arranged for and administered by the Sheriff and the Chief Deputy. Candidates must score 75% or better to proceed to the next step in the process.

6.4.1.2. A management review by the Sheriff, Chief Deputy, or their designee(s), of each candidate's record, including review of the efficiency records as required by Wis. Stats. § 63.09.

6.4.1.3. An oral examination conducted by a Peer Review Panel convened by the Sheriff and Chief Deputy.

6.4.1.4. An oral examination conducted by the Civil Service Commission.

6.4.1.5. The Sheriff shall provide the Commission with the scores from the peer review process and management review.

6.4.1.6. The scores from the Management Review, Peer Review Panel and the Civil Service Commission shall be given equal weight in determining the final score of each applicant.

6.4.2. For promotion to Lieutenant:

6.4.2.1. A written examination of each candidate, arranged for and administered by the Sheriff and the Chief Deputy. Candidates must score 75% or better to proceed to the next step in the process.

6.4.2.2. A management review by the Sheriff, Chief Deputy, or their designee(s), of each candidate's record, including review of the efficiency records as required by Wis. Stats. § 63.09.

6.4.2.3. An oral examination conducted by a Peer Review Panel convened by the Sheriff and Chief Deputy.

6.4.2.4. An oral examination conducted by the Civil Service Commission.

6.4.2.5. The Sheriff shall provide the Commission with the scores from the peer review process and management review.

6.4.2.6. The scores from the Management Review, Peer Review Panel and the Civil Service Commission shall be given equal weight in determining the final score of each applicant.

6.4.3. For promotion to Captain:

6.4.3.1. A management review by the Sheriff, Chief Deputy, or their designee(s), of each candidate's record, including review of the efficiency records as required by Wis. Stats. § 63.09.

6.4.3.2. Written responses to questions posed in writing by the Civil Service Commission.

6.4.3.3. An oral examination conducted by the Civil Service Commission.

6.4.3.4. The Sheriff shall provide the Commission with the scores from the management review.

6.4.3.5. The Management Review will be weighted 50% in determining the final score of each applicant, with the Civil Service Commissions' scores for the responses to its written questions and its oral examination each given 25% weighting.

6.4.4. For promotion to Chief Deputy:

6.4.4.1. A management review by the Sheriff, outgoing Chief Deputy, or their designee(s), of each candidate's record, including review of the efficiency records as required by Wis. Stats. § 63.09.

6.4.4.2. Written responses to questions posed in writing by the Civil Service Commission.

6.4.4.3. An oral examination conducted by the Civil Service Commission

6.4.4.4. The Sheriff shall provide the Commission with the scores from the management review.

6.4.4.5. The Management Review will be weighted 50% in determining the final score of each applicant, with the Civil Service Commissions' scores for the responses to its written questions and its oral examination each given 25% weighting.

6.5. The Commission's process for its examination of candidates shall be as follows:

6.5.1. The Commission shall meet to develop questions to be for its examination of the candidates.

6.5.2. The Commission interviews each candidate, using the questions developed according to Rule 6.5.1. No other questions shall be posed to the candidates. Ideally, scheduling of these interviews are coordinated with the Peer Review Panel interviews.

6.5.3. The Commissioners discuss their impressions of each candidate and assign a score to each candidate based on their examination of that candidate. To participate in these deliberations a commissioner must have been present for the examination of all candidates.

6.6. The Commission's process for administering and evaluating written questions for candidates for the positions of Captain and Chief Deputy shall be as follows:

6.6.1. The Commission shall meet to develop written questions to be put to the candidates.

6.6.2. The Commissioners individually review the candidates' responses to the written questions.

6.6.3. The Commissioners discuss their impressions of each candidate's responses and assign a score to each candidate.

6.7. The Commission Chair shall collate the scores from the various parts of the process and develop the eligibility list, ranking the candidates according to their total scores from the process.

- 6.8. The eligibility list shall not be made public. Candidates shall be told their scores from each part of the promotional process, as well as their final score, and the range of overall final scores, but not their position on the eligibility list.
- 6.9. If a candidate decides to withdraw from the process after the eligibility list is compiled, the Commission Chair shall be informed, and the list shall be updated accordingly.
- 6.10. When there is a position to be filled, the Sheriff shall ask the Commission Chair for the top three remaining names on the eligibility list. The Chair shall provide those names to the Sheriff, without indicating their respective rankings. If there are two or more positions open, the Chair shall provide a number of names to the Sheriff equal to the number of open positions plus two.
- 6.11. The Sheriff shall decide which candidate(s) is/are to be promoted, and shall offer the promotion(s) to that/those candidate(s). (Marathon County Code § 5.04(1))