

Application and Testing Process

If you are interested in becoming a Police Officer for the City of Sheboygan, our selection process is as follows:

1. **SUBMIT EMPLOYMENT APPLICATION:** Applications will be screened to identify the most qualified applicants who meet the requirements of the position to be invited to participate in the pre-employment assessment center. Applicants will be notified via the e-mail address on their application of Assessment Center invitations.

2. **PASS AN ASSESSMENT CENTER:** The assessment center will test a variety of skills necessary to effectively perform the duties of a Police Officer. Candidates may be required to complete examinations designed to test their mental alertness and/or problem-solving ability. Candidates who successfully complete the Assessment Center will also be asked to complete a background history questionnaire in advance of the background investigation and prior to the Police and Fire Commission interview.

3. **POLICE AND FIRE COMMISSION INTERVIEW:** Candidates who achieve a satisfactory score in the assessment center will be invited to interview before the City of Sheboygan Board of Police and Fire Commissioners. The Police and Fire Commission shall have access to information from the candidate's application and performance at the assessment center. The Police and Fire Commission shall then advise the Chief of Police which applicants the Commission has determined to be acceptable for employment. Candidates who were not deemed acceptable for employment will be notified in writing.

4. **BACKGROUND INVESTIGATION:** Prior to a recommendation from the Chief of Police to the Police and Fire Commission that an applicant be hired from the hiring list, the Chief of Police shall interview the applicant and a thorough background investigation shall be conducted. After completion of the Chief's interview and background investigation the Chief of Police shall make a hiring recommendation from the hiring list and seek approval to move forward with the hiring from the Police and Fire Commission.

5. **CONDITIONAL OFFER OF EMPLOYMENT:** As vacancies occur and after receiving approval from the Police and Fire Commission, the Chief of Police shall notify the appropriate candidate of their conditional offer of employment. This offer of employment shall be conditional subject to the successful completion of the following:

- Medical Examination and Drug Screen
- Pre-placement functional test of physical fitness and agility
- Vision examination (Correctable to 20/20)
- Psychological Examination

Agency required physical; medical; vision and psychological examinations are provided at no cost to the applicant. Upon successful completion of the post-offer screenings, candidates are eligible for hire in coordination with academy and orientation schedules.