

**CITY OF HORICON  
NOTICE OF SPECIAL COUNCIL MEETING  
SEPTEMBER 8, 2021      5:30 P.M.  
CITY HALL, ACTIVITY ROOM, 404 E. LAKE STREET**

The purpose of the Special Council Meeting is to conduct business per the following agenda:

**AGENDA**

1. Call to Order.
2. Roll Call.
3. Pledge of Allegiance.
4. Public Appearances.
5. Act on Horicon Police Chief Hiring Process.
6. Adjourn.

Posted: 09/07/2021

2:00 p.m.

Copy to:      Dodge County Pionier  
                  W.B.E.V.  
                  W.M.D.C.

Daily Citizen  
W.M.R.H.

## **Horicon Police Chief Hiring Process**

9/07/2021

### **1. INTERNAL CANDIDATES**

- a. Pursuant to the City of Horicon Personnel Policy Manual, the City will post the Police Chief position for a period of five (5) workdays.
- b. Employees wishing to “bid” for the vacancy must submit a letter of interest, resume, and application of employment to the City Clerk’s Office at City Hall.
- c. Applicants will be reviewed by the Selection Panel, as defined below, to determine the qualifications of the internal applicants.

### **2. EXTERNAL SEARCH**

- a. In the event that the Selection Panel determines that none of the employees who post or bid for the vacancy and/or promotion are qualified for the position, the City will seek qualified employees from outside City employment.
- b. Advertisement for the position will go public upon the determination that no internal candidate is qualified.
  - i. Advertisements will be placed on the following websites:
    1. WI League of Municipalities
    2. Wilenet
    3. WI Chiefs of Police website
- c. Applications from external candidates will be accepted by the City Clerk’s Office at City Hall for a period of four (4) weeks from the date the advertisements are posted.
- d. Applications will be reviewed by the Selection Panel to determine the qualifications of the external applicants.

### **3. SELECTION PANEL**

- a. The Selection Panel will consist of 3 current WI Police Chiefs.
  - i. A list of not less than twelve (12) names for the Personnel & Finance Committee to consider for the panel will be provided by the Wisconsin Chiefs of Police Association.
- b. The Selection Panel will interview internal candidates and external candidates, if necessary, whose applications were received by the City Clerk’s Office to determine the qualifications of the applicants.
- c. The Selection Panel will forward its recommendation(s) to the Common Council.

### **4. COMMON COUNCIL INTERVIEW**

- a. Final interviews will be conducted by the Common Council in Closed Session.
- b. The Common Council will determine the most qualified candidate for the position and recommend that candidate for the open position.
- c. The Mayor will have final authority to offer employment to the candidate recommended by the Common Council.