



**Division of State Patrol
Policy and Procedure**

Number
11-10

Subject REHIRE (UNIFORMED PERSONNEL)	
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I. POLICY

It is the policy of the Division of State Patrol (DSP) to consider for rehire former uniformed employees who voluntarily, or through no fault of their own and without misconduct, terminated their employment. Such individuals will be considered for rehire when they complete the hiring process for new hires, pass all required testing and have their name forwarded to the Executive Command Team by the hiring panel.

II. OBJECTIVES

The objective of this policy is to provide clear direction to individuals, who chose to leave the Division, on the process for rehire of previous state employees.

III. GENERAL PROVISIONS

- A. Former Division employees who seek to return to state service shall be required to go through the same process as new hires as outlined by the Division of Personnel Management Bureau of Human Resources – Region 1.
- B. The Executive Command Team may waive the recruit class requirement for individuals seeking to return to state service to a sworn position after reviewing the individual’s training or if the individual maintained certification as a law enforcement officer through the Wisconsin Department of Justice (DOJ) Law Enforcement Standards Board (LESB).

IV. PROCEDURE

- A. Bureau of Human Resources – Region 1
 - 1. Post available job opportunities on Wisc.Jobs.
 - 2. Track and monitor the hiring process providing updates as necessary.
- B. The applicant shall:
 - 1. Submit a completed application through Wisc.Jobs.
 - 2. Submit a completed DSP applicant background profile.
- C. Superintendent
 - 1. Determine whether to waive the recruit class requirement for sworn personnel, based on the individual's continued training and/or law enforcement certification through the Wisconsin Department of Justice (DOJ) Law Enforcement Standards Board (LESB.)
- D. Immediate Supervisor of Rehired Employee:
 - 1. Provide HR Specialist with a start date for employee.
 - 2. Contact employee to arrange the time and location to meet on their first day, discuss hours of work and what is the appropriate attire for their first day.
 - 3. Follow Onboarding procedure as outlined in the New Employee Onboarding Checklist to include but not limited to:
 - a. Assess security, telephone and computer needs and any other equipment needed prior to the first day of work. This should include logon IDs, email requests and any uniform needs. Any IT requests (MACH, email, network access, report manager, etc.) should be sent to DOT DSP IT dspit.dot@dot.wi.gov.
 - b. Arrange for an employee ID card by submitting an ID card request to the building card coordinator/requestor.
 - c. Review forms and documents related to employment.
 - d. Provide required safety information and review policy and procedure.
 - e. If employee will be operating a state vehicle have employee complete [Electronic Vehicle Use Agreement](#) via the Enterprise Fleet Portal. Instruct employee on fueling procedures and review any policy regarding fleet use.
 - f. Review job information to include position description, performance goals and expectations, payroll and benefits and PeopleSoft procedures and project IDs.

V. REFERENCES

Wisconsin Statute 230.31
Wisconsin Administrative Code ER – 29.03(6)
Wisconsin Administrative Code ER – MRS 16
Wisconsin Administrative Code LES 3
New Employee Onboarding Checklist