

## **FPC Informational Memorandum: MPD 60 College Credit Requirement**

### **Issue:**

The Wisconsin Law Enforcement Standards Board (LESB) requires all law enforcement officers to have 60 college credits within five (5) years of appointment. Failure to comply with this requirement results in decertification as a law enforcement officer in the state of Wisconsin and subsequent dismissal from the Department. Several members of MPD have been the subject of decertification hearings before the LESB. This identified a need to more closely track and monitor members that have not completed the credit requirement. Close monitoring will assist members in completing the requirement and protect the City of Milwaukee's investment of time and financial resources to train and equip new appointments to the position of police officer.

### **Findings:**

The position of Career Development Coordinator was created. Sgt. Michael Schmitz was assigned to the position. The position duties include monitoring members that have not completed the credit requirements. A reporting mechanism was developed to track members' compliance on an annual basis. On June 1, 2009, Personnel Administrator Valarie Williams dispersed a memorandum to all police personnel regarding MPD form PE-25 (attached) which will be used to track members' progress toward meeting the 60 college credit requirement.

MPD form PE-25 will be filed every June by the members, along with an unofficial transcript until they meet the requirement. Once 60 college credits have been attained, the member must submit an official transcript. The classes will be verified and documentation will be forwarded to the LESB informing them of the member's requirement fulfillment. The member's supervisor, along with Sgt. Michael Schmitz and Sgt. Louise Schaefer of MPD's Human Resources Division, will monitor the members' progress toward fulfilling the requirement. Sgt. Schmitz and Sgt. Schaefer will counsel members who are falling behind and assist them with any questions they may have pertaining to the requirement. This revised procedure should allow more timely supervisory intervention and increased compliance.

# MILWAUKEE POLICE DEPARTMENT

## DEPARTMENTAL MEMORANDUM

**Date:** June 1, 2009

**To:** All Personnel

**From:** Personnel Administrator Valarie Williams *aw*  
Human Resources Division



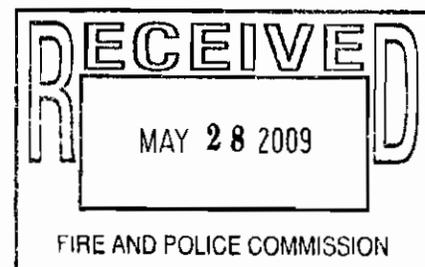
**Regarding:** 60 College-credit requirement

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Effective immediately, MPD form PE-25 will be used to track members' progress toward meeting the 60-college credit requirement. Per §LES 2.01(1)(e) all law enforcement officers are required to have 60 college credits within 5 years of appointment to the position.

Form PE-25 must be filed every June until the member has met the LESB college credit requirement. Unofficial copies of transcripts **must** be submitted along with form PE-25 every year until this requirement is met. Once the employee has attained 60 college credits, an **official transcript** must be submitted. Supervisors are encouraged to work with the employee to develop and document a specific action plan.

Form PE-25 is available on the network. Any questions regarding this procedure or the college-credit requirement should be directed to Police Sergeant Michael Schmitz (ext. 7607) or Police Sergeant Louise Schaefer (ext. 7155).



## Milwaukee Police Department 60 College Credit Requirement Tracking Sheet

The State of Wisconsin Law Enforcement Standards Board requires all new law enforcement officers appointed after February 1, 1993 obtain at least 60 college credits within 5 years of employment {per LES 2.01 (1) (e)}. **Failure to comply with this employment requirement will result in decertification as a law enforcement officer and termination of employment.**

In order to properly monitor and assess the standing of all officers being tracked by the Department and the State, the employee and supervisor must complete this report annually. This report is **required** for every officer who has not yet met this requirement. Questions should be directed to the Career Development Coordinator in the Human Resources Division, extension 7607.

**Instructions:**

1. This report **shall be completed annually during the month of June** to track the employee's credit status for a 5-year period or until 60 college credits are achieved. This 5-year period commences with appointment to the position of police officer.
2. Credit for coursework will only be accepted if given by an accredited institution. The accreditation of any institution can be checked at <http://www.ope.ed.gov/accreditation>. It is the responsibility of the employee to ensure that their credits will be accepted by the LESB.
3. An unofficial transcript **MUST** be attached to this form **every year** until the credit requirement has been satisfied. This form will be returned to the employee's supervisor for correction if the transcript is not attached.
4. The original report shall be forwarded to the Career Development Coordinator in the Human Resources Division and a copy placed in the employee's work location personnel file.
5. Once the 60 college credits are achieved, the employee is responsible for obtaining an "Official Transcript" from each college and/or university attended. Generally, an official transcript has the registrar's signature, an embossed college seal, and date affixed. This official transcript must be delivered to the Human Resources Division by the member or via U.S. mail directly from the college/university. If the transcript is being mailed, it is to be sent to the following address:  
 Human Resources Division - Career Development Coordinator  
 Milwaukee Police Department  
 749 W. State St.  
 Milwaukee, WI 53233
6. The Career Development Coordinator shall be responsible for completing the appropriate LESB paperwork and forwarding the transcript to the Law Enforcement Standards Board.

Name:	PS #:	Work Location:
Recruit Appt. Date:	Date Credits Due (5 years from date of appointment):	
How many credits do you have?	<b>You MUST attach an unofficial copy of your transcript(s).</b>	
Are you currently enrolled at an accredited college/university? (circle one) NO YES If so, which?		
Action Plan:		
<p>The employee and the work location supervisor shall mutually develop action plans. The plan should include guidance and specific steps that the employee can take toward meeting this employment requirement.</p> <p><b>I attest that all information that I have provided on this document is true and accurate.</b></p>		
Employee Signature:	Date:	
Supervisor Signature:	Date:	
Commander Signature:	Date:	
Additional Comments (optional):		