

WMPD Applicant Process

- **APPLICATIONS WILL BE PROCESSED AS THEY ARE RECEIVED FOR THIS HIRING PROCESS**
- The information you provide in the Personal History Statement (PHS) and Personal Integrity Questionnaire (PIQ) will be used in the background investigation to determine your suitability for the position of **Entry Level Police Officer or the Lateral Entry Police Officer Program.**
- **You must fill out all required documents completely and accurately.**
- Type Fillable PDF or legibly print (in ink) all required information.
- If a question does not apply to you, enter N/A (not applicable) in the first space provided for your response where there is no information to provide.
- If you are completing a printed form and need more space for your responses, use the reverse side of the page and identify the additional information by the question number.
- **Initial this page to indicate you have read these instructions and all pages on which you read or provide information.**

Accurate and Full Disclosure

Keep in mind that:

1. The completion of the Personal History Statement (PHS) and Personal Integrity Questionnaire (PIQ) – Police Officer is mandatory in accordance with this posting process.
2. All statements are subject to verification.
3. Deliberate inaccuracies or incomplete statements may bar or remove you from consideration for employment.
4. You must account for all required time periods in your background.

It is to your advantage to respond honestly. All factors in your background will be evaluated in terms of the circumstances and facts surrounding their occurrence, and their degree of relevance to the job of police officer. *For example*, being fired from a job or having an arrest record is not in itself grounds for disqualification. During the investigation, the investigator will inquire into the facts surrounding such an occurrence. An evaluation will then be made of the relevance of these facts to the requirements of the police officer job.

Disclosure of Arrests and Convictions

As an applicant for the West Milwaukee Police Department, you are required to disclose any of the following which occurred on or after your 18th birthday (even if the records are sealed):

1. All arrests, whether they result in a conviction or not.
2. All convictions.
3. All diversion programs, whether completed or not (unless medically related).

DISCLOSURE OF MEDICALLY-RELATED INFORMATION

DO NOT divulge information concerning physical or medical conditions, either past or current. The *Americans with Disabilities Act* prohibits employers from making medically-related inquiries prior to a conditional offer of employment.

GENERAL DUTIES: The primary function of a patrol officer is to serve the citizens and visitors to the Village by responding to their requests for assistance; enforce all laws and ordinances; and uphold the Constitutions of the United States and the State of Wisconsin. The patrol officer performs the functions and responsibilities of this position as a member of a Para-military organization, which requires all employees to obey orders and perform all necessary tasks in a timely, efficient and effective manner.

FOR LATERAL ENTRY PROGRAM APPLICANTS: The Village will consider **current Law Enforcement personnel** in good standing with a **minimum of 3 years of fulltime service** who otherwise meet all of the minimum qualifications. Starting pay will be adjusted to number of years of service up to the max 5th year step. The hiring process will remain the same for all applicants.

DUTY HOURS: The Full-Time position will be assigned to a regular 8 hour shift. The shift scheduling will be completed to cover mandatory shifts as necessary to maintain the proper functioning of the police department and to meet the safety and security needs of the community. The department uses a 4-2 rotating schedule.

SALARY AND BENEFITS: Full-Time starting salary is \$29.93 an hour plus shift differential. **Lateral entry** personnel may be placed within the salary scale (\$29.93 to \$40.14) based on qualifications. Lateral entry officers will also fall into the vacation schedule as outlined in the WPPA agreement (for example if hired at the 5 year entry level the third week of vacation will be added at the completion of two years of service instead of seven years); however, seniority will be based on date of hire. The Village provides a wide array of benefits to include but not limited to Health, Dental, and State Retirement System.

Signing Bonus of \$1000 for applicants who successfully complete the hiring and FTO process.

UNIFORMS AND EQUIPMENT: The West Milwaukee Police Department will issue all other necessary uniforms and equipment to include firearm and full duty belt.

RESIDENCY REQUIREMENT: There is a 20-mile radius residency requirement imposed by the Village of West Milwaukee; **however**, if outside the 20 mile radius consideration to the actual distance may be approved by the Village Board.

MINIMUM QUALIFICATIONS:

- At least 18 years of age at the time of the application deadline.
- Citizen of the United States.
- All applicants must be able to satisfactorily perform all essential job-related functions, duties and responsibilities of the position.
- Possess a valid, unrestricted driver's license and be eligible for a Wisconsin driver's license at time of application. (Restrictions as to physical reasons only, will not disqualify an individual from applying for this position; however, they may serve as a medical basis for rejection).
- Good moral character, defined as:
 - A. No record of conviction for a felony, as this will prohibit the carrying of a firearm.
 - B. No Conviction for domestic violence or current DVRO. Any history will be look at closely.
 - C. No record of conviction for a misdemeanor for any crime involving moral turpitude, (see attached list), as this will jeopardize the credibility as a departmental witness.
 - D. No second convictions for Operating While Intoxicated, Operating After Revocation, Operating While Suspended, Operating without a Driver's License, Reckless Driving, or any other traffic offense defined as a misdemeanor traffic crime under Chapter 341, 343, 346, 347 or 350, Wisconsin Statutes, as this will jeopardize credibility as a departmental witness and may unreasonably subject the Village to increased civil liability.
- No pending court cases for violations described under (A), (B), or (C).
- No pending civil cases that may have an adverse effect on job related responsibility or credibility.
- Must be eligible to enroll in a LESB approved academy; or have successfully completed or currently attending an approved LESB basic recruit academy. **Lateral Entry** must have current certification or eligible for the LESB reciprocal test to get certified in the State of Wisconsin.
- Educational requirements (All degrees must be from a nationally accredited college or university):
 - A. Associate Degree in Police Science **or**
 - B. Minimum (60) semester credits earned toward an associate or bachelor's degree in Criminal Justice or closely related field **or**
 - C. Bachelor's Degree in any field which there is a direct relation to the position

APPLICATION PROCESS:

Phase I - All individuals who meet the Minimum Qualifications for an Entry Level/ Lateral Patrol Officer will be required to submit **all of** the following application materials **at the time of application** to be considered for this position (exception for transcripts and birth certificates):

- Completed Application Part 1/Personal History form as supplied by the Village of West Milwaukee.
- Completed Authorization for Release of Information.
- Copies of:
 - A. Birth certificate.
 - B. Current driver's license.
 - C. High school diploma.
 - D. College transcripts (see application deadline below for time allowance)
 - E. Military discharge papers DD214, (if applicable).
 - F. Wisconsin Law Enforcement Standards Board Academy Certification if attended.

G. Other relevant schooling or training.

Phase II - If your application is accepted you will be notified of your continuation in the process. The next phase will consist of;

- Meet with Background Investigator if requested.
- Complete a Part 2/Personal Integrity Questionnaire Prior to the scheduled date of the written exam
- Pass the written exam. **This exam has tentatively been scheduled for TBD, 2023 at 9am.**
- Oral Interview. **Have tentatively been scheduled for TBD, 2023 from 8:00 am to 3:00 pm**

Phase III - If you pass Phase II your name will be submitted to the Police Commission for certification. Once the eligibility list is established background investigations will begin depending on the number of current open positions.

Phase IV - If you pass the background investigation and a vacancy exists you will move forward. This phase will consist of;

- Conditional Offer
- Medical / Physical Fitness Exam
- Full Drug Screen
- Psychological Exam

Phase V - If you pass your medical, drug and physiological exams you will be hired and placed into a Field Training Officer Program (FTO) if certified or scheduled for the Academy prior to going through the FTO program.

Phase VI - If you successfully complete Phase I of the FTO program you will be cleared for Phase II of the FTO program.

Phase VI – If you successfully complete Phase II of the FTO program you will be placed into Phase III of the FTO Program.

Phase VII - If you successfully complete Phase III of the FTO program you will be cleared for all LE duties.

APPLICATION DEADLINE: Completed applications with all required materials must be received at the West Milwaukee Police Department, 4755 West Beloit Road, West Milwaukee, WI 53214 no later than **Friday, January 27, 2023 at 5:00 P. M.** Applications received after the deadline will not be accepted. Incomplete applications will be rejected. If you need additional time to obtain a copy of your transcripts or birth certificate you will need to note this information when you turn in your application material and you will have to have these item turned in no later than **Friday, February 10, 2023 at 5:00 P. M.** All application material should be sent to the attention Sergeant Anthony Munoz anthony.munoz@westmilwaukee.org . Additional questions may be directed to Sergeant Munoz or Assistant Chief Shaundra Randolph Shaundra.randolph@westmilwaukee.org.