

Instructions to the Applicant

- The information you provide in this Application / Personal History Statement (PHS) will be used in the background investigation to determine your suitability for the position of **Community Service Officer (CSO)**.
- You must fill out the form completely and accurately.
- Type or legibly print (in ink) all required information.
- If a question does not apply to you, leave it blank.
- 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 this Application / Personal History Statement – CSO 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 community service 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 position.

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

Act prohibits employers from making medically related inquiries prior to a conditional offer of employment.

GENERAL DUTIES: The primary function of a Community Service Office is to serve the citizens and visitors to the Village by responding to requests for assistance non law enforcement related; enforce all parking ordinances; and uphold the Constitutions of the United States and the State of Wisconsin. The Community Service 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.

DUTY HOURS: The position may be assigned to a regular 8 hour shift or part of a shift. The shift scheduling will take into account the CSO's school schedule if applicable.

SALARY AND BENEFITS: starting salary is \$15.00 an hour plus shift differential and tops out at \$17.00.

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UNIFORMS AND EQUIPMENT: The West Milwaukee Police Department will issue all other necessary uniforms and equipment.

RESIDENCY REQUIREMENT: There is a 20-mile radius residency requirements imposed by the Village of West Milwaukee.

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.
 - B. No Conviction for domestic violence or current DVRO. Any history will be look at closely.
 - C. 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.
- Educational requirement; High School Diploma or equivalent.

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 /Personal History form as supplied by the Village of West Milwaukee.
- Completed Authorization for Release of Information.
- Completed Confidential Information Agreement.
- Copies of:
 - A. Birth certificate.
 - B. Current driver's license.
 - C. High school diploma.

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

- Meet with Background Investigator if requested.
- Complete a Personal Integrity Questionnaire

Phase III - If you pass Phase II your name will be submitted to the Assistant Chief of Police for an oral interview.

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

- Conditional Offer
- Fingerprints and submission for CJIS clearance.

Phase V - You will be hired and placed into a Field Training Program (FTO).

Phase VI - If you successfully complete the initial phase of the FTO program you will be cleared for all CSO duties.

APPLICATION DEADLINE: OPEN PROCESS / Completed applications with all required materials must be received at the West Milwaukee Police Department, 4755 West Beloit Road, West Milwaukee, WI 53214. 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. All application material and/or questions should be sent to the attention of the West Milwaukee Police Department, Sergeant Adam Gallenberger or by phone at 414-645-2151