Dear Prospective Candidate,

Thank you for your interest in the Police Officer position with the Village of Menomonee Falls.

Attached is your Menomonee Falls Police Officer application packet. Please return only the **Application**, **Authorization for Release of Information**, and the **Statistical Data Form** (optional). You **MUST** include a copy of your **College Transcript(s)** with the application.

Please keep the Job Announcement and Police Officer Recruitment Process pages for your own personal records. Be sure to complete all questions on the application. If a question does not apply, please mark "N/A" (which stands for "not applicable").

Please contact Jean Szczygielski at the Police Department at (262)532-8708, or police@menomonee-falls.org if you have any questions. Please do not contact the Human Resources Department.

Once again, thank you for your interest in the Village of Menomonee Falls.

POLICE AND FIRE COMMISSION
JOB ANNOUNCEMENT

Title: **POLICE OFFICER**

Duties: Entry level position responsible for performing a variety of tasks associated with police patrol and criminal and municipal law enforcement including: traffic control and enforcement, crash investigation, patrol, response to routine and emergency requests for police service, investigation of law violations, and other similar functions.

Minimum Qualifications: U. S. Citizen; eligible for valid Wisconsin Driver's License; must be at least 18 years of age, High School diploma or equivalent; ability to meet physical fitness requirements including frequent bending, twisting, reaching, lifting, carrying, manual dexterity, and lifting/carrying of 25 pounds, with occasional lifting/carrying of 50 pounds; and one of the following:

a. Associate Degree in Criminal Justice or a related field
b. 60 college level credits

An applicant must meet the minimum requirements for Police Officer at the time he/she applies.

Recruitment Procedures:

1. Applications will be reviewed, evaluated, and scored based on education and experience.
2. Top applicants will undergo further evaluation, psychological, medical and physical fitness screening, background investigation, and interviews.

2018 Salary:

Start	$5,363.32/month	First year	$5,976.11/month
Second year	$6,158.21/month	Third year	$6,489.27/month

Additional $50.00/month for Associate Degree in Police Science

Benefits: Health, Dental, and Life Insurance; Wisconsin Retirement Fund membership; Section 125 Flexible Spending Plan; sick leave plan, holiday and vacation schedule; educational incentive; all uniforms and equipment furnished.

Application: Applications are available on the Menomonee Falls Police Department website:

www.menomonee-falls.org **or** upon request at:

Menomonee Falls Municipal Building
W156 N8480 Pilgrim Road
Menomonee Falls, WI 53051
262-532-4200
Monday through Friday 8:00 a.m. to 4:30 p.m.

APPLICATIONS ACCEPTED YEAR ROUND

THE VILLAGE OF MENOMONEE FALLS IS AN EQUAL OPPORTUNITY EMPLOYER – M/F/D/V

About the Department: The Menomonee Falls Police Department is a progressive, service-orientated agency that enjoys the respect and support of the community. Our professional standards are maintained through a comprehensive training program and rigorous recruitment standards. Moreover, the department holds law enforcement accreditation through the Wisconsin Law Enforcement Accreditation Group, Inc.

The department consists of 59 sworn officers supported by 24 civilian employees. Organizationally, there are three bureaus: Patrol Bureau, Services Bureau, and Special Investigation Bureau. The Services Bureau consists of the Support Services Unit and the Office Operations Unit. Most department personnel are assigned to the Patrol Bureau and new recruits should anticipate assignment as a patrol officer working evening hours. Long term career opportunities include assignment to specialized positions or promotion to supervisory and command levels of responsibility.

About the Community: Menomonee Falls is located northwest of the City of Milwaukee in Waukesha County. It combines its own special character and high quality of life, while benefiting from its proximity to a major metropolitan center. With a balance of commercial, industrial, and a residential population, Menomonee Falls is a pleasant community of 36,769 (2016 estimate) people with considerable growth potential. The Village has excellent public, private, and parochial schools, superior health care, fine homes, and excellent retail facilities. Total land area of Menomonee Falls is 33 square miles.

"IMPORTANT" – PLEASE READ PRIOR TO COMPLETION OF APPLICATION

VILLAGE OF MENOMONEE FALLS

Recruitment Process:

1. Scoring and ranking of applicants based on predetermined values established by the Police & Fire Commission. **Applicants must meet minimum requirements for Police Officer at the time they apply**. Applications will remain active for a period of one year from the date it is received.

2. Assessment Center – a series of evaluative exercises and tests that are related to the job of Police Officer. The Assessment Centers are conducted on an "as needed basis" and will vary year to year.

3. Police & Fire Commission oral interviews. Copies of the procedural guidelines used are available on request from the Village.

4. Following the establishment of an eligibility list of successful candidates, the Chief of Police will appoint candidates as position openings arise.

5. All appointments are subject to the successful completion of a background investigation, psychological evaluation, fitness, hearing, vision evaluation, medical examination and drug test.

Re-Application Procedures:

1. Any applicant not certified to the eligibility list may reapply after one year from the date of original application.

2. Any candidate certified to the eligibility list who is not appointed by the Chief of Police within 18 months of such certification may reapply under this procedure unless the applicant has been disqualified as a result of conclusive findings in the background investigation.

3. All re-applications are considered as new applications and are processed in the same manner as such.

4. Applicants may update information on their application by notifying the Police Chief's Administrative Assistant in writing of the change.

FOR STATISTICAL PURPOSES ONLY

Completion of this form is strictly voluntary. You may return it separate from your application.

SEX:

- ○ Female
- ○ Male

RACE:

- ○ White
- ○ Black
- ○ Hispanic
- ○ Asian or Pacific Islander
- ○ American Indian or Alaskan Native

How did you learn of this job opportunity?_____

VILLAGE OF MENOMONEE FALLS
W156 N8480 Pilgrim Road
Menomonee Falls, WI 53051

RESET FORM

POLICE OFFICER APPLICATION

The Village of Menomonee Falls is an Equal Opportunity Employer. All candidates for employment are reviewed on the basis of merit, and the Village of Menomonee Falls complies with all applicable state and federal fair employment laws.
INSTRUCTIONS: Read these instructions carefully before completing this application. You will be evaluated based on the information which you supply. All information which you supply is subject to independent verification, and if not verifiable, will not be considered. Be certain the information you furnish is both accurate and complete. If you intentionally supply inaccurate or misleading information, you are subject to immediate disqualification, and, if employment has been obtained, you will be subject to dismissal.

A. GENERAL:

1. Name_____
   (First) (Middle) (Last) Jr., etc.

2. Current Address: _____

   _____

3. Email Address: _____

   Please indicate a primary communication preference regarding your application:

   Email ◯ U.S. mail ◯

4. Telephone: _____

5. Alternate Address (where you can be reached):

   _____

   _____

6. Do you currently have a valid Wisconsin Drivers License?If yes, supply D.L. Number _____ ◯Yes ◯No
7. If no, are you (to the best of your knowledge) eligible for a Wisconsin Drivers License? ◯Yes ◯No
8. Have you ever been convicted of a violation of law with a resulting penalty of a fine or forfeiture exceeding $200 or confinement in a county jail or other penal facility or probation (excluding convictions for which you have been fully pardoned)? A conviction will not necessarily bar you from employment. If yes, supply details as requested below. If necessary, attach additional sheets and refer to this question number. ◯Yes ◯No

   Date of Violation:_____ Date of Conviction:_____

   Jurisdiction: _____

   Violation: _____

   Penalty: _____

B. EDUCATION:

1. Do you have a High School Diploma? ___Yes ___No

   Name & Location of High School: _____

   If not, do you have a GED or other equivalent? ___Yes ___No

2. Post High School Education: List all schools attended.
   If necessary, attach additional sheets and refer to this question number.

   a. Name and Address of institution granting degree: _____

   _____

   _____

   _____

   Field of Study:_____

   Degree Received:_____

   Date Degree Received:_____

   Number of Credits earned:_____

   b. Name & Address of institution granting degree:

   _____

   _____

   _____

   Field of Study:_____

   Degree Received:_____

   Date Degree Received:_____

   Number of Credits earned:_____

C. LAW ENFORCEMENT EXPERIENCE:

List all law enforcement and law enforcement related experience. If necessary, attach additional sheets and refer to this question number.

a. Employer Name_____ _____

Address_____

_____

_____

Telephone:_____

Position/Rank_____

From_____ To_____

Number of hours per week_____

Power of Arrest? ___Yes ___No

b. Employer Name_____ _____

Address_____

_____

_____

Telephone:_____

Position/Rank_____

From_____ To_____

Number of hours per week_____

Power of Arrest? ◯ Yes ◯ No

D. OTHER EMPLOYMENT:

List all other employment. If necessary, attach additional sheets and refer to this question number.

a. Employer Name_____ _____

Address_____

_____

_____

Telephone:_____

Position_____

From_____ To_____

Number of hours per week_____

b. Employer Name_____ _____

Address_____

_____

_____

Telephone:_____

Position_____

From_____ To_____

Number of hours per week_____

E. MILITARY EXPERIENCE:

List Military Experience Active ◯ Reserves ◯ _____

Branch_____

From_____ To_____

Job Description_____

Training_____

List Additional Military Experience Active ◯ Reserves ◯ _____

Branch_____

From_____ To_____

Job Description_____

Training_____

F. LAW ENFORCEMENT CERTIFICATION: _____

Are you currently certified by the Wisconsin Law Enforcement Standards Board ◯ Yes ◯ No

-- OR --

Are you currently certified by another organization comparable to the Wisconsin Law Enforcement Standards Board, a government agency which certifies police officers' standards and minimum training ◯ Yes ◯ No

-- OR --

Have you graduated from a State Law Enforcement Certification Course – Completion Date? _____ ◯ Yes ◯ No

-- OR --

Are you currently attending a State Law Enforcement Certification Course – Anticipated Completion Date? _____ ◯ Yes ◯ No

G. CERTIFICATION:

I hereby authorize the Village of Menomonee Falls to investigate all statements contained in this application. I certify that all of the statements I have made are, to the best of my knowledge, true and, if I am subsequently employed by you, I may be subject to discharge if they are found to be false.

_____
Signature

_____
Date