



Dear Prospective Candidate,

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

Attached is the Village of Menomonee Falls Police Officer position application packet. Be sure to complete all the questions on this application. If a question does not apply, please mark 'N/A' (not applicable). Please keep the Job Announcement & the Police Officer Recruitment Process pages for your own personal records.

Next, return the Application, Authorization for Release of Information and you **MUST** include a copy of your College Transcript(s).

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

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.

2019 Salary:	Start	\$5,470.59/month	First year	\$6,095.63/month
	Second year	\$6,281.37/month	Third year	\$6,619.06/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 27 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 37,574 (2018 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.

VILLAGE OF MENOMONEE FALLS AUTHORIZATION FOR RELEASE OF INFORMATION

For official use only, not to be release to unauthorized persons.

Read the authorization for release of information listed below. Your completion of this document allows the Village of Menomonee Falls to investigate your background and gives your permission for the release of information from the below listed sources. After affixing your signature to the release form you must print your name beneath your signature.

TO WHOM IT MAY CONCERN:

I respectfully request and authorize you to provide to the Village of Menomonee Falls and/or any representative thereof any and all information that you may have concerning the following:

1. Employment history, including without limitation all disciplinary records, Performance evaluations, sick leave records, and any other matters contained in my personnel file.
2. Scholastic records.
3. Records maintained by any law enforcement agency, including but not limited to records of arrest and/or conviction, juvenile records, or those relating to traffic violations.
4. Financial Records

This information is to be used to assist the Village of Menomonee Falls, in determining my qualifications for the position I am seeking with the Village of Menomonee Falls as a **Police Officer**. Please provide the Village of Menomonee Falls and/or any representative thereof, any information falling within the categories listed above, including any information which otherwise would be considered confidential or privileged, and permit the Village to make copies of that information if it so desires.

Pursuant to Section 103.13 of the Wisconsin State Statutes demand is hereby made that you provide access, and, upon request, copies of all relevant records in your possession to the bearer of this waiver.

I hereby release, and hold harmless, on behalf of myself, my heirs, assigns and successors interest forever, both you and/or your employer or organization from any liability or damage whatsoever which may result because of your responses to this request for information. Further, I covenant not to sue you or your employer or organization for any information, which is released in response to this request. In making these statements, I understand that information, which you give, may result in my not being employed.

A photocopy reproduction of this request shall be for all intents and purposes as valid as the original. This release remains effective until you receive signed written instructions to the contrary. You main retain this form in your files.

DATE: _____ **SIGNATURE:** _____

PRINT NAME: _____
LAST – FIRST – MIDDLE

ADDRESS: _____

Address, City, State, Zip

DATE OF BIRTH: _____

DRIVERS LICENSE #: _____

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? Yes No
If yes, supply D.L. Number _____

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.

Date of Violation: _____ Date of Conviction: _____

Jurisdiction: _____

Violation: _____

Penalty: _____

9. How did you learn of this job opportunity? _____

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