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Police Department

## Police Officer

Salary: Starting annual salary \$67,793.27 (Step 1)

*The Chief shall have the discretion to establish the starting rate of pay for a newly hired experienced certified officer above Step 1 of the salary schedule based on the total full-time experience of the newly hired officer.*

The City of Mequon Police Department is accepting applications for the position of Police Officer to establish an eligibility list. This eligibility list will be used to fill anticipated current and future vacancies.

Applications will be accepted on an ongoing basis throughout the year. Testing and interviews will be conducted as needed.

### **Recruitment Process:**

- Written & Report Writing Testing
- Initial Interviews with Police Department Hiring Panel
- Background Investigations
- Final Interview with Police Department Command Staff
- Conditional Offer
- Physical and Psychological examination
- Drug testing

The application must be completed before a candidate can receive consideration for this position. When completing the application, candidates must fill in all fields that apply. The work experience section must be completed even if a resume is included. Candidates should enter entire work history, including all internships and volunteer experience.

**IMPORTANT: CANDIDATES WILL BE CONTACTED VIA EMAIL. THEREFORE, CANDIDATES SHOULD CHECK THEIR EMAIL REGULARLY.  
CANDIDATES ARE ALSO ADVISED TO CHECK THEIR SPAM MAIL.**

The City of Mequon reserves the right to invite only the most qualified candidates to participate in testing and interviews. Please make sure that all application materials are completely filled out and accurate.

Individuals sponsored by the City of Mequon through the law enforcement recruit academy will be compensated while attending the academy.

### **Examples of Police Officer Duties:**

- Patrols assigned squad area performing building checks, watching for suspicious situations, enforcing violations and acting as deterrent to criminal/unlawful activity.
- Observes traffic and enforces violations.
- Performs investigations of crimes and accidents including burglary, theft, damage to property, traffic accidents and takes appropriate action.
- Prepares all necessary reports related to patrol, traffic enforcement, investigations, and disturbances.
- Responds to public and domestic complaints taking appropriate action including acting as mediator, subduing/apprehending suspect, and issuing citations.
- Answers phones and responds to walk-in complaints as assigned.
- Attends roll call.
- Makes public presentations.
- Issues subpoenas, citations, and warrants.
- Gives testimony in court.
- Seizes and submits evidence.
- Assists Fire Department personnel on rescue and fire calls.
- Assists other agencies as needed and patrols special events as assigned.
- Participates in mandatory training.
- Carries, qualifies and maintains a firearm.
- Performs related duties as assigned.

### **Minimum Requirements for Police Officer:**

1. United States citizen
2. Possess a valid Wisconsin Driver's license(at time of appointment)
3. Attained a minimum age of 21 years
4. Have never been convicted of a felony or domestic violence related incident
5. Have a high school diploma or GED
6. Possess either a two-year associate degree from a Wisconsin technical college system district or its accredited equivalent from another state or a minimum of 60 fully accredited college level credits.
7. Ability to communicate in English, both orally and in writing, in a clear manner using appropriate grammar and spelling.
8. Ability to operate a motor vehicle under normal and adverse conditions while maintaining the ability to communicate and activate the equipment in the vehicle.
9. Ability to make quick decisions, accurate observations, uses sound judgment and maintains a professional demeanor under ordinary and stressful situations.
10. Ability to recall details, copy written and oral information and apply instructions with a high degree of accuracy.
11. Ability to read and comprehend legal and non-legal material written in English.
12. Ability to learn and comply with department operations, rules, regulations, policies and procedures associated with the position.
13. Ability to learn and apply provisions, procedures, sources and elements of state and federal law and municipal ordinance related to duties and responsibilities.
14. Ability to apply concepts, procedures and techniques related to interviewing, investigations, confessions, defense and arrest tactics, evidence preservation, search and seizure and the use of force.
15. Be able to pass a thorough background check.

***Applicants must meet the minimum requirements for Police Officer at the time of application***

**Requirements upon Conditional Offer**

1. Undergo a fingerprinting
2. Pass a physical examination from a licensed Wisconsin physician
3. Pass a psychological examination by a licensed Wisconsin psychiatrist
4. Submit to a drug test for the presence of the following controlled substances or their metabolites: amphetamines, cannabis or cannabinoids, opiates, cocaine, and phencyclidine (PCP).

**Recruitment Process**

Applications will be reviewed, evaluated and scored based on education and experience on a regular basis. Applicants will be ranked from highest to lowest total point score with new applicants integrated as they are received. Applications will be used as part of this stage of selection for a period of six months from the date it is received. The applicant must reapply after six months if they wish to remain on the applicant list.

When patrol officer vacancies occur or are anticipated to occur, applicants will be invited to participate in a written test and a personnel evaluation profile (PEP) test facilitated by the Administrative Captain or designee. As needed, applicants will be invited to an interview with members of the department hiring panel which can consist of rank and file members of the Police Department.

Based on the information obtained from the written test, the department hiring panel interview, and the PEP test, applicants will be scored and ranked. The selected applicants as determined by the minimum qualification and testing process, will then be interviewed by the command staff of the Police Department and the Assistant City Administrator. Applicants will be provided with a background information packet prior to this command staff interview which they will be expected to complete and bring along.

If an applicant meets the current ranking minimum, the Chief or the Chief's designee will place him/her on an unranked eligibility list as a Patrol Officer. The eligibility list must be reviewed and certified by the Board of Police and Fire Commissioners.

Once certified, the Chief of Police may appoint any officer candidate on the eligibility list subject to the results of a detailed background investigation. The candidate will be given a conditional offer of employment which will include the requirement of successfully passing a medical exam, a psychological exam and a drug screen.

Officer candidates will remain on this eligibility list for a period of one year. If after one year they have not been selected they must start over with the application process.