

**CITY OF ST. FRANCIS**  
**POSITION – POLICE OFFICER**

**TO ALL APPLICANTS:**

1. READ ALL INFORMATION COMPLETELY
2. COMPLETE APPLICATION AND FURNISH ALL NECESSARY INFORMATION AT THE TIME OF FILING
3. APPLICATIONS MUST BE RETURNED TO THE OFFICE OF THE CITY CLERK AT 4235 S. NICHOLSON AVENUE, ST. FRANCIS, WISCONSIN 53235

AT THE TIME OF FILING THE APPLICATION, THE APPLICANT MUST HAVE ATTACHED PHOTO-COPIES OF THE FOLLOWING ITEMS:

- Birth Certificate. (If foreign born, evidence of United States Citizenship.) NOTE: Baptismal Certificates or Hospital Certificates **NOT** acceptable.
- High School Diploma or an acceptable High School Equivalency Certificate. If G.E.D., present certified test score.
- Applicant **MUST** possess a valid Wisconsin motor vehicle operator's License.
- If applicant was in the Military Service, discharge or release papers showing type of discharge or release and dates of active service **MUST** be attached at the time of application filing. Form DD214 preferred.
- Social Security card, in addition your number is **REQUIRED** on application.

**PLEASE NOTE:**

**APPLICANT MUST HAVE 60 COLLEGE CREDITS AND EITHER LAW ENFORCEMENT CERTIFIED OR CERTIFIABLE (BASIC RECRUIT COMPLETION).**

**EQUAL OPPORTUNITY EMPLOYER**

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APPLICATIONS:

Application forms are issued only to those applicants who meet the qualification requirements for the position sought.

Each applicant is cautioned that an application will not be accepted if it has not been personally filled out by the applicant and if the applicant has not complied with all its requirements. Particular attention must be paid to those requirements regarding – birth certificates – proof of education – military discharge or release papers, if any, and unrestricted motor vehicle operator's (drivers) license. **NOTE: Individuals possessing a restricted license for Financial Responsibility will be rejected.** The application must be signed under oath. Staff members of the Police Department or City Clerk's Office will notarize applications without charge at the time of filing.

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Any misrepresentation in regard to any material fact contained in this application, or, satisfactory evidence of bad character or conduct on the part of the applicant, or loss of any license or other qualification requirement set forth in

the examination announcement is sufficient cause for excluding the applicant from the examination, for removing applicants name from the eligibility list, for refusing applicant an appointment or for discharge from the service.

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In listing three references, do not list any relative by blood or marriage, or any one employed by any unit of government. **NOTE:** Do not list employees of the Police Department.

Read thoroughly the affidavit on page four of the application. This affidavit can be sworn to and signed in the presence of a Notary Public in the Office of the City of St. Francis. No fee is charged for the Notary Service.

The Police and Fire Commission will furnish a certified eligibility list to the Chief of Police.

The Chief of Police or designee will conduct a background investigation on candidates listed on the certified list to determine the candidate's character and reputation which will ascertain the suitability of the candidate for this position. The Chief of Police or designee may conduct further interviews if he so desires to establish that all requirements are met or to clear any investigation reports.

Additional testing may be undertaken at the option of Chief of Police respectively.

The appropriate police and fire commission shall approve or disapprove the Chief of Police's appointment to this position.

Residency is not limited to the City of St. Francis; section 26.01 of the Labor Agreement explains fully. Residency within this parameter must be established within one year of completing probationary period.

All police officer recruits are on probation for a one-year period following appointment. Each probationer is rated on their ability to conform to established performance standards

#### POLICE AND FIRE COMMISSION INTERVIEW

This interview will include questions that are determined to be job related and to evaluate the candidate as to their ability to fit the position.

It is conducted by the Police and Fire Commission and/or such other person as the Commission may designate.

The time and location will be set by the Police and Fire Commission at which time the candidate is required to appear.

#### COMMAND STAFF INTERVIEW:

This interview includes pre-formatted questions that will be asked of each candidate. The top ten candidates will receive notice of this interview.

#### MEDICAL EXAMINATION:

Prior to appointment, candidates are required to qualify in a final medical examination by the City appointed examiner; the medical exam will include a physical agility test. The physician will administer such medical tests as he/she determines which may include but are not limited to: blood tests, urine tests, X-rays, drug screening, etc. A physical screening process will take place as well as a drug screen.

#### PSYCHOLOGICAL TEST:

Upon an offer for employment each candidate may be required to successfully complete a psychological evaluation administered by a private testing service. Failure to pass the psychological evaluation is an automatic rejection for this position.

VISION EXAMINATION:

Prior to appointment, candidates are required to take a visual examination; sight must be correctable to 20/20 vision.

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**QUALIFICATIONS FOR POLICE OFFICER**

STARTING SALARY SCHEDULE – FRINGE BENEFITS

CITY OF ST. FRANCIS – 2011	\$3,067.49	First six months (monthly)
	\$3,810.20	Next 18 months (monthly)

Paid hospitalization (to contract limit)  
Two weeks paid vacation after one year of service  
Paid pension  
Uniform allowance

WORKING CONDITIONS:

As assigned by the Chief of Police to a shift, which will best serve the organization that involves four days on – two days off, four days on – two days off, or as outlined in present labor agreement.

JOB DESCRIPTION:

The Police Officer is under the direct supervision of the Police Sergeant and is charged with keeping the peace and enforcing the law.

They will always conduct themselves in a professional manner when dealing with others, keeping in mind the highest principles of police service.

A Police Officer is sworn to safeguard the lives and property of all, never letting their personal feelings interfere with their oath. An officer must take the proper police action whenever required, within the bounds of their authority and the realm of legality.

GENERAL RESPONSIBILITIES:

The Police Officer shall comply with all lawful orders directed to them by their superiors, and comply to the best of their ability. The Police Officer shall treat all persons within their scope of authority in a civil manner and take necessary actions to assure the protection of their civil rights.

The Police Officer shall be aware of all rules, regulations, policies, procedures, and general orders of the Department. They are to keep abreast of any additions, changes, or modifications to same.

The Police Officer shall stay in good physical condition. At any time, the Police Officer may be placed in a situation that might place unusual demands on strength and endurance.

The Police Officer has the responsibility to learn those tasks/skills which will assist them in the performance of their duties and to assist the Department in providing the best possible police service. Such skills to be learned include, but are not limited to: a working knowledge of federal, state and local laws, statutes, and ordinances and a thorough knowledge of the City and its boundaries.

DUTIES:

The duties of the Police officer shall include, but not be limited to the following:

Officers shall report for roll call at the specific time and place, wearing the proper uniform, with all equipment necessary to sustain themselves until the completion of their tour of duty.

Maintain equipment and uniform in a neat and orderly fashion and be properly groomed in compliance with the current general order.

Record necessary and pertinent information disseminated at roll call.

Inspect the assigned police vehicle for proper equipment and any unreported damage prior to leaving the police garage.

Make a check of their assigned area to determine if any unusual or hazardous conditions exist. Take the necessary action required when deficiencies are noted.

Make a periodic check of businesses and residences within the assigned area. Investigate all suspicious persons, places or things coming to the attention of the Police officer.

Promptly answer radio calls from the Communications Operator when receiving a radio assignment and respond as quickly and safely as possible. Such assignments will include, but are not limited to the following:

- Accident Investigation
- Criminal Investigation
- Miscellaneous service calls
- Collection and preservation of evidence at any crime or accident scene.

When observing a situation that requires police action, the Police Officer is to respond as if assigned by the Communications Operator.

Promptly submit the required reports obtained as a result of any investigation or assignment.

When relieved of duty, to properly secure equipment.

Perform any duties assigned by the Shift Commander.

Utilize non-service time for criminal and traffic preventative patrol.

Conscientiously strive to achieve all Department goals and objectives.

Assist other officers when necessary.

#### ESSENTIAL SKILLS AND KNOWLEDGE:

An officer must possess the ability to learn the principles of modern police work in the apprehension of criminals and in the prevention of crime;

The ability to clearly and courteously enforce, explain and interpret State and Federal laws and Local Ordinances along with the ability to maintain accurate and complete records and to prepare clear and detailed reports.

**MINIMUM QUALIFICATIONS:**

1. Minimum age of 21 years old (Birth Certificate REQUIRED)
2. Good physical condition
3. United States citizen and resident of the State of Wisconsin
4. Applicant must possess a high school diploma or G.E.D.
5. An unrestricted Wisconsin Motor Vehicle Operator's License is required. Restrictions as to physical reasons only, will not disqualify a person for issuance of application, but may be a basis for rejection on medical examination
6. If a veteran, evidence showing type of discharge and dates of active service MUST be presented with application
7. Medical and eye sight standards required, correctible vision to 20/20
8. Good character, ability to possess a firearm; no felony convictions; no domestic abuse convictions, must successfully pass background investigation

**APPLICATION FOR EXAMINATION AND APPOINTMENT  
CITY OF ST. FRANCIS POLICE AND FIRE COMMISSION  
4235 SOUTH NICHOLSON AVENUE, ST. FRANCIS, WISCONSIN 53235  
(EQUAL OPPORTUNITY EMPLOYER)**

INSTRUCTIONS TO APPLICANTS:

- Examinations are restricted to those applicants who are citizens of the United States and the State of Wisconsin who meet the entrance requirements established by the Police and Fire Commission for the position sought.
- This application must be filled out by the applicant, with answers handwritten in ink.
- Applicants are cautioned that all statements are under oath. Willful misrepresentation in regard to any material fact in the application will be regarded as cause for rejecting the application, striking the applicant's name from the eligible list, or discharge from the service.
- All questions must be answered. Check marks, dashes, crosses or other symbols are not answers and will not be accepted.
- The application must be signed in ink and sworn to before a notary public. This may be done at the office of the commission without charge.
- It is preferred that this application be presented in order that it may be checked at the time of filing.

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THIS APPLICATION IS ISSUED TO CANDIDATES FOR THE POSITION OF **POLICE OFFICER** AND MUST BE FILED AT THE OFFICE OF THE CITY CLERK NO LATER THAN 4:00 P.M. JANUARY 31<sup>ST</sup>, 2012.

THE UNDERSIGNED RESPECTFULLY ASKS TO BE CONSIDERED FOR APPOINTMENT TO THE ABOVE POSITION

1. PRINT FULL NAME \_\_\_\_\_  
(Last), (First), (Middle)

2. LEGAL ADDRESS \_\_\_\_\_ PHONE NO ( ) - \_\_\_\_\_  
(Give house number and street – Apt No. if any or rural route no., etc)

3. CITY \_\_\_\_\_ ZIP \_\_\_\_\_ WISCONSIN

4. HAVE YOU EVER CHANGED YOUR NAME OR BEEN KNOWN BY ANY OTHER NAME? \_\_\_\_\_ IF YES, GIVE ALL NAMES BY WHICH YOU HAVE BEEN KNOWN \_\_\_\_\_

REASONS FOR USING OTHER NAME \_\_\_\_\_

5. DATE OF BIRTH \_\_\_\_\_ \* EMAIL: \_\_\_\_\_  
(Month) (Date) (Year)

(Note: Birth Certificate or if foreign born, evidence of the United States Citizenship must be presented at time of filing.)

6. SOCIAL SECURITY NUMBER \_\_\_\_\_

7. ARE YOU A CITIZEN OF THE UNITED STATES AND A RESIDENT OF THE STATE OF WISCONSIN? \_\_\_\_\_

8. EDUCATION: LAST GRADE COMPLETED \_\_\_\_\_ DIPLOMA ISSUED BY \_\_\_\_\_  
HIGH SCHOOL GED \_\_\_\_\_ DATE AWARDED \_\_\_\_\_

9. CAN YOU SPEAK, READ, OR WRITE ANY FOREIGN LANGUAGE? \_\_\_\_\_ IF YES, GIVE PARTICULAR \_\_\_\_\_

\*The City of St. Francis Police and Fire Commission does not legally discriminate based upon age.

10. HAVE YOU HAD ANY MILITARY SERVICE? \_\_\_\_\_ IF YES, WHAT TYPE OF DISCHARGE DID YOU RECEIVE? \_\_\_\_\_ WHAT BRANCH OF SERVICE? \_\_\_\_\_  
(Specify)

PERIOD OF SERVICE: FROM \_\_\_\_\_ TO \_\_\_\_\_ MOS \_\_\_\_\_  
(Give dates)



16. ANY RESTRICTIONS? \_\_\_\_\_

DRIVERS LICENSE NUMBER: \_\_\_\_\_ EXPIRING \_\_\_\_\_  
(Date)

HAVE YOU EVER HAD YOUR DRIVER'S LICENSE SUSPENDED OR REVOKED? \_\_\_\_\_ IF YES, EXPLAIN,  
STATING WHEN, WHERE AND WHY \_\_\_\_\_

17. HAVE YOU EVER BEEN FINGERPRINTED FOR ANY REASON? \_\_\_\_\_ IF YES, GIVE DATES, STATE  
WHERE AND PURPOSE \_\_\_\_\_

18. STATE THE NUMBER OF TIMES YOU HAVE BEEN CONVICTED ANYWHERE FOR DRIVING WHILE  
INTOXICATED \_\_\_\_\_ SPEEDING \_\_\_\_\_ RECKLESS DRIVING \_\_\_\_\_

19. HAVE YOU BEEN CONVICTED OF A FELONY? \_\_\_\_\_

20. HAVE YOU EVER BEEN CONVICTED FOR ANY OTHER CRIME(S) OR MISDEMEANOR(S)? \_\_\_\_\_

IF YES, STATE THE NATURE OF THE OFFENSE(S) AND ITS/THEIR DISPOSITION.  
(IT IS NOT NECESSARY TO INCLUDE OFFENSES WHERE DISPOSITION WAS MADE BY JUVENILE COURT.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

21. REFERENCES. LIST BELOW THE NAMES OF THREE (3) CITIZENS WHO KNOW OF YOUR CHARACTER AND WHO HAVE  
KNOWN YOU PERSONALLY FOR AT LEAST ONE (1) YEAR. (**DO NOT GIVE** THE NAME OF ANY RELATIVE, EITHER BY BLOOD  
OR MARRIAGE; THE NAME OF ANY FORMER EMPLOYER; OR THE NAME OF ANY EMPLOYEE OR OFFICE HOLDER OF ANY  
UNIT OF ANY GOVERNMENT.)

NAME	ADDRESS	OCCUPATION
_____	_____	_____
_____	_____	_____
_____	_____	_____

**AFFIDAVIT**

The following affidavit must be sworn to before a Notary Public, and preferably at the office of the Police and Fire Commission in order that the statements made in the application may be checked at the time of filing. (No fee is charged for Notary Service at the Office of the City Clerk.)

STATE OF WISCONSIN )  
 ) SS  
COUNTY OF MILWAUKEE)

I. THE PERSON MAKING THE FOREGOING APPLICATION, BEING DULY SWORN, DO BY THIS AFFIDAVIT CERTIFY THAT:

- (1) I HAVE PERSONALLY READ AND ANSWERED EACH AND EVERY APPLICABLE QUESTION THEREIN, AND, DO SOLEMNLY SWEAR THAT EACH AND EVERY ANSWER IS FULL AND CORRECT IN EVERY RESPECT;
- (2) I HAVE READ, AND AM AWARE OF, THE "QUALIFICATIONS AND MEDICAL STANDARDS" FOR THE POSITION FOR WHICH I AM APPLYING;
- (3) I REALIZE THAT THE FIRE AND POLICE DEPARTMENTS ARE "QUASI-MILITARY" ORGANIZATIONS, AND AGREE, IF APPOINTED TO ABIDE BY THE RULES OF THE POLICE AND FIRE COMMISSION AND THOSE OF THE DEPARTMENT TO WHICH I AM APPOINTED;
- (4) I BELIEVE I AM ELIGIBLE FOR EXAMINATION ACCORDING TO THE REQUIREMENTS OF THE COMMISSION;
- (5) I HAVE SUBMITTED, OR WILL SUBMIT, TO FINGERPRINTING, AS REQUIRED BY CITY ORDINANCE;
- (6) I WILL SUBMIT TO A COMPLETE MEDICAL EXAMINATION, INCLUDING, BUT NOT LIMITED TO: X-RAY OF THE CHEST AND WASSERMAN OR KAHN TEST AND CONSENT TO THE FILING OF THE RESULTS OF SAID MEDICAL EXAMINATION WITH THE POLICE AND FIRE COMMISSION AND THE FIRE OR POLICE DEPARTMENT, AND FURTHER CONSENT, TO THE RELEASE OF ANY MEDICAL HISTORY OR INFORMATION FOR THE CONFIDENTIAL USE OF THE COMMISSION OR ITS ASSIGNED MEDICAL EXAMINERS;
- (7) I WAIVE AND RELEASE ANY CLAIM WHATSOEVER I MIGHT HAVE FOR ANY INJURY OCCURRING WHILE COMPETING IN ANY PORTION OF THE EXAMINATION.

\_\_\_\_\_  
(Applicant will sign on this line in the presence of a Notary Public)

SUBSCRIBED AND SWORN TO BEFORE ME, A NOTARY PUBLIC, COUNTY OF MILWAUKEE, STATE OF WISCONSIN, ON \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Notary Public)  
My Commission Expires on \_\_\_\_\_

(Seal)