



EMPLOYMENT OPPORTUNITY - POLICE OFFICER Establishing a Hiring List Entry Level & Lateral Transfers

The City of Wisconsin Rapids Police and Fire Commission is currently accepting applications to establish an eligibility list for Police Officers. All previous eligibility lists will become null and void.

Requirements Include:

- Associate Degree in Police Science, or a college degree in a related field, or minimum of 60 credit hours of college level courses, attested by a college transcript.
- Completion of Basic Police Recruit Training with Wisconsin Certification (proof of certifiability required at time of hire, unless hired under Recruit Patrol Officer opportunity).
- Must be a U.S. Citizen, minimum age of 18 (at time of appointment) and have a valid Wisconsin Driver's License.
- Must be able to withstand a pre-appointment investigation.
- Must have ability to swim and survive in water rescue operations.
- Vision correctable to 20/20 and ability to distinguish color.
- Must be fluent in speaking and writing English.
- Ability to maintain the legal right to possess firearms.
- Must live within 30 miles of the city's jurisdictional boundaries within one (1) year from date of appointment.

Recruit Patrol Officer Opportunity:

This program allows an individual to be hired as an officer before attending Basic Law Enforcement Training (Academy). Newly hired recruit officers shall receive a pay rate equal to eighty-five (85%) percent of the patrol officer's starting rate while attending the Academy. The recruit patrol officer shall be paid forty (40) hours per week in the academy. Continued employment is contingent upon successful completion of the Academy.

Candidates participating in the Recruit Patrol Officer program will be required to sign a pre-employment agreement regarding the recovery of costs for recruit academy attendance, should they not maintain employment with us.

Salary and Benefits:

Starting 2023 salary is \$60,600.25. The City provides attractive benefits, including Wisconsin Retirement System, health and dental insurance, paid time off, and paid holidays.

Examination Procedure:

All qualified candidates will be required to pass a written examination and physical agility test. Physical agility requirements can be found online at: www.wirapids.org/police-and-fire-recruitment

Application Procedure:

Application materials may be obtained online at: www.wirapids.org/police-and-fire-recruitment



Please review list of required application materials closely before submitting your application packet.
****Submissions must be complete and supporting documentation must be included at time of application.**

Qualified candidates may submit an application packet to:

Emily Kent

ekent@wirapids.org

444 West Grand Ave.

Wisconsin Rapids, WI 54495

Hiring Process:

1. **Written Application:** All application of materials for the position of Police Officer must be completed and received by the Human Resources Department by the posted date and time. Candidates are asked to review the required application materials carefully to ensure they send all necessary documents.
2. **Physical Agility Test:** The physical agility examination will have a scheduled date. You must pass all parts of the physical agility test in order to proceed in the process. You will be allowed one attempt at each station and you must pass each station in order to continue through the process. You will be required to sign a "release of liability" form prior to admission to the testing process.
3. **Written Examination:** The written examination is composed of a number of multiple choice questions and covers reading comprehension, problem analysis, math, and reasoning problems. If you require reasonable accommodation for the examination, you must contact the Human Resources Department.
4. **Oral Interview with Police Department:** Based upon the results of the written and physical agility examinations, and other qualifications a candidate may possess, they may be invited to participate in an oral interview with the Police Department.
5. **Oral Interview with Police & Fire Commission:** Based upon the results of the written and physical agility examinations, and other qualifications a candidate may possess, candidates may be invited to participate in an oral interview before the members of the Police and Fire Commission. Candidates will be asked a series of questions to determine their suitability for employment with the Wisconsin Rapids Police Department. All candidates will be asked the same questions; however, the Commission reserves the right to ask follow up questions.
6. **Eligibility List:** The Police and Fire Commission will compile a list of qualified candidates. Candidates will be notified whether or not they have been added to the eligibility list. The list will be forwarded to the Chief of Police for further review and action.
7. **Finalist Oral Interview with Police Department:** When a vacancy exists or is anticipated, the Chief of Police may select candidates from the eligibility list for a finalist oral interview and a ride-along. The Chief will advise the Police and Fire Commission of changes in the eligibility list, which may have resulted from the interviews with members of the department and/or background investigation.



8. Background Investigation: If you are selected as a finalist, an extensive investigation of your background will be conducted. The background investigation may include interviews of former employers, review of previous employment personnel files, criminal background check, driving records, credit history, interviews with neighbors, references, etc. Any false or misleading information provided by you will be cause for rejection.
9. Conditional Offer of Employment: Upon successful completion of all other phases of the pre-employment process, you may be offered a conditional offer of employment. This offer is contingent upon satisfactory results from a Medical Examination, Psychological Examination and Drug Screening.
10. Approval of Appointment: Wisconsin Statutes provide that the Police and Fire Commission approve all appointments to the Police Department.

Field Training Program:

The Wisconsin Rapids Police Department has a fourteen (14) week Field Training Program. It is comprised of three (3) or more Field Training Officers and is headed up by a Field Training Supervisor. A new employee will be scheduled for training on each of the shifts for approximately 12 weeks and then an additional two (2) weeks of "shadowing" with the primary FTO. The training program may be adjusted based on individual needs. Upon successful completion of these steps, a new officer will be placed in the patrol schedule and will continue to report daily to the FTO supervisor. A new officer has a probationary status for one year from date of hire.

The City of Wisconsin Rapids is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, religion, gender, sexual orientation, age, marital status, veteran status, disability, or any other protected status. If you need assistance at any time during this application process, please contact Human Resources at (715) 421-8245.