

SHAWANO POLICE DEPARTMENT

Application for employment as a Police Officer

Note: Application must be typewritten or clearly printed in ink. All questions must be answered, if applicable. If not, indicate NA (not applicable). Applications, which are incomplete or illegible, will not be considered. If space provided is insufficient for complete answers or you wish to furnish additional information, attach sheets of the same size to this application and number answers to correspond with questions. Mail completed application to: Shawano Police Department, 125 S. Sawyer Street, Shawano, WI 54166, telephone (715) 524-4545.

1. PERSONAL INFORMATION

Name: _____

Last
First
Middle
Social Security Number

Address: _____

Number and Street
City
State
Zip
Home Telephone #

Are you State Law Enforcement Board Certified as a Police Officer? Yes No

Are you State Law Enforcement Board Certifiable? Yes No Valid Driver's License? Yes No

When were you certified or received eligibility for Certification as a Police Officer? Date _____

Do you presently possess an Associate's Degree or a Bachelor's Degree from an accredited college or university?

Yes No If not, why: _____

Have you ever been convicted of a Felony? Yes No Unconditional Pardon? Yes No

2. EDUCATION

In chronological order, most recent first, list all schools you have attended, including high school, college or university, technical or military schools or other schools you have attended.

Name & Location	Full or Part-time	Dates Attended From – To	Credits Earned	Course Pursued	Degree & Date

Were you ever dismissed from school because of disciplinary action?

Yes No _____

School
Date
Type of Action

3. EMPLOYMENT

Name & Address of Employer	Dates	Position & Type of Work
Name: _____ Address: _____ _____ _____ Telephone: _____	From – To Full-time _____ Part-time _____	Reason for Leaving:
Name: _____ Address: _____ _____ _____ Telephone: _____	From – To Full-time _____ Part-time _____	Reason for Leaving:
Name: _____ Address: _____ _____ _____ Telephone: _____	From – To Full-time _____ Part-time _____	Reason for Leaving:
Name: _____ Address: _____ _____ _____ Telephone: _____	From – To Full-time _____ Part-time _____	Reason for Leaving:
Name: _____ Address: _____ _____ _____ Telephone: _____	From – To Full-time _____ Part-time _____	Reason for Leaving:

4. Have you ever been on active duty in the armed forces of the United States?

_____ No _____ Yes If yes, highest rank attained? _____

Branch of Military Service: _____ Dates of Active Duty: _____

Type of Discharge: _____ Basis for Discharge: _____

Member of Reserve? _____ No _____ Yes _____ Ready _____ Standby Service Branch _____

Was any type of disciplinary action taken against you in the service, which remains a part of your permanent record?

_____ No _____ Yes, explain _____

Present of former member of the National Guard?

_____ No _____ Yes, give unit name and location of drills, meetings and camps you have attended:

5. Please list any other experience, skills or qualifications which you feel are relevant for this position.

Notice – Wisconsin Open Records Law

Under Section 19.36(7) of Wisconsin Statutes, the names of the “Final Candidates” must be open to the public inspection. That statute also provides if a candidate does not want his/her name revealed prior to being a “final candidate” they could do so by making that request in writing. If you do not want your name revealed prior to becoming a “final candidate”, please sign here.

Signature Date

READ CAREFULLY BEFORE SIGNING: I certify that all the answers to the above questions are true and complete. I understand that falsification of the application may result in disqualification or removal from this position.

Signature Date

Witness Signature Date

An Equal Opportunity Employer

Job Description SHAWANO POLICE OFFICER

Nature of Work

This is a patrol level enforcement position serving as a primary responder for the Department. Work involves responding to complaints, crime prevention, enforcement of laws and ordinances, accident and criminal investigation, security checks of businesses and vacation homes, and other duties as assigned. Work is performed under supervision of the on-duty Sergeant or Officer In Charge (OIC).

Duties and Responsibilities

(This section does not list all of the duties performed in this position).

- A. Enforcement of federal, state, and local laws and ordinances.
- B. Handles all initial complaints and investigations that are received and assigned.
- C. Conducts security checks of businesses and vacation homes.
- D. Participates in training programs and conducts training programs as assigned.
- E. Handles special duties assigned to him/her to aid in the operation of the Department to meet its mission.
- F. Takes charge by seniority in the absence of the Sergeant or Management Staff.

Skills and Abilities

- A. Working knowledge of federal, state, and local laws and ordinances.
- B. Working knowledge of Departmental rules of conduct, regulations and policies, and the Department's Mission, Vision and Values statements.
- C. Ability to investigate and follow-up complaints.
- D. Ability to communicate and deal effectively with people to promote public relations with the community and the Department.
- E. Ability to work well with fellow employees in a cooperative manner.
- F. Ability to safely operate a police vehicle and its associated equipment in both emergency and non-emergency situations.
- G. Other assignments as directed.

Work Conditions

Work conditions vary by shift. The majority of tasks are performed outside while working from a police vehicle. Few tasks require heavy lifting, pushing, pulling or carrying heavy loads. Flexibility is important because of the need to frequently enter and exit vehicles, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is very important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses and suspect's testimonies, etc. Physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, incumbents must maintain a physical and mental state of fitness and readiness that will enable them to handle (with minimal force and often without backup) recurrent contacts and involvement with dangerous and potentially dangerous people, animals and equipment.

Education, Training and Experience Requirements

Completion of a high school degree supplemented by college level courses minimally equaling an applied science degree from an accredited college. Completion of police training required by state statutes. Hold a valid driver's license. Prior police experience, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.