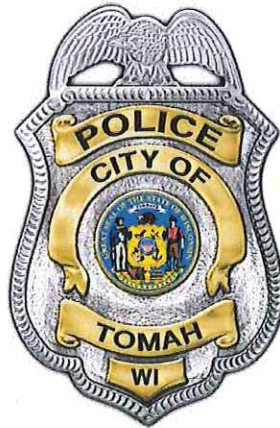


Tomah Police Department

805 Superior Avenue
Tomah, Wisconsin 54660
608-374-7400

Employment Application Packet



Mark D. Nicholson, Chief of Police
tomahpd@tomahpolice.com

The Tomah Police Department exists to serve the community by protecting life and property, by preventing crime and enforcing the laws and by maintaining order for all citizens.

Updated 1-12-16



Mark D. Nicholson
Chief of Police

Tomah Police Department

805 Superior Avenue
Tomah, Wisconsin 54660

Phone (608) 374-7400

Fax (608) 374-7413

tomahpd@tomahpolice.com

Dear Applicant:

In order to expedite the processing of your Application of Employment, please provide the following information:

1. Your date of birth.
2. A copy of your driver's license.
3. A copy of your certificate, if you are state certified or certifiable.
4. A copy of your college transcripts.
5. Applicants **must** complete questions A – C on the DJ-LE-330 form.

Sincerely,

TOMAH POLICE DEPARTMENT

A handwritten signature in black ink, appearing to read "Mark D. Nicholson".

Mark D. Nicholson
Chief of Police



Mark D. Nicholson
Chief of Police

Tomah Police Department

805 Superior Avenue
Tomah, Wisconsin 54660
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The Police Department

The Department provides 24-hour a day public protection service to the community. We serve approximately 9,126 residents and patrol approximately six and one half square miles within the city limits.

The Department is staffed by a Chief of Police, a Lieutenant of Operations, a Lieutenant of Support Services, five Sergeants who act as shift supervisors, nine patrol officers, two investigators, one School Resource Officer, and a clerical staff of four. Additionally, several officers serve as members of the Monroe County Combined Tactical Unit. The administrative offices of the Police Department are open Monday thru Friday 8:00 a.m. to 8:30 p.m., excluding holidays.

The Department is equipped with four marked squads, one marked Sport Utility Vehicle, three unmarked squads, one marked K-9 Sport Utility Vehicle, one marked Combined Tactical Unit vehicle, and two mountain bikes. Each squad is equipped with a variety of equipment including a less lethal shotgun, rifle, Mobile Vision in-car camera, Mobile Data Computer, road spikes, water rescue devices and radar. Each officer is assigned a portable radio. The Department provides an extensive initial issue of equipment to include duty uniforms, jackets, duty belts, and bulletproof vests to each officer along with a yearly clothing allowance. Applicants will be required to acquire a personally owned handgun consistent with department policies for duty purposes.

Training is encouraged by the Department. All probationary officers are assigned to a Field Training Officer for the first seventeen weeks. During the first year, officers are sent to radar and Intoxilyzer training if needed. Career progression is tracked and training is provided to officers who express an interest in specialized areas including crime scene processing, firearms, EVOG, basic SWAT and drug investigation among others. The Department also sponsors a four hour training session every-other-month.

Formal education, beyond entry requirements is encouraged. Approximately one-third of the nineteen sworn officers have a bachelor's degree. Supervisory officers have extensive management training, to include the University of Wisconsin's Certified Public Manager Program, IACP Leadership in Police Organizations and the Wisconsin Law Enforcement Executive Development Course.

Qualifications

The following qualifications and standards are established to ensure hiring the best candidates for employment. The minimum requirements are:

- Must be a citizen of the United States and a resident of the State of Wisconsin upon hire.
- Must be at least 18 years of age.
- Must possess a valid Wisconsin Driver's License at the time of employment.
- Must possess a minimum of 60 semester hours/credits from an accredited institution of higher learning.
- Must be of good moral character as determined by a thorough background investigation.
- Must be of sound mind as determined by a psychological evaluation.
- Vision corrected to 20/20.
- Wisconsin Law Enforcement Standards Board Certification or ability to attain certification.
- No felony or domestic abuse related convictions.
- Military veterans who have served in a similar capacity as Law Enforcement and who are certified/certifiable as a result of taking the Wisconsin Training and Standards Reciprocity Test. For more information about Wisconsin's Reciprocity Test please contact the Wisconsin Department of Training and Standards, 608-266-8803.

Application Selection Process

- The attached application for employment may be made to Lt. Ron Waddell, Tomah Police Department, 805 Superior Avenue, Tomah, WI 54660. Applicants must submit a comprehensive letter of application, a current resume, a DJ-LE 330, and provide the additional information as noted on page two of this application packet. Applications are accepted for advertised vacancies only. Applications are screened and those who appear to meet the minimum requirements may be invited to participate in the physical agility test.
- Applicants successfully completing the physical agility test will be invited to participate in the written test and a Personnel Evaluation Profile (will be conducted on the same day as the physical agility test). See the website for the physical agility testing requirements.
- Those applicants remaining in the process after the written test is scored will be required to successfully complete the following steps:
 - An oral interview with members of Police Department staff.
 - An oral interview with the Police and Fire Commission.
 - A comprehensive background investigation.
 - A psychological and medical examination, to include a drug screen, after a conditional offer of employment.
 - A 12 month probationary period.
- All testing is provided at no expense to the applicant; however travel expenses are not reimbursable. Any step in the process may eliminate an applicant. Completion of all steps does not guarantee employment. The Tomah Police Department is committed to conducting a fair and non-biased employment process.

An Equal Opportunity Employer

- The City of Tomah and its Police Department are committed to the practice of equal employment opportunity for all perspective applicants. Selection decisions are based on the match between the individual's qualifications and the requirements of the job. These decisions are made without regard to a person's age, national origin, race, sex, political affiliation or religion. In addition, these characteristics are not considered when making decisions with respect to promotion, compensation or training.

Benefits

The information provided below is subject to negotiated change:

Salary

Beginning base pay for a police officer is \$47,465.60(January 1, 2016). The city has the ability to start a new employee at a higher rate than entry level based on qualifications and experience.

Vacation

After one year of service, employees receive 5 days, 10 days after two years, 15 days after eight years, 20 days after 12 years, 25 days after twenty years, and 30 days after 25 years.

Paid Holidays

8.5 paid holidays per year together with two floating holidays.

Sick leave

Employees receive 1 day sick leave per month upon hire.

Medical Insurance

Insurance premiums for single coverage is up to 15% of City premium per month. Insurance premiums for family coverage is up to 15% of City premium per month.

Retirement

Normal retirement is at age 53 with 25 or more years of service. A contribution of 7.0% to the State Retirement System is required.

Uniforms/Uniform Allowance

The Department provides initial issue of all uniforms, duty belt, and ballistic vest. After the first year, officers are allowed a \$600 uniform allowance. Applicants will be required to acquire a personally owned hand gun consistent with department policies for duty purposes.

Shifts

Uniformed officers work 8.5 hour days on a yearly fixed shift with 4 days on, two days off. Shifts are picked annually by seniority.

Educational Incentive

College level courses taken with a degree-producing program are reimbursed up to 50% of one course per semester.



APPLICATION FOR EMPLOYMENT

LAW ENFORCEMENT, JAIL OR SECURE JUVENILE DETENTION OFFICER

NOTICE: All questions must be answered. Incomplete or illegible applications will not be considered. If the space provided is insufficient for complete answers or you wish to furnish additional information, please attach additional pages.

1. PERSONAL INFORMATION

| | | | |
|---------------------------------------|-------|----------|---------------------------------|
| Name (Last, First, Middle) | | | Social Security # (xxx-xx-xxxx) |
| Address (Apartment, Street, P.O. Box) | | | Home Telephone Number |
| City | State | Zip Code | Work Telephone Number |
| Email Address | | | Cell Phone Number |

Have you successfully completed the basic training required for certification (i.e. 520-hour law enforcement academy)? Yes No

If yes, what type(s) of basic training have you successfully completed? Law Enforcement Jail Secure Juvenile Detention

If applicable, include the name of the school where you completed basic training and the date that training was completed:

Are you at least 18 years old? Yes No

Are you a United States citizen? Yes No

Do you have a high school diploma, GED or HSED? Yes No

Do you have an Associate Degree or 60 associate degree level credits or higher from an accredited college or university? Yes No

If No, were you employed as a law enforcement officer prior to February 1, 1993? Yes No

The college credit requirement as written in Wisconsin Administrative Code § LES 2.01(1)(e), pertains to law enforcement and tribal law enforcement officers first employed on or after February 1, 1993.

Have you ever been convicted of a felony? Yes No

Have you ever been convicted of a misdemeanor crime of domestic violence? Yes No

Are you prohibited by state or federal law from possessing a firearm? Yes No

Do you possess a valid Wisconsin driver's license or a valid driver's license from another state? Yes No

2. EDUCATION

| Name of School(s) | Dates | | Degree, Diploma, or Credits Earned |
|-------------------|-------------------|--------------|------------------------------------|
| | From (mm/yyyy) | To (mm/yyyy) | |
| High School(s) | | | |
| | | | |
| College(s) | | | |
| | | | |

3. EMPLOYMENT

Begin with current or most recent employer. List chronologically all employment, including summer and part-time employment while attending school. To furnish additional employment information, attach sheets of the same size and format as this application.

| Name and Address of Employer | Dates of Employment | |
|---------------------------------------|---|----------------------|
| | From (mm/yyyy) | To (mm/yyyy) |
| Name of Employer: | | |
| Address: | Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> | Annual Salary/Wages: |
| City: | State: | Zip Code: |
| Supervisor's Name / Telephone Number: | May we contact the employer / supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Position and kind of work: | Reason for Leaving: | |

| Name and Address of Employer | Dates of Employment | |
|---------------------------------------|---|----------------------|
| | From (mm/yyyy) | To (mm/yyyy) |
| Name of Employer: | | |
| Address: | Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> | Annual Salary/Wages: |
| City: | State: | Zip Code: |
| Supervisor's Name / Telephone Number: | May we contact the employer / supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Position and kind of work: | Reason for Leaving: | |

| Name and Address of Employer | Dates of Employment | |
|---------------------------------------|---|----------------------|
| | From (mm/yyyy) | To (mm/yyyy) |
| Name of Employer: | | |
| Address: | Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> | Annual Salary/Wages: |
| City: | State: | Zip Code: |
| Supervisor's Name / Telephone Number: | May we contact the employer / supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Position and kind of work: | Reason for Leaving: | |

4. MILITARY SERVICE

| Branch of Service | From (mm/yyyy) | To (mm/yyyy) | Active Duty or Reserve | Highest Grade | Skill Specialty or Primary Duty |
|-------------------|-------------------|-----------------|---------------------------|---------------|---------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |

Honorably Discharged from Military Service? Yes No Not Applicable

5. REFERENCES

Give three references (not relatives, or present employer; avoid listing members of the clergy).

Name:
 Position/Title/Profession:
 Number of Years Acquainted:
 Address:
 City/State/Zip:
 Telephone Number:

Name:
 Position/Title/Profession:
 Number of Years Acquainted:
 Address:
 City/State/Zip:
 Telephone Number:

Name:
 Position/Title/Profession:
 Number of Years Acquainted:
 Address:
 City/State/Zip:
 Telephone Number:

6. GENERAL

COMPLETE IF INSTRUCTED TO DO SO BY EMPLOYING AGENCY.

Attach no more than one additional page for each answer.

- A. Why have you chosen to apply for this position?
- B. Discuss things you have done which have contributed to your life experience. Be sure to include information regarding volunteer work with civic, school, or professional organizations. Be specific about names and dates.
- C. Why do you believe you could relate to and/or work with people of different races, genders, cultures, ages, socio-economic groups, and educational levels?

APPLICANT PLEASE READ CAREFULLY AND SIGN BELOW

Information provided and statements made as part of this application may be grounds for not employing you or for dismissing you after you begin work. All information and statements made are subject to verification.

CERTIFICATION

ALL INFORMATION PROVIDED AND STATEMENTS MADE BY ME AS PART OF THIS APPLICATION, OR AS PART OF ANY ADDITIONAL INFORMATION PROVIDED IN SUPPORT OF THIS APPLICATION, ARE COMPLETE, CORRECT, AND TRUE TO THE BEST OF MY KNOWLEDGE.

I UNDERSTAND THAT IF I AM EMPLOYED, FALSE INFORMATION PROVIDED OR FALSE STATEMENTS MADE AS PART OF THIS APPLICATION MAY BE CONSIDERED AS CAUSE FOR DISMISSAL.

Applicants Signature

Date Signed

Under the provisions of § 19.36, Wis. Stats., I request that my identity as an applicant for this position not be revealed without my consent or until required under law.

Applicants Signature

Date Signed

Type <Ctrl – Enter> to add additional pages.