



CITY OF RACINE
invites applications for the position of:

Police Officer

SALARY: \$27.25 - \$33.35 Hourly
 \$2,180.00 - \$2,668.00 Biweekly
 \$4,723.33 - \$5,780.67 Monthly
 \$56,680.00 - \$69,368.00 Annually

OPENING DATE: 11/05/18

CLOSING DATE: 07/01/19 04:55 PM

JOB DESCRIPTION:

POSITION PURPOSE

In accordance with Local Ordinances, State Statutes, Federal Law and established departmental policies, procedures, and guidelines, performs a wide variety of police and law enforcement activities that include an element of personal danger and exposure to adverse conditions. Duties are primarily service oriented and include dispensing information, arbitrating disputes, providing assistance through referrals, property protection, crime prevention and investigation, apprehending criminals, directing traffic, and other public safety services.

ESSENTIAL DUTIES:

Maintain continuous preventative patrol in assigned area of the City, patrolling residential and/or business areas for detection of violators, initiating contacts with both business operators and residents, and maintaining open communications within the community.

Respond immediately to calls for police service, attempt to resolve domestic disputes, disturbances and other incidents through counseling, referral or other peaceful means, settle disputes among neighbors, juveniles or other groups, and resolve any and all complaints from citizens of the community.

Maintain the peace and security of the community, respond to public disturbances, and maintain civil obedience at group functions.

Render miscellaneous police services such as providing information and/or assistance to the public, informing citizens of available services in the community, promoting crime prevention through community and educational programs, making presentations to public and local organizations concerning crime prevention and related police matters, locating and reporting fires and fire hazards, defective water or gas mains, sidewalk and highway defects or obstructions and defective street lights, and checking licenses and permits as necessary.

Provide for the safe and convenient flow of traffic and pedestrians within the City, investigate traffic accidents and enforces traffic violations, conduct driver intoxication investigations, and promote vehicular and pedestrian safety.

Conduct preliminary investigations of crimes, protect crime scenes, perform surveillance, and conduct follow-up investigations.

Enforce laws and ordinances within assigned area of duty, make felony and misdemeanor arrests, and issue appearance notices and traffic citations.

Complete and submit written reports, forms and other documents as required prior to going off-duty unless otherwise directed by a superior officer.

Testify in criminal and civil court proceedings and give depositions.

Maintain a consistent and reliable attendance.

ASSOCIATED DUTIES

Perform other duties that are within the scope of responsibilities applicable to the level of work performed by employees in positions covered by this classification specification, as required by competent authority.

QUALIFICATIONS:**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Must be a citizen of the United States and at least 21 years of age at the time of application.

Must be of high moral character and free of any felony, serious misdemeanor or domestic abuse conviction.

The City of Racine has no residency requirements for employees.

Out-of-State certified officers are required to successfully complete the Wisconsin Reciprocity Exam prior to the Police and Fire Commission Interviews.

You must possess the following:

High School Diploma or GED and sixty (60) semester credits of post-high school education at an accredited university, college, or technical school by the date of application

General knowledge of laws and ordinances of the State of Wisconsin and the City of Racine, with the ability to develop a working knowledge of departmental rules, regulations, policies, and procedures

Ability to communicate effectively with superiors, subordinates, and the general public, with the ability to exercise discretion

Ability to analyze situations quickly and objectively, and to determine the proper course of action within the established framework of policies and procedures

Ability to understand and follow oral and written instructions

Ability to work effectively under stressful conditions and maintain composure under emergency situations

Skill in operating a motor vehicle under adverse conditions

Ability to care for and safely operate a variety of firearms and chemical agents

Must be able to learn the geography of the City and its surrounding communities.

PHYSICAL DEMANDS AND REQUIREMENTS OF THE POSITION:

Weight must be proportionate to height, vision must be correctable to 20/20 in both eyes, with glasses or contact lenses, and must have acceptable sensory capabilities in hearing and olfactory senses.

Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, lifting or carrying moderately heavy (20 to 50 pounds) items and occasionally very heavy (100 pounds or over) items. Climbing ladders, jumping fences, grappling with suspects, running for long distances, and moving from extended sitting to quick activity.

ENVIRONMENTAL/WORKING CONDITIONS OF THE POSITION

Requires performing work in adverse environmental conditions.

EQUIPMENT USED

Motor vehicles, firearms, baton, handcuffs, chemical agents, keyboard, computer, radios, and telephone.

SUPPLEMENTAL INFORMATION:

RACINE POLICE DEPARTMENT APPLICATION INSTRUCTIONS:

Print the following pages for future reference

Fill out application completely (leaving no blank spaces, NA if it does not apply)

Be sure to read the acknowledgement at the end of the application and click on the "submit" button (this is your electronic signature)

You may mail, drop off, or E-Script your official transcripts to:

City of Racine
Attn: Human Resources
730 Washington Avenue, Room 204
Racine, WI 53403

APPLICATION/OFFICIAL TRANSCRIPTS DEADLINE:**July 1, 2019**

(Electronic application and Official Transcripts (or E-Script) must be received in our office by **4:55pm** on this date.)

REQUIREMENTS

Applicants must:

Be citizens of the United States

Be at least 21 years of age at time of application

Must have at least sixty (60) semester credits of post-high school education at accredited university, college, or technical school at time of application

Be of high moral character; convictions of any felony or serious misdemeanor crimes will disqualify applicants

Out-of-State certified officers are required to successfully complete the Wisconsin Reciprocity Exam prior to the Police and Fire Commission Interviews

Possess a valid driver's license upon appointment

ADDITIONAL REQUIREMENTS

Weight must be proportional to height

Vision must be correctable to 20/20 (in both eyes) with contact lenses

AUTOMATIC DISQUALIFIERS

Conviction of a domestic violence related offense. Conviction of any of the following traffic offenses within the past three years: operating while intoxicated, hit and run, and license revocation related offenses.

2019 RECRUITMENT

Dear Applicant:

The Racine Police Department has started the process of establishing an eligibility list for 2019. Please print instructions and following pages for your future reference.

Please read the following requirements:**Step 1. Application**

(NeoGov) link to application if current job opening

Failure to fill out the application completely, answering every question with an answer or NA (Not Applicable), may remove you from further consideration. If you have any questions as to what this means, please call one of the numbers given at the end of this letter.

You are *required* to click the submit button at the end of the application, verifying the truthfulness of the information contained on each page. If you do not "submit" (this is your electronic signature) verifying this information, you *will* be disqualified.

2. Official College Transcript(s).

You must submit a certified college transcript(s) or E-Script. If you do not understand what a 'certified' transcript is, please contact us. Contact your school as soon as possible to make sure they are submitted by the due date.

If you prefer your transcript(s) be mailed directly to you, do not open them but submit them to us in the sealed school envelope with your application, before the deadline. If the transcript(s) is opened, it is no longer considered certified and will not be accepted, disqualifying you from the process.

If you prefer the school mail your transcript(s) directly to us, be sure to indicate that in the supplemental question area of the application.

You must have 60 *semester* credits at the time of application and this must be verified in order for your application to be accepted and for you to continue in the process.

If your transcript(s) is not in our office by the deadline, you will not be allowed to continue in the process and will be disqualified.

If you applied for the previous Police Recruitment for the City of Racine and you provided transcripts to the Human Resources office, please email jobs@cityofracine.org to state that your transcripts are still valid from the previous recruitment.

If you have any Military credits, please speak to your Base Supervisor. We will need a break-down of all the classes/credits you received.

REMEMBER: The application must be completed in its entirety and submitted electronically no later than Monday, July 1, 2019 at 4:55pm.

Changes in any vital information after the application has been submitted (i.e., legal name change, address or phone, etc.) must be e-mailed to jobs@cityofracine.org, or delivered or mailed to:

City of Racine
Attn: Human Resources
730 Washington Avenue, Room 204
Racine, WI 53403

IMPORTANT:

The information you provide during the recruitment process will be used to assist members of the Racine Police Department throughout the entire recruitment process. Your file will be forwarded to the Racine Police and Fire Commission for their review. Any negative facts in your background will be evaluated in terms of the circumstances and facts surrounding their occurrence. These facts will then be considered as to the degree of relevance they may have to the job of a police officer.

The recruitment group is comprised of members of the police department with varying ranks, experiences, and assignments. These members will be available to assist you at the agility course and during other phases of the recruitment process. A complete list of members and their hours and phone numbers will be available during the agility portion of the process.

Any written communications relative to the recruitment process should be addressed to:

City of Racine
Attn: Human Resources
730 Washington Avenue, Room 204
Racine, WI 53403

Sincerely,

Timothy Thompkins

Human Resources Manager

(262) 636-9175 phone

2018 - 2019 RECRUITMENT PROCESS STEPS

Step 1. Application

(NeoGov) link to application if current job opening

Step 2. Screening

The screening is performed by Human Resources to determine that you are not automatically disqualified based upon some of your application answers.

Step 3. Written Test

Step 4. Panel Interview

Candidates that pass the written exam will be scheduled for an interview with staff members from the Racine Police Department. Your qualifications, communication skills, and many other job related factors will be evaluated relating to your suitability and fitness to begin a police career with the Racine Police Department.

Step 5. Evaluation of Candidates

Training Unit staff members will evaluate candidates and prepare the PFC Packets.

Step 6. PFC (POLICE, FIRE COMMISSION) Interviews

Step 7. Background Investigations

Step 8. Chief's Interview - Shift Experience Ride-a-long

Step 9. Conditional Offer

Step 10. Medical Exam

Step 11. Psychological Examination

Step 12. Physical Agility Test

Administered by the GTC Academy staff pursuant to L.E.S.B. rules

Step 13. Swearing-In

You will be sworn in by the Chief of Police at the Racine Police Department.

****\$55,827.20 annual salary figure is based on 2018 RPA contract for Police Officer starting wage.*

The City of Racine is an AA/EEO/ADA employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofracine.org>

Position #201800120
 POLICE OFFICER
 ER

730 Washington Avenue, Room 204
 Racine, WI 53403
 262-636-9589

Timothy.Thompkins@cityofracine.org

Police Officer Supplemental Questionnaire

- * 1. I confirm that I have 60 completed college credits and I understand that I will submit my official transcripts.
 Yes No
- * 2. Please indicate the total number of college credits earned at the time you are submitting this application.
- * 3. Are you aware that you will have to submit your OFFICIAL transcripts to the City of Racine's

Human Resources Department?

Yes No

* 4. Are you at least 21 years old?

Yes No

* 5. Are you a United States citizen?

Yes No

* 6. What is the highest level of education you have achieved?

High School Diploma/GED

Some College

Associate Degree

Bachelor Degree

Masters Degree

Doctorate (PHD)

None of the Above

* 7. Do you have a valid driver's license?

Yes No

* 8. List ALL states in which you have held a driver's license (including present) and under what name. In the following format: Name, State, Years From/To (Ex: 2002/2005). You must answer even if you have always lived in the same place.

* 9. List ALL traffic violations that you have been convicted of in the past 10 years. In the following format: State, Charge, Date (month/year).

* 10. Have you ever applied with the Racine Police Department before? If yes, when? If not, please type "NA".

* 11. Have you ever been convicted of a felony? If yes, please explain. If not, please type "NA:"

* 12. Have you ever been convicted of a misdemeanor crime? If yes, list below in the following format: Crime Charged, Date (month/year) City/State, Disposition of Case. If not, type "N/A".

* 13. Have you ever been either arrested OR convicted of a domestic abuse violation? If yes, list City and State. Briefly describe and include disposition of the case. If not, type "NA".

* 14. Have you served in any branch of the United States Military including Reserves or National Guard? If Yes, list type of discharge. If not, type "NA".

* 15. Have you attended a Wisconsin Police Academy?

Yes No

* 16. Are you a Certified Officer in a state other than Wisconsin?

Yes No

* Required Question