

CITY OF MUSKEGO POLICE DEPARTMENT  
W183 S8150 Racine Avenue  
Muskego, Wisconsin 53150

NAME \_\_\_\_\_ SOC SEC # \_\_\_\_\_

NO. OF COLLEGE CREDITS \_\_\_\_\_ COURSE PURSUED \_\_\_\_\_

DRIVER'S LICENSE # \_\_\_\_\_

PLEASE SELECT THE LOCATION AT WHICH YOU WOULD LIKE TO TAKE THE WRITTEN TEST FOR THIS POSITION:

- |                |       |                 |       |                 |       |
|----------------|-------|-----------------|-------|-----------------|-------|
| 1. Ashland     | _____ | 6. LaCrosse     | _____ | 11. RiceLake    | _____ |
| 2. Eau Claire  | _____ | 7. Madison      | _____ | 12. Superior    | _____ |
| 3. Fond du Lac | _____ | 8. Milwaukee    | _____ | 13. Wausau      | _____ |
| 4. Green Bay   | _____ | 9. Platteville  | _____ | 14. Wis. Rapids | _____ |
| 5. Kenosha     | _____ | 10. Rhinelander | _____ |                 |       |

Please keep the "Hiring of Relatives" Policy (attached to the back of this application) for your own records.

I certify that the answers given by me to the following questions and statements are true to the best of my knowledge. I understand and agree that any misstatements or omissions of material fact herein subjects me to disqualification or dismissal.

Physical and psychological testing and drug screening is required prior to being hired. I authorize the City of Muskego to make such investigations and inquiries of my employment, character, qualifications, and medical history as may be necessary in arriving at an employment decision. I hereby release all employers, companies, school, or persons from all liability in responding to such inquiries made in connection with my application.

I further understand that in the event of employment by the City, my classification as a permanent employee depends upon my successfully performing work assigned to me during a probationary period, where applicable.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

Please note that employment with the City of Muskego is contingent upon presentation of specific Immigration and Naturalization Service approved documents within a designated time frame in accordance with the 1986 Immigration Reform and Control Act.

I heard about this position from: Milwaukee Journal \_\_\_\_\_ Other \_\_\_\_\_



# City of Muskego Police Department

Employing Agency

## APPLICATION FOR EMPLOYMENT AS LAW ENFORCEMENT

**NOTICE:** Application must be typewritten or clearly printed in ink. All questions must be answered, if applicable. If not, indicate NA (not applicable). 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 in Full (Last, First, Middle)			Social Security Number	
Address (Apartment, Street, P.O. Box)			Home Telephone Number	
City	State	Zip Code	Work Telephone Number	
Email Address			Cell Phone Number	

Are you at least 18 years old?  Yes  No

Are you a United States citizen?  Yes  No

Do you have a valid Wisconsin driver's license?  Yes  No

Do you have an associate degree or at least 60 college credits (associate degree level or higher) from an accredited college or university?  Yes  No

If No, do you have a valid driver's license from another state?  
 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  
 If Yes, please attach a separate sheet giving full information.

### 2. EDUCATION

Name of School	Location	Dates		Course Pursued	Degree, Diploma, or Credits Earned
		From	To		
High School					
College					
Graduate School					

List any scholarships, apprenticeships, licenses, certifications, membership in professional organizations or other information you believe should be considered in evaluating your qualifications.

### 3. EMPLOYMENT

Begin with current or most recent employer. List chronologically all employment, including summer and part-time employment while attending school. All time must be accounted for. If unemployed for a period, provide dates. To furnish additional employment information, attach sheets of the same size and format as this application.

Name and Address of Employer	Dates	Position and Kind of Work
<p>Name _____</p> <p>Street _____</p> <p>City, State _____</p> <p>Supervisor's Name/Telephone: _____</p> <p>May we contact the employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>From      To</p> <p>Full-Time <input type="checkbox"/></p> <p>Part-Time <input type="checkbox"/></p> <p>Annual Salary/Wages:</p>	Reason for Leaving
<p>Name _____</p> <p>Street _____</p> <p>City, State _____</p> <p>Supervisor's Name/Telephone: _____</p> <p>May we contact the employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>From      To</p> <p>Full-Time <input type="checkbox"/></p> <p>Part-Time <input type="checkbox"/></p> <p>Annual Salary/Wages:</p>	Reason for Leaving
<p>Name _____</p> <p>Street _____</p> <p>City, State _____</p> <p>Supervisor's Name/Telephone: _____</p> <p>May we contact the employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>From      To</p> <p>Full-Time <input type="checkbox"/></p> <p>Part-Time <input type="checkbox"/></p> <p>Annual Salary/Wages:</p>	Reason for Leaving
<p>Name _____</p> <p>Street _____</p> <p>City, State _____</p> <p>Supervisor's Name/Telephone: _____</p> <p>May we contact the employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>From      To</p> <p>Full-Time <input type="checkbox"/></p> <p>Part-Time <input type="checkbox"/></p> <p>Annual Salary/Wages:</p>	Reason for Leaving

**4. MILITARY SERVICE**

Branch of Service	Month/Year Served		Active Duty or Reserve	Highest Grade	Skill Specialty or Primary Duty
	From	To			

List special schools attended/skills acquired during military service.

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**5. REFERENCES**

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

<b>Name</b>	<b>Number of Years Acquainted</b>
<b>Address</b> _____	<b>Position/Title/Profession</b>
<b>City/State/Zip</b> _____	
<b>Telephone Number</b> _____	
<b>Name</b>	<b>Number of Years Acquainted</b>
<b>Address</b> _____	<b>Position/Title/Profession</b>
<b>City/State/Zip</b> _____	
<b>Telephone Number</b> _____	
<b>Name</b>	<b>Number of Years Acquainted</b>
<b>Address</b> _____	<b>Position/Title/Profession</b>
<b>City/State/Zip</b> _____	
<b>Telephone Number</b> _____	

**6. GENERAL**

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

**For questions A-C, 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. Remember 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, sexes, 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 provided 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.

Applicant's signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

Under the provisions of section 19.36, Wisconsin Statutes, I request that my identity as an applicant for the position of \_\_\_\_\_ not be revealed without my consent or until required under law.

Applicant's signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

## VETERANS' PREFERENCE POINTS

Effective May 1, 1992, the Wisconsin State Statute on veterans' preference points was changed to allow for an increase in points for veterans, and the inclusion of certain qualified spouses of veterans.

“A preference shall be given to those eligible veterans and those qualifying spouses of veterans (specified below) who gain eligibility on any competitive employment register and who do not currently hold a permanent appointment or have mandatory restoration rights to a permanent appointment to any position.”

Indicate which definition applies to you by checking the appropriate box below:

- \*1. Qualified veteran (10 preference points)
  
- \*2. Qualified disabled wartime veteran whose disability is less than 30%  
(15 preference points)
  
- \*3. Qualified disabled wartime veteran whose disability is 30% or more  
(20 preference points)
  
- \*\*4. Qualified spouse of a disabled wartime veteran whose disability is at least 70%  
(10 preference points)
  
- \*\*5. Qualified unremarried spouse of a veteran killed in action (10 preference points)
  
- \*\*6. Qualified unremarried spouse of a veteran who died of a service-connected  
disability (10 preference points)

Forms DD214 and other sustaining documentation will have to be shown at time of employment.

\* See attached form for qualifying service-era definitions.

\*\* If you have selected one of these items you are required to submit a copy of your spouse's service-connected disability (dated within the past six months); or service-connected death.

I understand that this form is an official addendum to the application, and that I must meet the qualifications listed on the attached application form under veterans' preference points in order to receive the preference indicated above.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## **VETERAN REQUIREMENTS**

“Veteran” means a person who fulfills at least one of the following requirements:

1. Served on active duty in the U.S. armed forces for at least 180 days, not including training.
2. Was discharged from the U.S. armed forces because of a disability incurred during active duty or because of a disability that is later adjudicated by the U.S. Department of Veteran’s Affairs to have been incurred during active duty.
3. Was honorably discharged from the U.S. armed forces.
4. Is eligible to receive federal veterans benefits.

## **POLICY REGARDING HIRING OF RELATIVES**

The City of Muskego, as a matter of policy, shall not employ two or more persons of the same family in any one City Department.

### **Definitions:**

“Departments” The Departments of the City of Muskego are as follows:

- Legislative – Mayor and Alderman (Encompasses every department)
- Administrative – Mayor, Clerk, Treasurer, Assessor, Building, Maintenance, etc.
- Library
- Public Works
- Judicial – Included Police Department and Court personnel
- Parks and Recreation
- Boards, Commissions and Committees affiliated with specific Departments will come under their respective Department.

“Employment” shall mean any position, which is full time, provisional, or part time, excluding seasonal employees who receive no benefits except social security, poll workers, and elected officials.

“Employee” shall be construed as any appointed or elected person filling a City position, whether paid or unpaid, other than seasonal employees who receive no benefits except social security, poll workers, and elected officials.

“Family” shall include spouse, parent, grandparent, stepparents, brother, sister, first cousin, nephew, niece, uncle or aunt and child. Said relationships may be by consanguinity or direct affinity. However, first cousins by direct affinity are exempt.

This policy will apply to all City employees as of its effective date.

However, in the case of two or more members of the same family all employed as employees under covered employment as defined within this policy as of the effective date of this policy, such employees shall be considered grand fathered under the policy, and the policy shall have no effect. Provided further that the policy shall be effective to current employees in the event that any member of the family leaves the employment of the City and later attempts to be rehired. Part-time employees for calendar year 1984 will be considered to be grand fathered in as to rehiring for 1985. In the event that employees working in covered employment as defined in this policy, who are not members of the same family, but later become members of the same family, they shall, as of the date of the establishment of the family relationship, have thirty (30) days in which to decide for themselves which of them shall leave the City’s employment in order that the policy may be complied with. In the event of the inability or unwillingness of the covered employees to make such a decision within the time limit provided, then all those employees who are members of the same family in violation of this policy, shall have their employment terminated as of the 31<sup>st</sup> day following the establishment of the family relationship. Exception: This section does not apply to an employee who marries another employee.

“Elected officials” The above policy shall apply to elected officials except that if a family member is an employee and another family member becomes an elected official, the policy shall not apply in that case.

(Created by Resolution #198-84. Amended in Resolutions #125-86, #3-91 and #156-94)

# GENERAL ORDER

## MUSKEGO POLICE DEPARTMENT

**SUBJECT:** Job Description: Police  
Officer

**NUMBER:** 909

**EFFECTIVE DATE:** 04-01-96

**RESCINDS POLICY DATED:** 02-01-92

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### **Purpose of Position**

The purpose of this position is to provide a variety of law enforcement services, maintain public order, protect life and property and assist the public through police patrol of the city and public contact, under the direction and supervision of the lieutenant and/or sergeant and superior department personnel.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs police patrol of assigned area to enforce local, state and federal laws. Answers calls for law enforcement services, including but not limited to, domestic disputes, personal assaults, personal neglect, property crimes, civil disturbances, medical emergencies, natural disasters, fires, search and rescue operations and assistance to other law enforcement agencies.

Investigates suspicious activity and/or suspected crimes against person, property or public interest as observed and reported.

Evaluates/analyzes situations. Determines appropriate course of action such as requesting additional law enforcement assistance, initiating investigations and assistance in investigations, providing aid and assistance, initiating situation intervention techniques, requesting other emergency response personnel assistance. Gathers information from complainants, suspects and witnesses using appropriate and effective interview and interpersonal evaluation techniques. Detains and/or arrests suspects/participants. Searches individuals, buildings and vehicles.

Arrests and processes (books) suspects. Completes required forms, fingerprints, photographs and transports suspects to appropriate agency. May restrain or assist in restraining suspects or detainees.

Collects, processes and preserves evidence. Photographs and/or videotapes crime and crash scenes and victims. Maintains evidence custody until delivered to custody of Property Officer. Accurately documents evidence collection and booking.

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Monitors traffic, issues citations and summons, evaluates hazards and reports hazards to appropriate agency and personnel. Directs traffic due to congestion, crashes and/or hazards.

Responds to traffic crashes, rollovers and reported hazards. Gathers information from participants and witnesses at scene regarding incidents. May clear road hazards. Assists emergency medical and rescue personnel at traffic collisions with injured and extrications. Provides first responder aid to injured. Compiles driver, passenger, witness and vehicle information and documents in report.

Assists motorists as needed with directions, travel advice, etc.

Prepares a variety of law enforcement-related forms, reports, correspondence and other documents, including but not limited to, incident reports, accident reports, sobriety forms, field interview forms, custody forms, intelligence reports, detention evaluation forms, advisement forms, search consent forms, vehicle identification forms, vehicle impoundment forms, evidence and arrest documents, payment receipts, domestic violence forms, domestic abuse/neglect forms, victim notification/rights waiver, rights advisement forms, court amendment/dismissal forms, mental health emergency detention forms, vehicle logs, personnel forms, training requests and public presentations.

Prepares and serves criminal summons and citations.

Testifies in court and administrative hearings as summoned.

Maintains knowledge of current police policy and procedures, traffic and criminal ordinances, state and federal laws and applicable guidelines.

Maintains communication with general public regarding public safety issues and concerns.

Participates in scheduled on-going professional training, including but not limited to, firearms training/qualifying, arrest control, restraint training, emergency/pursuit driving techniques and CPR certification.

Assists county, state and federal law enforcement/criminal justice, human service and emergency agency personnel and agencies within the city as needed.

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Prepares and gives presentations regarding bike safety, crime prevention, gang awareness, youth issues, law enforcement careers and other public safety issues.

Identifies and reports broken streetlights, broken and down traffic control signals and signs and other public safety concerns.

#### **Additional Tasks and Responsibilities**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this classification and may also be performed by other unit members.

Performs animal control tasks.

Maintains/cleans squad cars. Reports vehicle and equipment repair needs.

Reports weather hazards.

Delivers documents to courthouse and prosecutors.

Performs dispatch tasks.

#### **Minimum Training and Experience Required to Perform Essential Job Functions**

Associate degree or 60 college credits in Police Science, Criminal Justice or related fields. Wisconsin police officer certification and valid motor vehicle operator's license required. Ability to meet department legal, psychological, physical, character and intellectual test standards and ability to meet physical test standards may be required. CPR training required.

#### **Language Ability and Interpersonal Communication**

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure and/or sort data as well as assemble, copy, record and transcribe data and information. Ability to classify, compute and tabulate data.

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Ability to persuade, convince, and/or train others, including the ability to act in an officer-in-charge capacity. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory data and information such as incidents/accident reports, citations, warrants, intelligence reports, crime scene diagrams, teletype messages, court documents, training materials, statement forms, police operations manuals, technical operating manuals, statutes, ordinances, textbooks, investigation manuals, intelligence files, motor vehicle records, driver histories, criminal histories, procedures, guidelines and non-routine correspondence.

Ability to effectively communicate orally, often in stressful situations, and in writing with a wide variety of persons, including but not limited to, department personnel, other law enforcement agency personnel, City of Muskego Public Works personnel, attorneys, judges, suspects, victims/witnesses, medical care personnel, tow truck drivers, educators, students, civic groups, business representatives, insurance company representatives, firefighters, news media representatives and the general public.

#### **Mathematical Ability**

Ability to add, subtract, multiply and divide, and calculate percentages, fractions and decimals. Ability to interpret basic descriptive statistical reports.

#### **Judgment and Situational Reasoning Ability**

Ability to use functional reasoning and apply rational judgment in performing diversified police work activities.

Ability to exercise the judgment, decisiveness and creativity required in stressful, life-threatening and dangerous situations involving the evaluation of available information against measurable criteria.

#### **Physical Requirements**

Ability to operate, maneuver and/or steer equipment and machinery with some requiring complex, rapid and continuous adjustments, such as police squad car, emergency communications equipment, firearms, baton, OC (pepper) spray, restraint devices, intoximeter, computer terminal, fax machine, calculator,

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telephone, tape recorders, camera, evidence collection equipment and measuring devices.

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as operating firearms, police vehicles and in restraining/subduing individuals.

Ability to exert mildly heavy physical effort in moderate to heavy work, typically involving some combination of running, climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling. Ability to exert sufficient physical force to subdue or restrain combative/violent individuals. Ability to recognize and identify similarities and/or differences between characteristics of colors, forms, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.

**Environmental Adaptability**

Ability to work under unsafe, life-threatening, dangerous and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, violence, noise, wetness, machinery, traffic hazards, disease and/or dust can cause discomfort and where there is a risk of injury and death.

The City of Muskego is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Issued by: \_\_\_\_\_  
Chief of Police