

City of Ripon Police Department

Ripon Police Commission



Application for employment

Police officer

September 2008



Ripon Police Department
100 E Jackson Street, Ripon, WI. 54971
 Employing Agency

APPLICATION FOR EMPLOYMENT AS LAW ENFORCEMENT OFFICER

NOTICE: 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 as this application and number answers to correspond with questions.

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 ()

Are you over the age of 18? Yes No

Are you a United States citizen? Yes No

Date of Birth _____

Do you have a valid driver's license from another state? Yes No

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

Have you completed at least 60 college credits? Yes No

Have you ever been convicted of a felony? Yes No
 If yes, please attach a separate sheet giving full information.

IMPORTANT: Administrative Rule LES 2.01(1)(e) requires that a law enforcement officer possess either a two-year Associate Degree or 60 college level credits, or meet the standard within the first five years of employment. The Law Enforcement Standards Board may waive up to 30 credits upon documentation of writing, problem solving, and other communication skills. The College Credit Waiver Application (DJ-LE-331) is available at www.wilenet.org.

2. EDUCATION

Name of School	Location	Dates		Course Pursued	Degree, Diploma, or Credits Earned
		From	To		
High Schools					
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 From	Month/Year Served To	Active Duty or Reserve	Highest Grade	Skill Specialty or Primary Duty

List special schools attended/skills acquired during military service.

5. REFERENCES

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

Name _____ Address _____ City/State/Zip _____ Telephone Number () _____	Number of Years Acquainted Position/Title/Profession
Name _____ Address _____ City/State/Zip _____ Telephone Number () _____	Number of Years Acquainted Position/Title/Profession
Name _____ Address _____ City/State/Zip _____ Telephone Number () _____	Number of Years Acquainted Position/Title/Profession

6. GENERAL

Please attach answers to Questions A-C at the back of this application and return.

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:

Applications need to be in no later than October 20, 2008

Examination Enrollment

&

RIPON POLICE DEPARTMENT

100 E. Jackson Street Ripon, Wisconsin 54971. (920) 748-2888 .

Release of Records Request Form

I _____, do hereby authorize the City of Ripon Police Department to obtain any and all information from any personal reference, educational institution, financial institution or prior employer listed and not listed on this employment application. The purpose of the release is to verify information provided on the application for a background check for employment with the City of Ripon Police department.

Signature of Applicant

Date

THIS FORM MUST BE RETURNED WITH YOUR COMPLETED APPLICATION



Wisconsin Department of Justice
 Law Enforcement Standards Board
 DJ-LE-305, Rev. 8/00

AUTHORIZATION FOR RELEASE OF INFORMATION

(For official use only, not to be released to unauthorized persons)

I hereby empower an employee of the City of Ripon Police Department or other authorized representative thereof bearing this release to obtain information and records, within one year of the date of this release, pertaining to me from any or all of the following sources:

1. Municipal, State, or Federal law enforcement agencies
2. Selective Service System
3. Any banking institution
4. Any place of business (for purposes of obtaining credit or employment data)
5. Credit rating bureaus or institutions
6. Any previous employer
7. Present employer
8. Any school, college, university, or other educational institution
9. Any law enforcement or jail officer

Exceptions to this blanket authorization

1. Any medical information in the possession of any source named above until subsequent to a conditional offer of employment (per Americans with Disabilities Act).
2. _____
3. _____

This release is executed to authorize the City of Ripon Police Department as a prospective employer, to obtain the above information. It is understood that said information shall be used only in consideration of my employment and shall not be further disseminated for any purpose.

Date

Signature - Full Name

Address - Street and Number

City

State

Zip

Witness: _____

Signature

THIS FORM MUST BE RETURNED WITH YOUR COMPLETED APPLICATION

City of Ripon Police Department

Police Officer Recruitment and Selection

The following procedure is established to ensure a reasonable and rational approach to recruit and select candidates for the position of Police Officer. The procedure is intended to find the most qualified and suitable applicants for employment. The procedure is subject to change.

Whenever openings occur and there is no eligible list, or the Chief of Police requests a new eligible list, the Police and Fire Commission will initiate the following procedure to develop a new eligible list for Police Officers. Public Notice will be published in the City's newspaper of record and other media as deemed appropriate by the Chief of Police.

The Selection procedure will include:

1. Completion of a detailed application and forms which will be screened
2. Written Test
3. Physical Agility Testing
4. Interviews/Assessment Center
5. Background Investigation
6. Medical/Psychological Testing

The Police and Fire Commission will establish an eligible list of those applicants whom they feel are capable of being police officers. The Chief of Police may select any person on the eligible list to fill an opening. An eligible list established by the Police and Fire Commission shall be valid for no longer than twelve months unless extended by a vote of the commission.

The City of Ripon is an equal opportunity employer. We do not discriminate on the basis of race, religion, national origin or disability.

City of Ripon Police Department
Recruitment/Selection Process
Police Officer

The City of Ripon is an equal opportunity employer. We do not discriminate on the basis of race, religion, national origin or disability.

Essential Duties of a Police Officer:

- Arrest subjects, forcibly if necessary, using handcuffs and other restraints; subdue resisting subjects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.
- Load, unload, aim and fire from a variety of body positions, handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
- Operate a law enforcement vehicle during both the day and night: in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
- Pursue fleeing subjects and perform rescue operations which may involve quickly entering and exiting patrol vehicles: lifting, carrying, and dragging heavy objects; climbing over and pulling oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
- Administer emergency medical aid and lift, drag, and carry people away from dangerous situations and secure and evacuate people from particular areas.
- Direct traffic for extended periods of time.
- Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
- Conduct video and audio surveillance for extended periods of time.
- Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking the doors and windows of buildings to ensure they are secure.
- Put on and operate a gas mask in situations where chemical munitions are used.
- Extinguish small fires by using a fire extinguisher and other appropriate means.

Minimum qualifications:

- 21 years of age on date of appointment
- U.S. citizen
- High school graduate or possess a G.E.D. high school equivalency diploma
- Possess a current driver's license and be eligible for a Wisconsin driver's license
- Have binocular vision, which is correctable to 20/20. Must have normal peripheral vision and must not have a significant eye disease.
- Not have been convicted of a felony unless pardoned by the Governor of the State,
- Not have a conviction record or pending charge which substantially relates to the work of a Police Officer.
- In addition, any new officer who does not possess a two year associate degree or sixty fully accredited college level credits at time of hire must meet this standard after five years of employment. A waiver of up to 30 credits upon documentation of experience may be possible.

Selection Process (Dates may change due to scheduling conflicts)

- File Application with Department by 4:00 p.m. on October 20, 2008
- Application Screening for minimum qualifications
- Written Entrance Examination November 8, 2008 @ **Various Testing Centers**
- Physical Agility Testing to be scheduled
- Interview with Chief/Captain: Assessment Center to follow
- **Police Commission Interview (To be scheduled)**
- Background Investigation
- Conditional Offer of Employment from Eligible List
- Psychological Examination
- Medical Examination/Drug Test
- Appointment by Chief of Police

***The physical Agility test will include:

1. Abdominal Strength: Twenty-five (25) sit-ups in one (1) minute, performed while sitting on the floor, legs secured, knees bent, hands held behind the head with fingers interlocked, the elbows will touch the knees; shoulder blades will touch the floor.
2. Flexibility: One (1) sit-and reach, a toe-touching test performed from the sitting position, the legs will be straight.
3. Cardio-vascular endurance: run $\frac{1}{4}$ mile in 2:00 minutes or less.
4. Upper body strength: Bench-press one-half body weight to a locked elbow position from the chest (15) times in one (1) minute. The test will be performed on a universal gym at $\frac{1}{2}$ body weight to nearest 10 pounds. The apparatus will be set to simulate a free weight bar touching the chest.

Please complete questions A-C in the General Section of the application on Page 3.

Police Officer Benefit Package
Ripon Police Department (2008-10 Labor Contract)

Work Schedule – 6 Days on, 3 Days Off (37.4 Hours per week). Shift will vary with assignment but are assigned based on Seniority.

Wages – Start: \$37,044 + Overtime
1 Year: \$43,078 + Overtime
2 Year: \$44,694 + Overtime
5 Year: \$47,673 + Overtime
Top Pay: \$50,417 + Overtime

Residency – Officers must reside within a radius of six (6) miles of Ripon City Hall within their probationary period, which is one year from date of hire.

Life Insurance – City pays life insurance premium. Face value is equal to annual salary.

Medical Insurance – Network Health Insurance, employee pays \$30.00 a month towards premium, includes prescription drug plan with co-pays of , covers each family member.

Retirement - The City of Ripon pays 100% of the employee's retirement plan, which is the Wisconsin Retirement Fund.

Clothing Allowance – Initial: \$900 including 75% of cost of Ballistic Vest
Annual: \$500, five-year rotation on Vests provided up to 75% of cost

457 Retirement plan/Flex Plan – In addition to the Retirement provided above the City Offers employees the chance to participate in a deferred compensation 457 Plan administered the ICMA Retirement Corp and a Pre-Tax Flexible Benefit plan for Medical and Child Care.

Vacation Schedule - 0-1 years: 6 Days per year
2-8 years: 12 Days per year
8-14 years: 18 Days per year
15-19 years: 20 Days per year
20-23 years: 23 Days per year
24 years +: 25 days per year

Employees may accumulate vacation to a maximum of 30 days

Sick Leave – Accumulate one day per month of employment to maximum of 120 days
Percentage of sick leave paid out upon retirement 60-75% based on years of service.

Holidays – Twelve paid holidays per year to be taken at employees discretion + 1 ½ pay on any holiday worked

Training – The department has in house trainers on Firearms, DAAT, Vehicle Contacts and EVOC. Numerous outside training classes are available to employees.

Physical Agility Test

(Pass/Fail)

This test will be graded on a pass/fail basis. Each applicant will be provided no more than two attempts to pass each component of the test.

Ripon PD personnel will administer the test at the Ripon Senior High School/Ingalls field. The test is designed to show the applicant's ability to perform minimum physical strength, agility and stamina capabilities, which are required to perform the job tasks and duties of a Police Officer

Abdominal Strength: Twenty-five (25) sit-ups in one (1) minute, performed while sitting on the floor, legs secured, knees bent, hands held behind the head with fingers interlocked, the elbows will touch the knees; shoulder blades will touch the floor.

Flexibility: One (1) sit-and reach, a toe-touching test performed from the sitting position, the legs will be straight.

Cardio-vascular endurance: run ¼ mile in 2:00 minutes or less.

Upper body strength: Bench-press one-half body weight to a locked elbow position from the chest (15) times in one (1) minute. The test will be performed on a universal gym at 1/2 body weight to nearest 10 pounds. The apparatus will be set to simulate a free weight bar touching the chest.