



**TWO
RIVERS**
WISCONSIN

Recruitment Announcement

Police Officer

The Two Rivers Police Department is currently seeking applications for the position of Police Officer. This is a full-time position that works a duty cycle schedule. Responsibilities for this position include justly enforcing the laws and ordinances of the State of Wisconsin and the City of Two Rivers in a community-oriented policing environment.

Join an innovative and progressive police agency that provides multiple opportunities for the growth and development of its personnel. Opportunities for special assignments in K9, SWAT, Negotiations, Bike Patrol, Investigations, Evidence Technician, DRE, School Resource Officer, Honor Guard, etc. The Two Rivers Police Department provides exceptional officer development opportunities through career-long training and is on the forefront of the latest in technology and equipment.

COMPENSATION & BENEFITS

SALARY RANGE: Pay is based on the collective bargaining contract and ranges from \$29.37 to \$36.49 per hour.

BENEFITS: Comprehensive health, vision, and dental insurance. Health insurance opt-out incentive up to \$5,000 annually. Employer contribution of 13.55% into the Wisconsin Retirement System. Paid vacation, 8 paid holidays per year, and 8 hours of sick leave accrued per month with ability to be accumulated up to 960 hours. The City is an equal opportunity employer. Confidentiality cannot be guaranteed.

APPLICATION & SELECTION PROCESS

A full position description and City employment application are available at www.two-rivers.org/jobs. Qualified candidates should submit a cover letter, resume, and completed City employment application to HR@two-rivers.org or by mail to: City of Two Rivers, Attn: Human Resources, PO Box 87, Two Rivers WI 54241. The position will remain open until filled. Contact Human Resources at 920-793-5526 or HR@two-rivers.org with questions. More information about the Two Rivers Police Department can be found at: <https://www.two-rivers.org/police>

HOW TO APPLY

Send a **cover letter, resume, and completed employment application** by email to HR@two-rivers.org or by mail to City of Two Rivers, Attn: Human Sources, PO Box 87, Two Rivers, WI 54241

Applications should be submitted by **Monday, June 19, 2023** to ensure consideration.



POSITION TITLE: Police Officer

REPORTS TO: Police Lieutenant/Shift Commander

EMPLOYMENT CLASSIFICATION: Full-Time

DEPARTMENT: Police

DIVISION: Patrol

UNION: Yes

PAY TYPE: Hourly \$29.37 - \$36.49

GENERAL PURPOSE

Performs police patrol, investigation, traffic regulation, and related law enforcement activities including crime Prevention and community policing.

SUPERVISION RECEIVED

None.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Works a duty cycle schedule performing security patrols, traffic control, investigation, first aid, detection, investigation and arrest of persons involved in crimes or misconduct.
- Works an assigned shift using judgment in deciding your courses of action to handle difficult and emergency situations without assistance.
- Maintains normal availability by radio for assignments.
- Carries out duties in conformance with Federal, State, County, and City laws and ordinances.
- Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic prevent or detect and investigate misconduct involving misdemeanors, felonies, and other law violations' and to otherwise serve and protect people and property.



- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.
- Interviews suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular crashes. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene. Attempts to ascertain the cause of each traffic crash.
- Is a creative problem-solving individual who displays and takes action on problem oriented policing applications, community policing applications and crime prevention related policing applications on a daily basis with our customers.
- Remains alert for traffic hazards in his/her area and reports them to his/her superior officer, including possible recommendations for correcting or reducing the hazard.
- Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victim, witnesses and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings.
- Prepares a variety of reports pertinent to the nature of the case or assignment.
- Undertakes community oriented police work, and assists customers with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, etc.
- Participates in investigating criminal law violations, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.
- Conducts patrol activities, directs traffic, investigates reported or observed violations of law.
- Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, District Attorney or Federal Prosecutor regarding cases, policies and procedures, as needed or as assigned.
- Maintains contact with police supervisory personnel to coordinate job related activities, provide mutual assistance during emergency situations and provides general information about Department activities.
- Serves warrants, subpoenas, summonses and occasional civil process.

- May be required to work in plain clothes on special assignments.
- Attends recruit, in-service and specialized training schools as assigned by his/her supervisor.
- Is available and responds for recall

PERIPHERAL DUTIES

- Accepts and successfully completes special duty assignments as assigned. (i.e., Metro Drug, DAAT, Metro Tactical Team, Gang Team, Bike Team, Firearm=s. DARE, Crime Prevention, FTO, and others not mentioned).
- Works for individual and department improvements.
- Maintains departmental equipment, supplies and facilities.
- Maintains contact with general public, court officials, and other City officials in the performance of police operating activities.
- Serves as a member of various employee committees.

DESIRED MINIMUM QUALIFICATIONS

Education & Experience:

(A) Minimum of 60 college or vocational school credits in police sciences, law enforcement, criminal justice administration, public administration, or a closely related field (Associate or Bachelors Degree preferred); and

(B) Completion of the basic law enforcement training academy or equivalent.

Necessary Knowledge, Skills and Abilities

(A) Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations; Extensive knowledge of City's geography.

(B) Skill in the operation of the tools and equipment listed below.

(C) Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow and give verbal and written instructions; Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

- (A) Must possess, or be able to obtain by time of hire, a valid Wisconsin State Driver's License without record of suspension or revocation in any state.
- (B) Ability to meet Department's physical standards.
- (C) Basic Law Enforcement Training certification or equivalent.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar/laser speed detection device, handgun and other weapons as required, impact instrument, handcuffs, Intoxilyzer, pager, first aid equipment, photocopies, personal computer including word processing software, audio/visual equipment, copy machine, telephone, voice mail.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear and read. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste, touch or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works outdoors in all weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually quiet in the office, and moderately noisy to extremely noisy in the field.

SELECTION GUIDELINES

Formal application to the Chief of Police; written test; oral interviews; assessment center; reference check; physical and psychological examination; drug and alcohol screen; successfully complete probationary status; and other job-related tests as may be required.

OTHER CONDITIONS

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**CITY OF TWO RIVERS
APPLICATION FOR EMPLOYMENT**

To Applicants: We appreciate your interest in our organization and assure you that we are sincerely interested in you. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications.

APPLICANT INFORMATION

Last Name	First	Middle	Date of Application
Address			Telephone No. (Include Area Code)
City	State	Zip	Cell Phone No. (Include Area Code)
Are you related to anyone in our employ? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state name and relationship (include in-laws):			
Have you ever been convicted of any felony violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: <i>(Conviction of a crime does not automatically disqualify you from employment)</i>			

Please Provide your E-Mail Address: _____

INSTRUCTIONS:

If you need help to fill out this application form or for any phase of the employment process, please notify the person that gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.

1. Please thoroughly read all statements contained in this Application form.
2. Complete all pages of this form completely and accurately.
3. Print clearly. **Incomplete or illegible applications will not be processed.**
4. Do not fill out any other attached forms unless and until instructed.
5. You may attach additional sheets to the application to further explain or expand on your answers to the questions.
6. If you wish, you may attach your resume to this **completed** application.

APPLICANT NOTE:

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. This application applies only to the position specified. It is considered inactive after 90 days. If at any time after this point you wish to be considered for employment with the City, another application will have to be completed.

EEO STATEMENT

We are an Equal Employment Opportunity employer, and do not discriminate in our hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, creed, religion, national origin, age, disability, sex, or any other characteristic protected by State or Federal law.

EMPLOYMENT INFORMATION

Position Applied For: Full-Time Part-Time Seasonal (Circle One)	Date you can start	Salary/Hourly Rate desired
Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you accept temporary work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you worked here before? If yes, date/dept
<input type="checkbox"/> Yes <input type="checkbox"/> No Have you received a job description or had the requirements of the job explained to you? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you understand these requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No Can you perform the requirements of this job with or without reasonable accommodations?		

EDUCATION INFORMATION

School	Name of School/City & State	Check No. of Years Completed	List Diploma or Degree	Course of Study
High		1 2 3 4		
College		1 2 3 4		
Other (Specify)		1 2 3 4		

Special Training: _____

Driver's License Number: _____ State of Registration: _____ If commercial driver's license is required, list classification held and attach up to ten year employment history, if worked ten or more years. Have you ever been convicted of driving under the influence of alcohol or controlled substances? Yes No. If yes, provide date, where arrested, and under what circumstances. _____

EMPLOYMENT WORK HISTORY

(List Employers for the Past Ten Years - Last or Present Employer, First – Attach Additional Sheets if Necessary)

Name of Employer	Present		2.		3.	
Address						
Telephone						
Employment Dates	From	To	From	To	From	To
Salary	Start	Finish	Start	Finish	Start	Finish
Exact Title of Your Position						
Name/Title of Immediate Supervisor Immediate Supervisor						
Describe Your Duties						
Reason for Leaving						

REFERENCES
(Do Not Include Relatives)

Name & Occupation	Address/Phone	Years Known/Relationship

APPLICANT'S CERTIFICATION AND AUTHORIZATION

CERTIFICATION

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will," and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

AUTHORIZATION

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for any damage whatsoever for issuing this information.

Applicants' Full Name _____
(PLEASE PRINT)

Signed

Dated

EMPLOYMENT DATA RECORD

Employees are treated during employment without regard to race, color religion, sex, national origin, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file.

PLEASE NOTE: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

VOLUNTARY SURVEY

(Please print)

Date: _____

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran, and other protected status of employees. This data is for statistical analysis with respect to the success of the Affirmative Action program. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.**

Name		
Address		
City	State	Zip

Complete Only The Sections Below That Have Been Checked:

X	Current Job
X	(Check One) Male Female
X	Check one of the following: (Ethnic Origin) <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/> Asian/Pacific Islander
X	Check if any of the following are applicable <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Handicapped Individual
X	Birthdate

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open ___ Yes ___ No

Position(s) Considered For: _____

Other: _____