

Employment-Police Officer

The Sheboygan Police Department is currently accepting applications for the Position of Police Officer. The Sheboygan Police Department is a progressive police agency that uses a Community Orientated, Neighborhood Based police strategy. We value collaborative problem solving as a means of providing quality, interactive police service to the purpose of creating a vibrant and healthy community for those who live, work and recreate in our City.

The mission of the Sheboygan Police Department is to be the model of excellence in policing by working in partnership with the community and other to:

Fight crime, the fear of crime and disorder.

Enforce Laws while safeguarding the constitutional rights of all people.

Provide quality service to all our residents and visitors; and

Create a work environment in which we recruit, train and develop an exceptional team of employees.

The successful applicant for a position in our agency has the following characteristics:

A person of character-maintains integrity, demonstrates humility

Put people first- shows concern and care

A skilled communicator-shows empathy, invites feedback, and is persuasive

Acts with compassion- expresses appreciation, builds teams, negotiates conflict

Has foresight- visionary, creative, courageous and decisive

Systems thinker-comfortable with complexity, adaptive, considers a “greater good”

Leads with moral authority- accepts responsibility and, shares control, accountable

We look for candidates who have a proven leadership record, and who demonstrate leadership qualities such as the ability to persevere through difficult challenges. Specifically, we look for evidence of:

Demonstrated Past Achievement

Perseverance in the face of challenges

Strong critical thinking skills

Ability to influence and motivate others

High level of initiative

Problem solving and organizational ability

Desire to work relentlessly in pursuit of our mission

Application and Testing Process

If you are interested in becoming a Police Officer for the City of Sheboygan, our selection process is as follows:

1. SUBMIT EMPLOYMENT APPLICATION:

APPLICATION DEADLINE IS 4:00 PM, NOVEMBER 14th, 2016.

Applications are available at the Sheboygan Police Department website at www.sheboyganpolice.com. In addition, applications will be made available at the Human Resources Department at Sheboygan City Hall, 828 Center Ave., Suite 201, Sheboygan, WI.

Applications can be submitted by either

- a. Completing the online .pdf application and emailing that application to steve.cobb@sheboyganwi.gov. *Emailed applications require a digital signature.*
- b. Mailing completed applications to:
Captain Steve Cobb
Sheboygan Police Department
1315 N 23rd St, Suite 101
Sheboygan, WI 53081

Applications will be screened to identify the most qualified applicants to be invited to participate in the pre-employment interview process.

2. PRE-EMPLOYMENT INTERVIEW: A panel of staff evaluators from the Sheboygan Police Department will conduct interview with the top scoring applicants based off the application score. The exact number of interviewees will be determined as it is a function of the number of applications received. There are multiple phases of the interview process. Candidates may be required to complete examinations designed to test their mental alertness and/or problem solving ability.

3. POLICE AND FIRE COMMISSION INTERVIEW: Candidates who achieve a satisfactory score in the assessment center will be invited to interview before the City of Sheboygan Police and Fire Commission. The Police and Fire Commission shall have access to information from the candidate's application, personal history questionnaire and assessment center. The Police and Fire Commission shall then advise the Chief of Police which applicants the Commission has determined to be acceptable for employment and in what order they would like employment offers to be made. Candidates who were not deemed acceptable for employment will be notified in writing by the Captain of Administration.

4. BACKGROUND INVESTIGATION: Prior to a recommendation from the Chief of Police to the Police and Fire Commission that an applicant be hired from the hiring list, the Chief of Police shall interview the applicant and a thorough background investigation shall be conducted. After completion of the Chief's interview and background investigation the Chief of Police shall make a hiring recommendation from the hiring list and seek approval to move forward with the hiring from the Police and Fire Commission.

5. CONDITIONAL OFFER OF EMPLOYMENT: As vacancies occur and after receiving approval from the Police and Fire Commission, the Chief of Police shall notify the appropriate candidate of their conditional offer of employment. This offer of employment shall be conditional subject to the successful completion of the following: Medical Examination and Drug Screen, Pre-placement functional test of physical fitness and agility, Vision examination (Correctable to 20/20) and a Psychological Examination. Agency required physical; medical; vision and psychological examinations are provided at no cost to the applicant.

Sheboygan Police Department

2016 Police Officer Salary & Benefits

WI Retirement Fund:

City pays 9.4% of the 16% rate
Employee pays 6.6% of the 16% rate

Uniform Allowance:

\$600.00 Initial
\$520.00 Every year thereafter

Health Insurance:

City pays 85% of single or family premium.
Employee pays 15% (12% if the employee participates in a health risk assessment and biometric feedback program).

Dental Insurance:

City pays 85% of single or family premium.
Employee pays 15%

Life Insurance:

City pays 50% of the cost of the Wisconsin Employee Group plan, eligibility after 1-years' service.
(Coverage to next thousand of their salary)

Holidays:

10 days of compensatory pay in lieu of holidays.

Vacation:

101 hours after completion of 1 to 4 years of service.
144 hours after completion of 5-9 years of service.
170 hours after completion of 10-14 years of service.
229 hours after completion of 15 years of service.

Sick Leave:

Accumulate 1 day for each completed month of service, up to 144 days. Excess of 144 will be pooled.

Salary Range, January 2016

Starting..... \$53,851.78
One year..... \$59,418.59
Two years..... \$61,400.16
Three years..... \$63,310.93
Four years..... \$65,197.83
Five years..... \$66,175.32
Ten years..... \$67,837.20
Fifteen years..... \$68,132.00
Twenty years..... \$69,109.79
Twenty-five years..... \$70,413.78

City of Sheboygan Vital Statistics:

Population	50,400 (1-1-10)	Dwelling Units	21,358
Registered Voters	28,643	Assessed Valuation	\$2,720,149,450
Area of City	14.48 sq. miles	Daily Water Capacity	34,000,000 gallons
Miles of Streets	199.72	Police Department	81 Police Officers
Parks	32 areas (663.66 acres)	Fire Department	73 Firefighters
Public schools	10	Churches (All Leading Denomin.)	51
Public Middle Schools	3	Hospitals	2
Public High Schools	2	Colleges within County	2
Parochial Elementary Schools	10	Vocational School	1
Parochial Middle Schools	10	Parochial High Schools	2
Motels (707 Unit)	9		

Officer Work Schedule:

Officer works a five on, three off schedule; four 8.3 hour shifts, and one 10.8 hour shift.

Employment Standards

Law Enforcement, Tribal Law Enforcement, Jail, and Secure Juvenile Detention Officers

Applicants for employment as a law enforcement, tribal law enforcement jail and/or secure juvenile detention officer must meet the following minimum requirements:

- Applicants must be 18 years of age or older.
- Applicants must possess a general educational development diploma or be a high school graduate who has completed a secondary education program through a public school, private school, an equivalency diploma program, or home education program within the United States or its territories. Criteria for proof of compliance includes any of the following:
 - A general educational development diploma.
 - A high school diploma issued by a public school education program.
 - A high school diploma issued by a private school.
 - A high school equivalency diploma.
 - Copies of form PI-1206 filed with the Department of Public Instruction for applicants who have completed a home school program in Wisconsin, or documentation that the education program has met the requirements of the Department of Education from the state where the home school program was completed. Home-schooled students may also substitute an official college transcript showing completion of at least 60 associate degree level college credits or higher at a college or university accredited by an accrediting agency recognized by the United States Secretary of Education.
- Law enforcement or tribal law enforcement officers employed on or after February 1, 1993, must possess either a two-year associate degree from a Wisconsin technical college system district or its accredited equivalent from another state or a minimum of 60 fully accredited credits. An applicant for law enforcement or tribal law enforcement employment who has not met this standard at the time of initial law enforcement or tribal law enforcement employment must meet the standard by the end of their fifth year of employment.
- Applicants must possess a valid Wisconsin driver's license or other such valid operator's permit recognized by the Wisconsin Department of Transportation as authorizing operation of a motor vehicle in Wisconsin.
- Applicants must not have been convicted of any federal felony or of any offense which if committed in Wisconsin could be punished as a felony unless the applicant has been granted an absolute and unconditional pardon.
- Applicants for employment as a law enforcement or tribal law enforcement officer must not have been convicted of any misdemeanor crime of domestic violence unless the applicant has been granted an absolute and unconditional pardon.
 - The Omnibus Consolidated Appropriations Act of 1997 amended the Federal Gun Control Act,
 - 18 U.S.C. §922(g)(9). Under these provisions, it is unlawful for an individual convicted of a state or federal "misdemeanor crime of domestic violence" to

ship, transport, possess or receive firearms or ammunition. Law enforcement officers are not exempt from this law.

- A “misdemeanor crime of violence,” pursuant to 18 U.S.C. §921(33)(a), means an offense that: has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, parent or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim.
- “Misdemeanor crimes of domestic violence” include all misdemeanors that involve the use or attempted use of physical force (e.g., simple assault, assault and battery) if the offense is committed by one of the defined parties. This is true whether or not the State statute or local ordinance specifically defines the offense as a domestic violence misdemeanor.
- Wisconsin State Statute §66.0501(1) states that no person may be appointed deputy sheriff of any county or police officer of any city, village or town unless that person is a citizen of the United States. Wisconsin State Statute does not require United States citizenship for elected sheriffs, chiefs of police, state law enforcement officers, and deputy sheriffs who are not required to take an oath of office.
- Applicants must be of good character as determined from a written report containing the results of the following:
 - The fingerprinting of the applicant with a search of local, state and national fingerprint records.
 - A background investigation conducted by or on behalf of the employing agency.
 - Other investigations as may be deemed necessary to provide a basis of judgment on the applicant’s loyalty to the United States or to detect conditions which adversely affect performance of one’s duty as a law enforcement, tribal law enforcement, jail, or juvenile detention officer.
- Applicants must be free from any physical, emotional or mental condition which might adversely affect performance of duties as a law enforcement, tribal law enforcement, jail, or juvenile detention officer.
- Applicants must undergo a physical assessment by a licensed physician, physician assistant or nurse practitioner to verify that they can meet the physical standards required of the position. The applicant must also provide the examiner with a personal medical history. The physical assessment will be conducted no more than nine (9) months prior to an applicant’s first date of employment.
- Applicants must complete a satisfactory oral interview with the employing agency.
- Applicants for employment as a law enforcement or tribal law enforcement officer must not have been convicted of any misdemeanor crime of domestic violence unless the applicant has been granted an absolute and unconditional pardon.
 - The Omnibus Consolidated Appropriations Act of 1997 amended the Federal Gun Control Act,

- 18 U.S.C. §922(g)(9). Under these provisions, it is unlawful for an individual convicted of a state or federal “misdemeanor crime of domestic violence” to ship, transport, possess or receive firearms or ammunition. Law enforcement officers are not exempt from this law.
- A “misdemeanor crime of violence,” pursuant to 18 U.S.C. §921(33)(a), means an offense that: has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, parent or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim.
- “Misdemeanor crimes of domestic violence” include all misdemeanors that involve the use or attempted use of physical force (e.g., simple assault, assault and battery) if the offense is committed by one of the defined parties. This is true whether or not the State statute or local ordinance specifically defines the offense as a domestic violence misdemeanor.
- Applicants must submit to a drug test for the presence of the following controlled substances or their metabolites: amphetamines, cannabis or cannabinoids, opiates, cocaine, and phencyclidine (PCP). The drug test analysis will only be conducted by a laboratory certified by the United State Substance Abuse and Mental Health Services Administration (SAMHSA). Drug testing must be conducted upon hire, and within 60 days prior to an applicant’s first date of employment.

NOTE: Under §165.85(4)(f), Wis. Stats., any law enforcement or tribal law enforcement agency or sheriff may set recruit training and standards that are higher than the minimum standards set by the Law Enforcement Standards Board.

Recruitment qualifications are defined in Wisconsin Law Enforcement Standards Board, Police and Procedure Manual.

NOTE: Under §165.85(4)(e), Wis. Stats., any law enforcement or tribal law enforcement agency or sheriff may set recruit training and standards which are higher than the minimum standards set by the Law Enforcement Standards Board.



CITY OF SHEBOYGAN POLICE DEPARTMENT

Application for Employment

AN EQUAL OPPORTUNITY EMPLOYER

INSTRUCTIONS:

To be filled out by the applicant only. If you are physically unable to fill out this application, you may request reasonable accommodations in completing the form. Answer all questions. **Attach supplements if necessary.** Exclude any reference that may reveal or tend to reveal your race, color, religion, national origin, creed, age, marital status, gender, sexual orientation or disability.

Incomplete applications MAY NOT BE CONSIDERED.
If resume is submitted, DO NOT write "see resume".
Write N/A in blank if it does not apply.
DATE & SIGN this application.
Please list a minimum of ten years' prior experience and education.
You are not required to furnish any information, which is prohibited by federal, state or local law.

MAIL APPLICATION TO: Sheboygan Police Department
C/O Captain Steve Cobb
1315 N 23 Street, Suite 101
Sheboygan, WI 53081-3180

TITLE OF POSITION YOU ARE APPLYING FOR: Police Officer		TODAY'S DATE:	HOME PHONE:
NAME: (Last) (First) (M.I.)		CELL PHONE:	
CURRENT ADDRESS: (Street) (Apt. #)		BUSINESS PHONE:	
(City) (State) (Zip Code)		Can we contact you at your business number? Yes: No: If Yes, list hours:	
PERMANENT ADDRESS: (Street) (Apt. #) (If different than above)		E-MAIL ADDRESS:	
(City) (State) (Zip Code)		When will you be available for employment?	
Are you a United States citizen?		Yes:	No:
Are you legally eligible for employment in the United States?		Yes:	No:
Are you at least 18 years of age?		Yes:	No:
Have you ever been convicted of a felony?		Yes:	No:
Have you ever been convicted of Any Domestic Violence Related Offense(s)?		Yes:	No:
Do you possess a valid driver's license?		Yes:	No:
Do you have 60 college credits?		Yes:	No:
List any law enforcement internships including department and number of hours:		List any current certification, license or registration as a member of a trade or profession:	

THIS SECTION MUST BE COMPLETED! Please list **ALL** instances in which you were convicted as an **ADULT** for crimes (misdemeanors or felonies), ordinance violations and traffic violations. Also, please list all criminal charges (misdemeanors or felonies) currently pending against you. Failure to include all information requested under this section may result in denial of employment. You may attach another sheet if necessary.

Date	Location	Charge	Court	Disposition of Case

NOTE: A conviction record or pending arrest record does not constitute an automatic bar to employment.

Did you graduate from high school? Yes No If no, have you passed a high school equivalency or GED test: Yes No
 Name of school: _____ Location: _____
 Location of school: _____

Special skills & qualifications:

List all the computer software you can operate skillfully: _____

Foreign Language (spoken or read proficiently) French German Spanish Hmong Other _____

*Are you certified or certifiable as a Police Officer Yes No Date graduated recruit Class: _____ State: _____

Date certified as Police Officer _____ State: _____

TRAINING BEYOND HIGH SCHOOL

Name of College, University or School	Presently Attending?	Major Field	Type of degree received	Credits earned	GPA

Describe all education or training you have had which is not covered above, such as vocational school, correspondence courses, service schools, police academy, in-service training, and professional memberships. Please provide dates.

IMPORTANT: You must complete the employment sections of this application. Use additional sheets if necessary. You may attach a resume to further explain your qualifications. Please list a minimum of prior ten years experience and education.

Are you currently **unemployed**? Yes No, If yes, since _____

*Certifiable means recruit training completed in a pre-service or advanced standing program. Certified means currently certified by the State of Wisconsin or other state, as a police officer.

EMPLOYMENT SECTION: Please start with your most recent position – include military service

Start Date:	Title and Duties
Separation Date:	Employer's name (company name):
Full Time Part Time Temporary	Address:
Hours each week:	Name and title of supervisor:
Starting Salary/Earnings: Per _____	Supervisory Position Yes No Were you involuntarily discharged? Yes No Why?
Present Salary/Earnings: Per _____	Reason for leaving.

Start Date:	Title and Duties
Separation Date:	Employer's name (company name):
Full Time Part Time Temporary	Address:
Hours each week:	Name and title of supervisor:
Starting Salary/Earnings: Per _____	Supervisory Position Yes No Were you involuntarily discharged? Yes No Why?
Ending Salary/Earnings: Per _____	Reason for leaving.

Start Date:	Title and Duties
Separation Date:	Employer's name (company name):
Full Time Part Time Temporary	Address:
Hours each week:	Name and title of supervisor:
Starting Salary/Earnings: Per _____	Supervisory Position Yes No Were you involuntarily discharged? Yes No Why?
Ending Salary/Earnings: Per _____	Reason for leaving.

Start Date:	Title and Duties
Separation Date:	Employer's name (company name):
Full Time Part Time Temporary	Address:
Hours each week:	Name and title of supervisor:
Starting Salary/Earnings: Per _____	Supervisory Position Yes No Were you involuntarily discharged? Yes No Why?
Ending Salary/Earnings: Per _____	Reason for leaving.

PLEASE ANSWER THE FOLLOWING QUESTIONS. IF YOU ANSWER, "YES," TO ANY OF THE FOLLOWING, PLEASE ATTACH A DOCUMENT EXPLAINING THE CIRCUMSTANCES.

YES	NO	Have you ever been discharged for unfavorable employment or conduct?
YES	NO	Have you ever resigned after being informed of possible discharge?
YES	NO	Have you ever left employment by mutual agreement, due to specific problems?

CERTIFICATION:

Please read and initial each of the following statements. Your initials and signature verify that you have read, understand and agree to abide by these statements.

Initial:

_____ I hereby certify that all statements made on or in connection with my application are true, complete and correct to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material fact subject me to disqualification or, if hired, dismissal.

Initial:

_____ Notice – Wisconsin Open Records Law: Under Section 19.36(7) of Wisconsin Statutes, the names of the "Final Candidates" must be open to public inspection. The statute also provides that if an applicant does not want his/her name revealed prior to being a "Final Candidate" they can do so by making a separate request in writing.

Initial

_____ The City of Sheboygan is committed to the equality of opportunity for all people. It is the policy of the City of Sheboygan to provide equal employment opportunities for all individuals on the basis of their skills, abilities, and qualifications, without regard to race, color, national origin, religion, political affiliation, gender, age, disability, marital status, sexual orientation, disabled veteran or covered veteran status, membership in the National Guard or any other reserve component of the United States or State military forces, or any other non-merit factors, except where such factors constitute a bona fide occupational qualification.

APPLICATION IS DUE BY _____ AT 4:00 P.M.

Applicant's Signature

Date

See following pages for Veteran Information

230.03(14) WISCONSIN STATUTES

Veteran means any of the following:

- (a) A person who served on active duty under honorable conditions in the U.S. armed forces and who was entitled to receive any of the following:
 - 1. The armed forces expeditionary medal established by executive order 10977 on December 4, 1961.
 - 2. The Vietnam service medal established by executive order 11231 on July 8, 1965.
 - 3. The Navy expeditionary medal.
 - 4. The Marine Corps expeditionary medal.
- (b) A person who served on active duty under honorable conditions in the U.S. armed forces in Bosnia, Grenada, Lebanon, Panama, Somalia or a Middle East crisis under s. 45.34.
- (c) A person who served on active duty under honorable conditions in the U.S. armed forces for at least one day during a war period, as defined in s. 45.001 (5) or under section 1 of executive order 10957 dated August 10, 1961.

A person who served on active duty under honorable conditions in the U.S. armed forces for 2 continuous years or more or the full period of the person's initial service obligation, whichever is less. A person discharged from the U.S. armed forces for reasons of hardship or a service-connected disability or a person released due to a reduction in the U.S. armed forces prior to the completion of the required period of service shall also be considered a "veteran", regardless of the actual time served.

Those who qualify, please complete the form on the next page.

**CITY OF SHEBOYGAN
CLAIM FOR
VETERAN'S PREFERENCE POINTS**

DATE: _____

NAME: _____

POSITION APPLIED FOR: _____

I am eligible and make claim for veteran's preference points as follows:

I am a veteran as that term is defined in section 230.03(14)
Wisconsin Statutes. (10 pts.)

I am a disabled veteran whose disability is less than 30%.
(15 pts.)

I am a disabled veteran whose disability is 30% or greater.
(20 pts.)

I am the spouse of a disabled veteran whose disability is at
least 70%. (10 pts.)

I am the un-remarried spouse of a veteran who was killed in
action. (10 pts.)

I am the un-remarried spouse of a veteran who died of a
service-connected disability. (10 pts.)

I am not eligible for veteran's preference points. (0 pts.)

SIGNATURE: _____

(Proof of veteran's status (DD214) or disability status must be submitted with application)

**CITY OF SHEBOYGAN
CLAIM FOR
VETERAN'S PREFERENCE POINTS**

DATE: _____

NAME: _____

POSITION APPLIED FOR: _____

I am eligible and make claims for veteran's preference points as follows:

- ☐ I am a veteran as that term is defined in section 230.03(14) Wisconsin Statutes. (10 pts.)
- ☐ I am a disabled veteran whose disability is less than 30%. (15 pts.)
- ☐ I am a disabled veteran whose disability is 30% or greater. (20 pts.)
- ☐ I am the spouse of a disabled veteran whose disability is at least 70%. (10 pts.)
- ☐ I am the remarried spouse of a veteran who was killed in action. (10 pts.)
- ☐ I am the remarried spouse of a veteran who died of a service-connected disability. (10 pts.)
- ☐ I am not eligible for veteran's preference points. (0 pts.)

SIGNATURE: _____

(Proof of veteran's status (DD214) or disability status must be submitted with application)

§930.01(14) Wisconsin Stats.

Veteran means any of the following:

(14) Except as provided in s. [230.16 \(7m\)](#), "veteran" means any of the following:

(a) A person who served on active duty under honorable conditions in the U.S. armed forces and who was entitled to receive any of the following:

1. The armed forces expeditionary medal established by executive order 10977 on December 4, 1961.
2. The Vietnam service medal established by executive order 11231 on July 8, 1965.
3. The navy expeditionary medal.
4. The marine corps expeditionary medal.

(b) A person who served on active duty under honorable conditions in the U.S. armed forces in a crisis zone, as defined in s. [45.01 \(11\)](#).

(c) A person who served on active duty under honorable conditions in the U.S. armed forces for at least one day during a war period, as defined in s. [45.01 \(13\)](#) or under section 1 of executive order 10957 dated August 10, 1961.

(d) A person who served on active duty under honorable conditions in the U.S. armed forces for 2 continuous years or more or the full period of the person's initial service obligation, whichever is less. A person discharged from the U.S. armed forces for reasons of hardship or a service-connected disability or a person released due to a reduction in the U.S. armed forces prior to the completion of the required period of service shall also be considered a "veteran", regardless of the actual time served.

Wisconsin Reciprocity Overview

WISCONSIN'S LAW ENFORCEMENT RECIPROCITY EXAMINATION

Eligibility Requirements

The Board considers waivers of preparatory training for law enforcement and tribal law enforcement applicants who meet the following eligibility requirements:

1. Applicants must meet the minimum employment requirements for law enforcement and tribal law enforcement officers set forth in Wisconsin Administrative Code Chapter LES 2, and must:
 - have gained employment as a law enforcement or tribal law enforcement officer with a Wisconsin law enforcement or tribal law enforcement agency; or
 - have a conditional offer of law enforcement or tribal law enforcement employment with a Wisconsin law enforcement or tribal law enforcement agency; or
 - currently serve, or have military veteran status in a Military Occupational Specialty (MOS) as a law enforcement officer (Military Police/Security Forces/Master of Arms).
2. Applicants must have completed preparatory law enforcement officer training in another state (or with the military or federal government) that is similar to Wisconsin's preparatory law enforcement officer training academy.
3. Applicants must have held employment as a certified or licensed law enforcement or tribal law enforcement officer full-time, for a minimum of one (1) year fully empowered and paid for all hours worked, and left certified or licensed law enforcement or tribal law enforcement officer employment voluntarily with a good record and been out of that employment for three (3) years or less.

Reciprocity Examination Content

Applicants who meet the eligibility requirements are permitted to complete the Law Enforcement Reciprocity Examination in lieu of Wisconsin's preparatory law enforcement officer training academy. The Law Enforcement Reciprocity Examination consists of approximately 200 multiple choice questions derived from the topics covered in Wisconsin's preparatory law enforcement officer training academy.

Application for a Waiver of Preparatory Law Enforcement Officer Training

Applications will be considered for those officers who meet the eligibility requirements listed above.

For the *Law Enforcement Reciprocity Examination Application Packet* to be reviewed and processed, the DJ-LE-

303: Verification of Employment form must already be submitted via the Acadis Portal to the Bureau for employed applicants. Applicants with a conditional offer of employment must include a copy of their conditional offer letter with their application.

All applicants must submit the Law Enforcement Reciprocity Application form with the Authorization for Release of Information.

Wisconsin Reciprocity Overview

Military members and veterans who have held a MOS as a law enforcement officer must also include the following documentation:

- A copy of their DD 214 with honorable discharge status noted, or documentation showing a minimum of 2,000 hours of military law enforcement duty for current serving members.
- A copy of their last evaluation.
- A summary of their duties and responsibilities as a law enforcement officer in the military.
- A copy of their graduation certificate awarding them the law enforcement officer MOS.

Preparation for the Law Enforcement Reciprocity Exam & Examination Dates

Within 30 days of receipt of the *Law Enforcement Reciprocity Examination Application Packet*, applicants are notified in writing if they are approved to take the exam. Military members and veterans will be approved by the next Board meeting, and notified in writing immediately following the Board's decision. Approved applicants are provided a User Name and Password for the Academy Student Section on WILENET where they may study the law enforcement student texts in preparation for the exam. The Law Enforcement Reciprocity Examination is offered on the third Thursday of every month at the Wisconsin Department of Justice, 17 West Main Street, Madison, Wisconsin.

Law Enforcement Reciprocity Examination Passing Score and Time Frame for Completion

Approved applicants who qualify to complete the Law Enforcement Reciprocity Examination must attain a score of 75% or higher. Employed applicants must pass the Law Enforcement Reciprocity Examination within their original probationary period of employment, not to exceed 12 months, to be eligible for certification as a Wisconsin law enforcement or tribal law enforcement officer.

Applicants with a conditional offer of employment have 12 months from the date on their approval letter to successfully complete the exam and gain a formal offer of law enforcement or tribal law enforcement employment from a Wisconsin law enforcement or tribal law enforcement agency. Military veterans who have held a MOS as a law enforcement officer may complete the reciprocity exam prior to gaining law enforcement employment. Such applicants have 12 months from the date on their approval letter to successfully complete the exam. Military members and veterans have 12 months from the time they pass the exam to gain a formal offer of law enforcement or tribal law enforcement from a Wisconsin law enforcement or tribal law enforcement agency.

Law Enforcement Reciprocity Examination Re-Test

If an applicant fails the Law Enforcement Reciprocity Examination, one re-test is allowed. A score of less than 75% on the re-test requires completion of Wisconsin's preparatory law enforcement officer training academy. A re-test and/or completion of preparatory training must be successfully completed within an employed officer's original probationary period of employment not to exceed 12 months.

Law Enforcement Reciprocity Examination Fee

There is no cost to take the Law Enforcement Reciprocity Exam.



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

**BRAD D. SCHIMEL
ATTORNEY GENERAL**

**Andrew C. Cook
Deputy Attorney General**

**Division of Law Enforcement Services
Training and Standards Bureau**

**17 West Main Street
P.O. Box 7070
Madison, WI 53707-7070
608/266-8800
FAX 608/266-7869
V/TTY 1-800-947-3529**

June 2015

TO: Law Enforcement Academy Candidates

RE: Physical Readiness Standards for Entrance into Preparatory Law Enforcement Officer Training

The Wisconsin Department of Justice - Training and Standards Bureau, contracted with FitForce™, a national leader in Physical Readiness Solutions for Public Safety, to conduct a study to determine the physical tasks needed to perform the duties of an entry level law enforcement officer (patrol officer) in Wisconsin. FitForce™ translated the physical tasks into a Physical Readiness Test. An individual who can pass the Physical Readiness Test is considered able to perform the physical duties of a Wisconsin patrol officer.

We want to ensure that all candidates who complete preparatory law enforcement officer training are prepared on all fronts to be a patrol officer. Knowledge, skills, and physical ability are necessary to perform the duties of a patrol officer. Knowledge and skills are evaluated during preparatory training. Physical ability will be tested prior to entrance into a preparatory law enforcement officer training academy and again during Phase 3 of the academy. There are both entrance and exit standards for passing the Physical Readiness Test (see below).

Physical Readiness Test	Entrance Standards	Exit Standards
1.5 mile run	20:20 minutes	16:57
300m run	82 seconds	68 seconds
Push ups	18	23
Sit-ups	24	30
Vertical Jump	11.5 inches	14 inches
Agility Run	23.4 seconds	19.5 seconds

The Physical Readiness Test will be offered by Law Enforcement Standards Board certified preparatory law enforcement officer training academies. Candidates for preparatory law enforcement officer training shall be permitted to take the Physical Readiness Test as many times as necessary to pass the Entrance Standards for admittance into preparatory training.

Candidates who pass the Physical Readiness Test Entrance Standards, and who are admitted to a preparatory law enforcement officer training academy, will have fitness sessions throughout the academy to prepare them to meet the Physical Readiness Test Exit Standards. It is also highly encouraged that students admitted into preparatory law enforcement officer training take additional

time on their own to prepare to meet the Physical Readiness Test Exit Standards. Students who are unable to meet the Exit Standards will only be permitted one re-test of the entire Physical Readiness Test, and the Exit Standards must be met prior to beginning the final scenario evaluation.

We want all candidates to be able to meet the Physical Readiness standards, so please review the directions on how the Physical Readiness Test is administered. You will note that the directions include information on the Bench Press. Candidates are not required to meet the Bench Press standards unless requested by their academy.

It is ultimately up to every candidate to put in the work necessary to either maintain their fitness level or to improve their fitness level to meet the Physical Readiness Standards. Being prepared for the Physical Readiness Test, and having the ability to pass the Physical Readiness Test, will not only prepare candidates for the law enforcement profession, but will also assist candidates in the skills training they will receive during the academy, and will allow them to focus on learning the specific tactics and knowledge needed to be successful.

Best of luck to you!

Sincerely,
Tony Barthuly, Director
Wisconsin Department of Justice
Training and Standards Bureau