

June 1, 2013

Dear Police Applicant:

Thank you for expressing interest in employment opportunities with the City of Fond du Lac Police Department. Enclosed you will find an application packet for the position of Patrol Officer.

The first item in the packet is an Employment Opportunity Bulletin, which explains the duties, responsibilities and qualifications of a patrol officer in more detail. Further information can be found at <http://www.fdl.wi.gov/departments.iml?DeptID=22&DeptPage=41>.

Following that information, you will find a City of Fond du Lac Employment Application for Patrol Officers, a Release of Information Form, an Applicant PEP release, and an Equal Employment Opportunity Form. These forms must be completed and received by the Fond du Lac Human Resources Department. Information on the application forms must be typewritten or clearly printed in ink. All questions must be answered fully if they are applicable to your personal situation. If not, indicate "NA" (Not Applicable) in the appropriate section. Applications that are not complete or are not legible will not be considered. If the space provided is not sufficient for a complete answer or if you wish to furnish additional information, attach sheets of the same size as the application and number your responses on those sheets to correspond with questions on the application form. You may also include a personal resume.

In the section of the application that pertains to work experience, be as complete as possible. Please include summer and part-time employment while you were attending school. If you were unemployed for a period, indicate by setting forth the dates of unemployment.

It is critical that you sign and date all application materials where indicated. Failure to do so or to leave any of the information blank will result in your application not being considered. Personnel officers of the City of Fond Du Lac may verify all of the information you provide.

As the Fond du Lac area demographics continue to diversify, the Fond du Lac Police Department is actively soliciting applications from qualified minority candidates as well as candidates fluent in second languages. The City of Fond du Lac is an Equal Opportunity Employer.

Should you have any questions or if I can be of any assistance to you, please do not hesitate to call me at (920) 322-3624.

Sincerely,



Jackie Braatz, PHR
Associate Manager - Human Resources

Enclosures

**City of Fond du Lac
Patrol Officer
Employment Bulletin**

Please visit www.fdl.wi.gov, Human Resources, Union Contracts, Police Local 2012-2013 for salary and benefit information.

Definition of Class: The position of Patrol Officer is an entry-level position within the Police Department. As a representative of the City of Fond du Lac, the patrol officer is governed by not only legal, but also moral standards of the highest nature. His/her philosophy must be one of dedication to the public, submerging his/her own personal interest for the common good. Duties are to protect, regulate and service the citizens of the community as they go about their daily activities. The patrol officer must be able to perform these duties without the benefit of immediate supervision. The individual is required to garner a complete knowledge of department policies, procedures and job methods relating to his/her work assignment. The police officer must exhibit a great amount of discretion and a working knowledge of criminal law, city ordinances, and department policies when dealing with the citizens of the community.

Major Work Objectives:

- Routinely patrols the streets and public grounds of the community.
- Enforces traffic laws, issuing citations or warnings to violators.
- Investigates all traffic accidents occurring on these streets and highways within the corporate limits of the city.
- Responds to and investigates citizen complaints and reports.
- Prepares and/or dictates all required reports completely and promptly.
- Testifies in court as a witness.
- Operates an intoxilyzer, radar units and other equipment required.
- Assists and cooperates with other law enforcement, social, and governmental agencies when requested, and when compatible with department policy.
- Shall attend recruit and in-service training schools as required to maintain certification.
- May be required to work in the capacity of a plain-clothes officer, or other special duty assignments.

Qualifications:

Essential Knowledge and Abilities:

- Thorough knowledge of department policies, procedures and rules relating to the operation of the Police Department within one year of employment.
- Working knowledge of federal laws, state statutes, city ordinances and courtroom procedures.
- Ability to keep accurate records relating to assigned duties and tasks.
- Ability to grasp and use computers and computer related technology.
- Thorough knowledge of equipment used by police agencies and first aid techniques.
- Ability to exhibit self-control when performing police duties.
- Ability to become and remain Certified by the State of Wisconsin.

Desirable Training and Experience:

- High school graduation or equivalent supplemented by advanced education consisting of associate degree or 60 college-level credits.
- Bachelor's Degree from an accredited college is desirable, and/or certified/certifiable by the State of Wisconsin for Law Enforcement.
- Minimum of 18 years of age.
- Possession of a valid Wisconsin drivers' license with an above average driving record.
- Possession of valid documents to verify employment eligibility in the United States.
- The Fond du Lac Police Department is actively soliciting applications from qualified minority candidates as well as candidates fluent in second languages.

*All requirements must be met at the time of written testing for this recruitment.

Special Requirements:

- Must comply with any special requirements as to residence, age, physical condition, etc., as set by the Police and Fire Commission.
- Selected individuals will be required to serve a twelve-month probationary period.

APPLICATION PROCEDURE: Additional information and application materials are available on the City website at www.fdl.wi.gov, or by contacting the City Human Resources Department (920) 322-3624.

**CITY OF FOND DU LAC
APPLICATION FOR EMPLOYMENT
PATROL OFFICER**

**CITY HUMAN RESOURCES DEPARTMENT
160 SOUTH MACY STREET
POST OFFICE BOX 150
FOND DU LAC, WI 54936-0150
(920) 322-3624**

NOTICE: All questions must be answered. 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 (Last, First, Middle)			Social Security # (xxx-xx-xxxx) (optional)
Address (Apartment, Street, P.O. Box)			Home Telephone Number
City	State	Zip Code	Work Telephone Number
Email Address			Cell Phone Number

Have you successfully completed the basic training required for certification (i.e. 520-hour law enforcement academy)? Yes No

If yes, what type(s) of basic training have you successfully completed? Law Enforcement

If applicable, include the name of the school where you completed basic training and the date training was completed:

Are you at least 18 years old? Yes No

Are you a United States citizen? Yes No

Do you have a high school diploma, GED or HSED? Yes No

Do you have an Associate Degree or 60 associate degree level credits or higher from an accredited college or university? 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

Have you ever been convicted of a misdemeanor crime of domestic violence? Yes No

Are you prohibited by state or federal law from possessing a firearm? Yes No

Do you possess a valid Wisconsin driver's license or a valid driver's license from another state? Yes No

2. EDUCATION

Name of School(s)	Dates		Degree, Diploma, or Credits Earned
	From (mm/yyyy)	To (mm/yyyy)	
High School(s)			
College(s)			

3. EMPLOYMENT

Begin with current or most recent employer. List chronologically all employment, including summer and part-time employment while attending school. To furnish additional employment information, attach sheets of the same size and format as this application.

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	<i>Annual Salary/Wages:</i>
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position and kind of work:	Reason for Leaving:	

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	<i>Annual Salary/Wages:</i>
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position and kind of work:	Reason for Leaving:	

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	<i>Annual Salary/Wages:</i>
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position and kind of work:	Reason for Leaving:	

4. MILITARY SERVICE

Branch of Service	From (mm/yyyy)	To (mm/yyyy)	Active Duty or Reserve	Highest Grade	Skill Specialty or Primary Duty

Honorably Discharged from Military Service? Yes No Not Applicable

5. REFERENCES

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

Name:

Position/Title/Profession:

Number of Years Acquainted:

Address:

City/State/Zip:

Telephone Number:

Name:

Position/Title/Profession:

Number of Years Acquainted:

Address:

City/State/Zip:

Telephone Number:

Name:

Position/Title/Profession:

Number of Years Acquainted:

Address:

City/State/Zip:

Telephone Number:

6. GENERAL

Please limit responses to no more than one 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. Be sure 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, genders, cultures, ages, socio-economic groups, and educational levels?

10. ORGANIZATION MEMBERSHIP

1. Have you ever organized or helped to organize or become a member of any organization or group of persons which, during the period of your membership or association, you knew was advocating or teaching that the government of the U.S. or any state or any political subdivision thereof should be overthrown or overturned by force, violence or any other unlawful means? If the answer to this is yes, explain fully. No Yes

Explanation:

2. If your answer to question 1 is yes, did you during the period of such membership or association have the specific intent to further the aims of such organization, association or group of persons to overthrow or overturn the government of the U.S. or any state or any political subdivision thereof by force, violence or any other unlawful means? No Yes

11. PRE-EMPLOYMENT AGREEMENT

**PRE-EMPLOYMENT AGREEMENT
between the
CITY OF FOND DU LAC POLICE DEPARTMENT
And**

_____ (please print)

The applicant by signing below, agrees to recognize his/her part and agrees not to smoke or use any type of smoking materials or tobacco during their employment with the City of Fond du Lac, while on or off duty. Violation of this agreement will be cause for immediate dismissal.

Agreed to by: _____

Date: _____

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 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 Signature

Date Signed

Under the provisions of § 19.36, Wis. Stats., I request that my identity as an applicant for this position not be revealed without my consent or until required under law.

Applicant Signature

Date Signed

CITY OF FOND DU LAC, WISCONSIN
Authorization for Release of Information

To Whom It May Concern:

I am an applicant with the City of Fond du Lac, Wisconsin. I realize that during the processing of my application, I will be investigated by personnel officers of the City.

I hereby empower an employee of the City of Fond du Lac or other authorized representative bearing this release to, within two years of its date; obtain information and records 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 employment data)
5. Any previous employer
6. Present employer
7. Any school, college, university or other educational institution
8. Credit rating bureau or institution maintaining individual credit rating files

I hereby release any Municipal, State, or Federal law enforcement agency, individual or institution, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information or any attempt to comply with it.

I understand that any information concerning my past will be considered in evaluating me as an applicant to the City of Fond du Lac, and that all information obtained by the City of Fond du Lac in conjunction with this investigation and this permission, is confidential and I have no right to examine it, as the people contacted will be advised that what they say will be held in confidence.

Exceptions to this blanket authorization:

1. _____
2. _____
3. _____

SIGNATURE: _____ DATE: _____
(Sign in presence of Notary Public)

NAME: _____ DATE OF BIRTH*: _____
(Print Legibly) *for background investigation only

NOTARY:

DATE: _____

MY COMMISSION EXPIRES ON: _____
(Seal)

APPLICANT PEP RELEASE

I hereby authorize Personnel Evaluation, Inc. to release any of my previous Personnel Evaluation Profile (PEP) survey results to City of Fond du Lac Police Department .

I understand that information I previously provided might be compared to my current answers and that reviewing prior result(s) may be a contributing factor in this agency's decision to approve or disqualify my application for employment. I hereby release Personnel Evaluation, Inc., any prior agencies/businesses or entities, and the agency where I am currently seeking employment from any liability whatsoever regarding the disclosure of my past results.

Requesting Officer's Name: _____ (Please Print)

Applicant Name _____ SSN: _____

Applicant Signature _____ Date _____

Please list all agencies/businesses where you have taken the PEP as part of the application process. Please also list the approximate dates.

<u>Agency/Business</u>	<u>Date</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

City of Fond du Lac Equal Employment Opportunity Form

Last Name, First Name, Middle _____

Position Applied for: Patrol Officer Date: _____

The information requested on this sheet regarding race, sex, age, and handicap status is needed to analyze and assure compliance with Federal Equal Employment Opportunity laws and to meet the reporting requirements of those laws. Your cooperation in voluntarily giving this information is important to the success of our equal employment opportunity program.

This Equal Employment Opportunity Form will be detached and kept separate from your application. It is not to be used in hiring or interviewing. It will be available only to authorized personnel for research and evaluation purposes. Refusing to provide this information will not subject you to adverse treatment. Please check the appropriate boxes below.

SEX: Male Female OVER 40 YEARS OF AGE

RACE/ETHNIC IDENTIFICATION

- White (not of Hispanic Origin): All persons having origins in any of the peoples of Europe, North Africa, or the Middle East.
- Black (not of Hispanic Origin): All persons having origins in any of the black racial groups of Africa.
- Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central South American, or other Spanish cultures or origins, regardless of race.
- Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native: All persons having origins in any of the original peoples of North American, and who maintain cultural affiliation through tribal affiliation or community recognition.

HANDICAPPED IDENTIFICATION

Do you consider yourself handicapped based on the definition that a "handicapped individual" is a person who: 1) has a physical or mental impairment which substantially limits one or more of his or her major life activities (e.g., communication, education or socialization); 2) has a record of such impairment (even though the person may be completely recovered); or 3) is regarded by others as having such an impairment. For purposes of this definition, a handicapped individual is "substantially limited" if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of a handicap. Yes No

VETERAN STATUS: Non-Veteran Vietnam Era Veteran Other Veteran

HOW DID YOU LEARN ABOUT THIS VACANCY?

- Fond du Lac Reporter
- City Web site
- School job board (specify school name) _____
- Present City Employee
- Job Service
- Professional Publication (please specify) _____
- Friend or Relative
- School or College Counselor or Other Official
- Other (please specify) _____

THE CITY OF FOND DU LAC EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the official policy of the City of Fond du Lac to provide equal employment opportunities for all qualified and reasonably qualifiable persons without regard to race, color, religious or political beliefs, or affiliation, national origin, marital or parental status, pregnancy, sex, sexual orientation, age, handicap, or any other non-merit factors except where age, sex or physical requirements constitute a demonstrable bona fide occupational qualification. Arrest and conviction records shall not be considered in employment decisions except where permitted by law.

This policy is applicable to all aspects of employment including job structuring, classification, promotion, recruitment, selection, appointment and placement, testing, training, education, tuition assistance, layoff and recall, disciplinary action, termination, salary and benefits administration, and all other components of the City of Fond du Lac personnel system. In addition, harassment on the basis of sex, or any other protected status, shall be prohibited as a matter of official policy. The City of Fond du Lac will continue to comply with Federal and State regulations and will continue to work cooperatively with governmental and community organizations to insure equal employment and advancement opportunities.

In order to effectively implement this policy and directive, an annual affirmative action plan shall be developed by the Affirmative Action Officer. Such affirmative action plan shall be presented to the City Council for approval. After presentation to the City Council, copies of the Plan shall be distributed to all department heads and shall be made available to all employees.

Adopted in 1985 by the Fond du Lac City Council.

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