

CITY OF MIDDLETON POLICE OFFICER

The Middleton Police Department is recruiting intelligent, open-minded, and adaptable officer candidates to do important and challenging work as members of our team. Our mission is to make a positive difference in the quality of life in our community. If you are interested in becoming a member of our team, please apply by visiting our Police Department's webpage, www.MiddletonPD.com or by visiting www.governmentjobs.com. Applications are being accepted until December 14, 2018. The Middleton Police Department is an Equal Opportunity Employer.

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www.MiddletonPD.com



Background

Middleton is known as "The Good Neighbor City" and is a community that offers an excellent place to live, work and play. Money Magazine has rated Middleton as one of the best places to live in the United States. Middleton is a modern city of 20,000, located on the western edge of Lake Mendota and adjacent to the capital city of Madison, in Dane County, Wisconsin. Middleton offers some of the top schools in the State of Wisconsin, low taxes, safe streets, efficient local governments, a modern library, attractive parks, conservancies and trails, an educated and increasingly diverse population, a municipal golf course and airport, and many corporate, high-tech, and commercial enterprises.

The Middleton Police Department consists of 53 employees, including 39 sworn officers. The staff includes a Chief of Police; two Captains; eight Sergeants; four Detectives; two School Liaison Officers, a Community Awareness Officer, a K-9 Officer and Twenty Patrol Officers. The Department has a modern full-service 911/Communications Center and patrol vehicles outfitted with state-of-the-art information technology. The Department moved into a modern newly constructed police headquarters in 2010. With a budget of over \$5 million, the Department handles 28,000 calls for service annually. The Department is committed to a neighborhood based community policing philosophy. We work together to preserve and enhance Middleton's unique quality of life through active partnerships and problem solving built on mutual trust and respect. The Middleton Police Department is accredited by the Wisconsin Law Enforcement Accreditation Group (WILEAG).

Pay & Benefits

BENEFIT	DESCRIPTION	
Average Work Week	37.33 Hours – 1,950 Annual Work Hours	
Duty Cycle	6 days on - 3 days off	
Duty Day	8 hours	
Overtime	1.5 rate for all hours over 8 in a day, 2.0 rate after 12 hours	
Compensatory Time	OT Hours can be banked (1.5 rate) and taken off in the future	
Cash Out	Banked Compensatory Time (96 hour cap) can be cashed out at any time	
Vacation	12 to 27 days annually (based on years of service)	
Holiday Pay	1.5 rate for work on a Holiday, 2.0 rate after 8 hours	
Holidays Off	9 Holidays + 3 Floating Holidays	
Sick Leave	1 day per month, may be accumulated, uncapped, the equivalent value may be used to pay for insurance premiums upon retirement or disability.	
Salary	2019	2020
Pay PO I-Hire	\$59,510.88	\$60,704.28
Pay PO I-12 Months	\$61,897.68	\$63,130.86
Pay PO I-24 Months	\$64,264.59	\$65,557.44
Pay PO I-36 Months	\$66,571.83	\$67,904.46
Pay PO I-48 Months	\$69,018.30	\$70,390.71
Pay PO II	\$70,211.70	\$71,623.89
Pay PO III	\$71,385.21	\$73,531.19
Night Premium	\$1.25 per hour 6 PM to 7 AM	
ASC Premium	\$1.50 per hour	
FTO Premium	\$.75 per hour	
Longevity Pay	0 to 6% of base pay paid in December (based on years of service)	
Wisconsin Retirement	The City and employee each pay a percentage of the contribution as determined by the employee trust fund board.	

Family Health Insurance	Insurance effective after one full calendar month of employment.
Family Dental Insurance	City Pays 100% of the premium.
Life Insurance	City Pays 100% of the employee's basic premium. Additional units may be purchased at the group rate.
Disability Insurance	Wisconsin Public Employers' Group Income Continuation Insurance Program.
Workers Compensation Insurance	City Paid.
Flexible Spending Account	Medical Care Reimbursement Account. Dependent Care Reimbursement Account.
Deferred Compensation	Employees may save pretax dollars in the Wisconsin deferred compensation program.
Direct Deposit	Payroll checks are deposited directly into employee's accounts.
Employee Assistance Program	City Paid.
Jury Leave	City Paid Leave, if employee surrenders jury duty check.
FMLA Leave	Consistent with Wisconsin and Federal FMLA.
Military Leave	City pays an amount equal to the difference between military pay and regular city pay up to ten working days per year.
Bereavement Leave	Minimum of 3 to 5 Days Off; additional time may be granted.
Call-In Pay	1 or 2 hour minimums at the 1.5 rate on regular work days. 3 hour minimum if called-in on a day off or vacation day.
Specialized Training	The Department sends officers to over 4,000 hours of in-service training per year.
In-service Training	Average 40 hours of in-service training per officer per year.
Police Academy	New Officers receive full-pay while attending the Police Academy.
Field Training	New Officers receive approximately 14 weeks of orientation training.
Bargaining Unit	Wisconsin Professional Police Association.

Minimum Qualifications

1. High School Diploma.
2. At least 18 years old.
3. United States Citizenship by time of appointment.
4. No felony convictions or domestic violence convictions that have not been granted absolute and unconditional pardon.
5. Not prohibited by the State of Wisconsin from possessing a firearm.
6. Ability to operate a motor vehicle and possession of a Wisconsin Motor Vehicle Operator's License.
7. Ability to perform essential job functions.
8. Police Officers hired without a post-secondary degree, must have completed a minimum of 60 college credits within three years of their date of hire.

Desired Qualifications

1. Bilingual (English/Spanish)

Additional Qualifications - Essential Job Functions

Police Officers are generalists responsible for a wide range of tasks associated with police service, including but not limited to the enforcement of laws and ordinances, the investigation of crimes and other incidents of public concern, the protection of life, property, civil rights, and public order and other services which contribute to the individual and collective safety and welfare of citizens. Police Officers have the duty to be knowledgeable in the law and legal procedures; Department policies, procedures, rules and regulations; the skills, techniques and practices necessary to successfully discharge their responsibilities. They are expected to be diligent and aggressive in the performance of duties and responsibilities consistent with Department policies and priorities and to be mindful of departmental goals and objectives.

1. Operate a law enforcement vehicle during both day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and on road conditions affected by fog, smoke, rain, ice, and snow.
2. Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest, when force may be used, and to what degree.
3. Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
4. Communicate effectively while gathering information in criminal investigations by interviewing and obtaining statements of victims, witnesses, suspects, and confidential informants.
5. Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.
6. Operate Department computers. Dictate, type, and write investigative and other reports, including sketches, using appropriate grammar, symbols, and mathematical computations.
7. Demonstrate communication skills in court and other formal settings.
8. Conduct visual and auditory surveillance.
9. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting patrol vehicles; physically lifting, carrying and dragging heavy objects; climbing over and pulling oneself over obstacles, through openings (doors and windows); jumping from elevated surfaces; crawling in confined areas; balancing on uneven surfaces; using body force to gain entrance through barriers.
10. Load, unload, aim, and fire handguns, long guns, and other agency firearms from a variety of positions, under conditions of stress, at levels of proficiency prescribed in certification standards.

11. Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, detaining people, and stopping suspicious vehicles and persons.
12. Engage in law enforcement patrol functions that include working weekends, different shifts, walking foot patrol, riding a bike, and physically checking the doors and windows of buildings to ensure that they are secure.
13. Effectively communicate with people by giving information and directions, mediating disputes, solving problems and advising of rights and processes.
14. Read and comprehend legal and non-legal documents, including the preparation and processing of documents such as citations, affidavits, and warrants.
15. Perform rescue functions at accidents, emergencies and disasters, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.
16. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions.
17. Perform all lawful assignments as prescribed by the Chief of Police or his/her designee and perform miscellaneous services as required by state law, city ordinance, and department policy.

Selection Process

Application (Must be received by December 14, 2018, 11:59 PM)

A Police Officer Application must be completed and received by the Department by the deadline. It is very important to make certain the application is filled out accurately and completely. Any falsification or misrepresentation will be cause for rejection or termination. To apply visit www.MiddletonPD.com or www.governmentjobs.com.

Minimum Qualification Screening (December 3 to December 16, 2018)

Individual applications will be reviewed to verify that applicants meet the minimum qualifications for the position. Providing the applicant meets these minimum qualifications, his/her application will be forwarded to the Department's formal Screening Committee for further review/consideration.

Qualification Rating (December 3 to December 17, 2018)

The Chief of Police will assemble an Application Screening Committee, which reviews the application materials of eligible candidates. The Application Screening Committee "grades" each individual candidate's application using criteria approved by the Police Commission. Scoring criteria consists of, but is not limited to, educational background, work experience, and life experiences. The list of eligible candidates is reduced to approximately 24 individuals by this process. Individuals selected to continue in the application and selection process will be contacted and asked to participate in an oral exam.

Oral Examination (Tentatively scheduled for December 28, 2018)

Applicants selected to continue by the Application Screening Committee are scheduled for an oral examination by a panel approved by the Police Commission. Each candidate is asked the same series of questions in the same order. The panel may ask follow-up questions. The candidate's response to each question is evaluated by the oral examination panel members based on criteria specified by the Police Commission. Upon the conclusion of this oral examination process, individual applicants are graded based on their responses to the examination questions.

Police Commission Eligibility List (Tentatively, January 3, 2019)

The Police Commission will consider the results of the selection process and certify a horizontal hiring eligibility list.

Interview with the Chief of Police (Tentatively, January 14, 2019)

The Chief of Police will select candidates from the hiring eligibility list to interview and determine whether a background investigation should be commenced.

Personnel Evaluation Profile (PEP) (Tentatively, January 14, 2019)

Candidates will be asked to take the PEP, which will take approximately 30 minutes. The PEP is used by employers to learn as much as possible about potential new employees to help insure a good job fit. The questions cover numerous areas that are proven to be effective in identifying successful, long-term employees. The PEP is not a scored element of the selection process, but is only used during the background investigation process.

Background Investigation (Tentatively, January 21 to February 21, 2019)

A background investigation will be conducted on some of the candidates (based on the number of current positions available and the results of the Chief's interviews). Those undergoing a background investigation will be asked to complete a questionnaire to assist in the investigation. The investigation includes, but is not limited to, record checks and verification of the information listed in the application and questionnaire. An in-home interview, ride-along with a Field Training Officer, and interviews with the Chief of Police and others are typically done during the background investigation. This step in the hiring and selection process is considered to be "pass/fail". Individual candidates are not ranked in this step. When new vacancies occur, additional background investigations will be completed.

Tentative Offer of Employment & Assessments (February 21, 2019)

A conditional job offer will be made to those selected by the Chief of Police. Upon acceptance, medical and psychological assessments and drug screening will be done at the City's expense. These assessments are considered to be "pass/fail". Individual candidates are not ranked in this step. If these assessments are satisfactory, the Chief of Police will recommend the candidate to the Police Commission for approval as a probationary officer.

Police Academy (Start date of June 4, 2019)

New officers will complete a Basic Recruit Academy, if they have not already done so. Officers receive full pay while in the Academy.

Field Training

New Officers receive approximately 14 weeks of orientation training.

Probationary Status

During the 18-month probationary period, the applicant must meet all conditions of the job offer, including Wisconsin Law Enforcement Standards Board Certification, satisfactory completion of Field Training and satisfactory performance. The probationary period begins upon the officers first day of field training. Officers are cautioned to take their probationary status seriously. The Department considers the probationary period to be part of the selection process. Officers who successfully complete the probationary period are granted permanent status as a Middleton Police Officer.

Lateral Transfers

The Middleton Police Commission may give candidates credit for years of service at an outside agency at the time of hiring. Dependent upon identified levels of training, education and experience, tenured officers may receive credit for service that would allow them to be hired at a salary level up to the Police Officer I, 48 month rate (\$69,018.30 in 2019).

The police officer selection process may be modified to include any additional requirements as established by the Wisconsin Law Enforcement Standards Board or Middleton Police Commission and the sequence or timing of the selection steps may be altered. Police Officers hired without a post-secondary degree, must have completed a minimum of 60 college credits within three years of their date of hire.

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