



VILLAGE OF GREENDALE
invites applications for the position of:

Police Officer

SALARY: \$51,434.12 - \$72,779.42 Annually

OPENING DATE: 07/14/17

CLOSING DATE: 08/04/17 04:00 PM

DESCRIPTION:

The Police Officer is a position on the Police Department responsible for protection of life and property through the enforcement of laws and ordinances. Work involves patrolling assigned areas, responding to criminal, suspicious, traffic and unusual situations as directed; investigating activities, gathering evidence, securing areas; protecting victims, the public and property; apprehending violators, completing appropriate paperwork and other related duties as required. Police Officers are also required to perform first responder duties and provide basic emergency medical service. Duties are performed under general supervision of the on-duty sergeant or lieutenant.

Reports to: Shift Supervisor/Sergeant, then to Lieutenant, then to Captain and finally the Chief of Police.

Lateral Transfers encouraged: Factors considered in a lateral applicant's entry wage include the level of certification, agency size, specialized training and assignments and other job related factors that would help an officer be successful in our agency. "Police experience" refers to municipal, county and state police agencies. Corrections, reserve officers, security officers and federal experience does not fulfill our requirement for certified police experience needed as a lateral applicant.

Successful lateral candidates who are currently employed full-time will start at a higher pay step than entry level candidates. Vacation time will also be adjusted according to police experience.

Lateral Transfer Pay Steps:

1 year experience: Step 2 - \$29.34

2 years experience: Step 3 - \$31.43

3 years experience: Step 4 - \$33.52

Qualified candidates for lateral transfer may be exempt from the written portion of the exam process.

All applicants, including lateral transfers, will be subjected to a probationary period.

To apply complete online application (www.greendale.org) and pay \$15 application fee (payable on website or by check to GDPD by 12/29/2016).

AA/ADA/EOE

EXAMPLES OF ESSENTIAL DUTIES:

Major duties are listed below, and other duties may be assigned as necessary for the proper operation of the Greendale Police Department.

- Operate with proficiency, all police equipment & vehicles as related to the Police Officer position.
- Carry, qualify with, and maintain a firearm.
- Complete all reports, paperwork and documents necessary to the police officer position, including, but not limited to, offense reports, accident reports, evidence forms, citizen contact forms, victim information sheets, city summons, traffic and parking tickets.
- Summarize information from a telephone or radio call conversation.
- Assist individuals with a variety of emergency and non-emergency incidents.
- Patrol, observe and monitor residences, parks, businesses and streets to check for criminal activity and conduct investigations/make arrests as appropriate.
- Conduct business/home security inspections.
- Make presumptive diagnosis about nature and extent of patient's condition and choose appropriate treatment and transport technique.
- Prioritize treatment protocol or patient care on scene and conduct triage as required.
- Communicate with victims, suspects and witnesses to gather and provide information regarding a crime.
- Notify parents/guardians of juveniles involved in mischief or taken into custody.
- Offer credible testimony at a trial or hearing regarding the specifics of an incident, arrests that were made, evidence that was gathered or other investigations completed.
- Label, safeguard and package evidence.
- Analyze and compare cases for similarity of Modus Operandi (MO).
- Serve warrant, subpoena or other court order.
- Organize and conduct photograph line-ups to isolate suspect.
- Maintain regular, punctual and predictable attendance, work overtime and extra hours as required.

Other Duties:

- Read manuals, correspondence, investigative reports, follow-up reports, lab reports, policies and any other job-related documents relevant to the requirements of the Police Officer position.
- Inspect patrol car and equipment to ensure proper operation of communication and emergency equipment.
- Brief supervisors about shift activities.
- Operate office equipment (fax, telephone, computer and printer) to send/receive information.
- Participate in regional meetings to provide training, to host seminars, to make suggestions and to obtain information.
- Lecture to outside agencies (e.g., civic leagues, schools) as a representative of the Department (e.g., drug education).
- Any and all other duties assigned by the Chief of Police.

TYPICAL QUALIFICATIONS:

- Must possess and maintain a valid Wisconsin driver's license.
- U.S. Citizen, 21 years or older
- High school diploma and 60 college credits in a police related field
- Good physical condition, vision correctable to 20/20
- Ability to possess a firearm, no felony or domestic abuse convictions

- Must meet Wisconsin Law Enforcement Standards Board certification requirements.
- Ability to work nights, weekends and holidays
- 15 mile residency

SUPPLEMENTAL INFORMATION:

- Knowledge of federal, state and local laws and ordinances.
- Knowledge of current law and case decisions relating to laws of arrest, search and seizure, interrogations and the handling of evidence.
- Knowledge of modern principles, practices and methods of police operations.
- Knowledge of departmental rules of conduct, regulations and policies.
- Knowledge of current investigative, interrogation, and interview techniques and procedures.
- Knowledge of crime scene management (e.g., how to secure perimeter, collecting and packaging evidence, handle citizens and media at location, etc.).
- Knowledge and skills in operating computer systems
- Ability to communicate orally and in writing in an efficient and effective manner.
- Ability to deal effectively and compassionately with victims, suspects and family members of each.
- Ability to establish and maintain effective working relationships with police informants, the public and other law enforcement agencies.
- Ability to take control of situations where authority is needed.
- Ability to work both in a team environment and independent of direct supervision in an effective and efficient manner.
- Ability to plan and schedule for your own work to meet time constraints and changing priorities.
- Ability to think clearly and decisively in the application of law enforcement duties and to take appropriate action as the situation dictates.
- Ability to identify and/or gather the information needed to generate an effective solution to a problem or dispute.
- Ability to use multiple sources of information to prioritize programs or action plans.
- Ability to recognize the pros and cons of possible solutions or actions to determine the best solution to a problem or means to resolve a dispute.
- Ability to demonstrate initiative in order to actively influence events, rather than passively accept results of the action of others.
- Ability to conduct complex criminal and/or internal investigations.
- Ability to work varied hours and/or overtime.
- Ability to use all standard law enforcement equipment
- Ability to handle several tasks simultaneously
- Knowledge of defensive driving techniques.
- Ability to drive a motor vehicle.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.greendale.org>

Position #0703-04
POLICE OFFICER

6500 Northway
Greendale, WI 53129
414-423-2100

Police Officer Supplemental Questionnaire

- * 1. Do you understand that you must submit a \$15, non-refundable, processing fee, no later than August 4, 2017 or your application will not be considered? Exact U.S. currency, check, money order or online payment made payable to the Village of Greendale. Payments may be mailed to Greendale Safety Center, Attn: Police Officer Application Fee, 5911 W. Grange Avenue, Greendale, WI 53129 or paid online at www.greendale.org (online payments - employment application fee)
Yes No

- * 2. Have you received a high school diploma and completed a minimum of 60 college credits?
Yes No

- * 3. Do you have a valid Wisconsin Driver's License with good driving record?
Yes No

- * 4. Will you have obtained Wisconsin Law Enforcement Standards Board Certification prior to August 5, 2017, or are you currently enrolled in a Wisconsin LESB approved Police training academy?
Yes No

- * Required Question