

Village of Butler Police Department

Patrol Officer Position Announcement

The Village of Butler Police Department is currently accepting applications to establish an eligibility list for a Patrol Officer position.

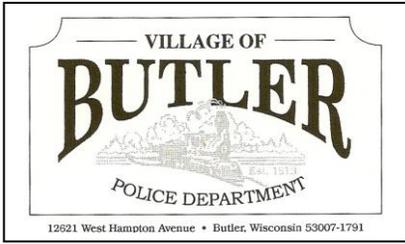
The Village of Butler is a small community (approximately 1.5 mile square) in Waukesha County with a population just over 1800. The Village shares a border with Milwaukee County and our neighboring communities include Brookfield, Menomonee Falls, Wauwatosa and Milwaukee. The department consists of 8 full time sworn officers (2 command staff and 6 patrol officers) and provides 24/7 coverage to the citizens of the Village. When the department is at full staffing levels, two patrol officers are assigned to each shift with the Chief working day shift and the Lt/Det. working a late power shift, allowing for the direct supervision of 2nd and 3rd shift.

The starting wage per the current CBA is \$50775.96 and the top patrol wage (7/1/17) is \$69925.20. The CBA currently has a 5 steps over 4 years to achieve top patrol wage. The Village also provides an excellent health insurance package without a yearly deductible and a competitive vacation and holiday schedule and the Village of Butler is a Wisconsin Retirement System participant. The current work schedule is a 10 hour work day and a 4-2, 4-4 work rotation with every other weekend off. Shift hours are Days 6a-4p, Afternoons 2p-12a, Nights 8p-6a.

The hiring process will include a written test, interviews, psychological testing, drug screening and a physical test. All applications, resumes and cover letters are due by Friday June 10, 2016.

Thank you for your interest in this position and please contact me with any questions you may have.

David Wentlandt
Chief of Police
Village of Butler
12621 W. Hampton Ave.
Butler, WI 53007
Office: 262-781-2431
Dispatch: 262-446-5070
dwentlandt@butlerwi.gov



Butler Police Department Patrol Officer Job Description

Position: Patrol Officer

Department: Police

Direct Supervisor: Lieutenant/Detective of Police
Chief of Police

Hours: Two shifts schedules with set days off.
6:00 A.M. - 4:00 P.M.
2:00 P.M. - 12:00 P.M.
8:00 P.M. - 6:00 A.M.

Status: L.A.W.

General Statement of Duties and Responsibilities:

The Patrol Officer is directly responsible to the Patrol Lieutenant/Detective and ensures the constitutional rights of all citizens. He/she will impartially enforce the laws of the State of Wisconsin and the ordinances of the Village of Butler. The Patrol Officer carries out departmental functions primary to the prevention of criminal activity and providing day to day police services to the community.

1. Patrols within the geographical boundaries of the Village of Butler during an assigned shift to preserve law and order and for the purpose of preventing crime through visible patrols and enforcement of traffic laws by issuing warnings and citations.
2. Answers calls and complaints involving traffic accidents, domestic situations, robberies, thefts, and other ordinance violations, misdemeanors, disturbances, and felonies. Responds to fire & EMS calls for investigation and/or crowd/traffic control, and take the necessary police action.
3. May be called on at any time for emergency duties and assists citizens in any way immediately available. Provides emergency medical attention when necessary.
4. Investigates complaints concerning the theft of, or damage to property. Conducts preliminary and follow-up investigations at the scenes of crimes and accidents. Gathers, recovers, protects, identifies, and takes custody of physical evidence, and may call for technical identification and laboratory assistance to evaluate such evidence.

5. Documents facts and testimonials. Locates and interrogates victims, suspects, and witnesses. May also testify as an "expert" witness at hearings and in court.
6. Investigates vehicle accidents, including hit and run accidents; Completes required accidents reports; determines if criminal negligence is involved and makes arrests of suspects or delivers summons as required.
7. Serves warrants; makes arrests, and processes and/or transports prisoners,
8. Prepares records of arrests and submits detailed reports of investigations made, completely, promptly, and in a form that can easily be understood. Is responsible for reviewing and making notes for the correction of all assigned reports.
9. Attends training courses and instructional meetings. May assist in the supervision and training of new recruits. Assists superiors in their work and may act for them in their absence.
10. Works with social agencies, schools, and other groups.
11. Performs business & vacation checks within their designated area of patrol.
12. Performs other related work as may be assigned by his/her supervisor.

Knowledge, Skills, and Abilities Required:

1. Working knowledge of departmental policies, procedures, rules and regulations.
2. Working knowledge of the application of criminal civil law as they relate to the law enforcement function.
3. Ability to maintain an effective working relationship with Chief, Lieutenant/Detective, Public Safety Committee, Village Administrator, and all other department employees.
4. Required to complete all appropriate written exams and physical testing.
5. Ability to work in all phases of the delivery of law enforcement services and their related police procedures.
6. Knowledge of State, Federal, and Village laws and ordinances regulating the day to day delivery of police services.
7. Ability to make sound decisions and to communicate effectively both verbally and by using written communication.
8. Ability to establish and maintain effective relations with co-workers, superiors, and the general public.
9. Ability to develop and maintain satisfactory performance levels in relevant psycho-motor skills.

General Competencies

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of patrol officer. In addition, the employee must be able to satisfy the following competency requirements.

ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.

COMMUNICATION SKILLS: Communicate ideas and information effectively in both written and oral form.

PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.

READING ABILITY: Effectively read and understand information contained in memoranda, reports, ordinances, statutes, technical manuals, bulletins, etc.

ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal and written instructions from a supervisor.

TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

Specific Proficiency Requirements:

1. MENTAL REQUIREMENTS/PROBLEM SOLVING ABILITIES

Standard practices usually apply, but a large amount of tasks are non-routine and of greater complexity. Skills of logic and understanding are used to make unstructured decisions. Situations may also call for conflict resolution or decision making.

2. WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Involves continuous physical risks and/or some unpleasant working conditions. Some physical requirements such as endurance, strength, dexterity, are to be maintained for persons in this position.

3. CONTACTS/PUBLIC INTERACTION

Requires continuous business contact (telephone, personal, or written) within and outside the organization. Involves information exchange calling for courtesy and tact to get cooperation or create a favorable impression.

4. MEETING DEPARTMENT GOALS AND OBJECTIVES

Timely completion of individual and departmental goals is emphasized. Likely effects several departments / bureaus / units due to the importance of the tasks duties.

Technical Requirements:

Knowledge of

- Butler Police Department rules, regulations, policies and procedure
- Law enforcement terminology
- Applicable state statutes and municipal ordinances
- Current office equipment, procedures, methods, and practices
- Design and maintenance of centralized records systems
- Data entry and data processing applications (Microsoft WORD & EXCEL)
- Proper grammar, spelling, and punctuation

Ability to:

- Maintain confidential information.

- Ability to operate a wide variety of Police related equipment including computer and RMS peripherals, calculator, photocopier, facsimile, telephone.
- Organize and prioritize work effectively, within department guidelines.
- Determine proper work priorities and meet established deadlines.
- Type and edit a variety of written materials.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively with the public on as one-on-one basis, including in emergencies or situations where a customer may be angry, unruly, or verbally abusive.

Qualifications

1. Minimum 60 college credits in criminal justice, management or related field preferred.
2. Must possess a valid Wisconsin Drivers License.
3. Must have (or have the ability to attain) certification as a law enforcement officer for the State of Wisconsin.
4. At least 21 years of age.

***Note:**

This document is intended to describe the general content of the requirements for the performance of this job. This document is not intended to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Unless otherwise stated, all duties, responsibilities, requirements, and qualifications stated herein are essential functions of this position. This position shall be reviewed and evaluated on a regular basis, by the Chief of Police.



Employing Agency

APPLICATION FOR EMPLOYMENT AS LAW ENFORCEMENT, JAIL OR SECURE DETENTION OFFICER

NOTICE: Application must be typewritten or clearly printed in ink. All questions must be answered, if applicable. If not, indicate NA (not applicable). Applications which are incomplete or illegible will not be considered. If space provided is insufficient for complete answers or you wish to furnish additional information, attach sheets of the same size as this application and number answers to correspond with questions.

1. PERSONAL INFORMATION

Name in Full (Last, First, Middle)			Social Security Number
Address (Apartment, Street, P.O. Box)			Home Telephone Number ()
City	State	Zip Code	Work Telephone Number ()

Are you over the age of 18? Yes No

Are you a United States citizen? Yes No

Do you have a valid Wisconsin driver's license? Yes No

Do you have a valid driver's license from another state? Yes No

Have you ever been convicted of a felony? Yes No
 If yes, please attach a separate sheet giving full information

Have you completed at least 60 college credits? Yes No

IMPORTANT: Administrative Rule LES 2.01(1)(e) requires that a law enforcement officer possess either a two-year Associate Degree or 60 college level credits, or meet the standard within the first five years of employment. The Law Enforcement Standards Board may waive up to 30 credits upon documentation of writing, problem solving, and other communication skills. The College Credit Waiver Application (DJ-LE-331) is available at www.wilenet.org.

2. EDUCATION

Name of School	Location	Dates		Course Pursued	Degree, Diploma, or Credits Earned
		From	To		
High Schools					
College					
Graduate School					

List any scholarships, apprenticeships, licenses, certifications, membership in professional organizations or other information you believe should be considered in evaluating your qualifications.

3. EMPLOYMENT

Begin with current or most recent employer. List chronologically all employment, including summer and part-time employment while attending school. All time must be accounted for. If unemployed for a period, provide dates. To furnish additional employment information, attach sheets of the same size and format as this application.

Name and Address of Employer	Dates	Position and Kind of Work
<p>Name _____</p> <p>Street _____</p> <p>City, State _____</p> <p>Supervisor's Name/Telephone: _____</p> <p>May we contact the employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>From To</p> <p>Full-Time <input type="checkbox"/></p> <p>Part-Time <input type="checkbox"/></p> <p>Annual Salary/Wages:</p>	<p>Reason for Leaving</p>
<p>Name _____</p> <p>Street _____</p> <p>City, State _____</p> <p>Supervisor's Name/Telephone: _____</p> <p>May we contact the employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>From To</p> <p>Full-Time <input type="checkbox"/></p> <p>Part-Time <input type="checkbox"/></p> <p>Annual Salary/Wages:</p>	<p>Reason for Leaving</p>
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4. MILITARY SERVICE

Branch of Service	Month/Year Served From	Month/Year Served To	Active Duty or Reserve	Highest Grade	Skill Specialty or Primary Duty

List special schools attended/skills acquired during military service.

5. REFERENCES

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

Name _____ Address _____ City/State/Zip _____ Telephone Number () _____	Number of Years Acquainted Position/Title/Profession
Name _____ Address _____ City/State/Zip _____ Telephone Number () _____	Number of Years Acquainted Position/Title/Profession
Name _____ Address _____ City/State/Zip _____ Telephone Number () _____	Number of Years Acquainted Position/Title/Profession

6. GENERAL

COMPLETE IF INSTRUCTED TO DO SO BY EMPLOYING AGENCY.

For questions A-C, attach no more than one additional 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. Remember 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, sexes, cultures, ages, socio-economic groups, and educational levels?

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 provided 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's signature:

Date signed:

Under the provisions of section 19.36, Wisconsin Statutes, I request that my identity as an applicant for the position of _____ not be revealed without my consent or until required under law.

Applicant's signature:

Date signed:
