



**TWO  
RIVERS**  
WISCONSIN

# Recruitment Announcement

## Police Officer

The Two Rivers Police Department is currently seeking applications for the position of Police Officer. This is a full-time position that works a duty cycle schedule. Responsibilities for this position include justly enforcing the laws and ordinances of the State of Wisconsin and the City of Two Rivers in a community-oriented policing environment.

Join an innovative and progressive police agency that provides multiple opportunities for the growth and development of its personnel. Opportunities for special assignments in K9, Negotiations, Bike Patrol, Investigations, Evidence Technician, DRE, School Resource Officer, Honor Guard, etc. The Two Rivers Police Department provides exceptional officer development opportunities through career-long training and is on the forefront of the latest in technology and equipment.

### COMPENSATION & BENEFITS

**SALARY RANGE:** Pay is based on the collective bargaining contract and ranges from \$31.48 to \$39.48 per hour.

**BENEFITS:** Comprehensive health, vision, and dental insurance. Health insurance opt-out incentive up to \$5,000 annually. Employer contribution of 14.3% into the Wisconsin Retirement System. Paid vacation, 8 paid holidays per year, and 8 hours of sick leave accrued per month with ability to be accumulated up to 960 hours. The City is an equal opportunity employer. Confidentiality cannot be guaranteed.

Pay and vacation based on past full-time law enforcement or corrections/jail experience, and advancement of up to 12 days sick time. Sign on bonus up to \$5,000 to law enforcement or jail staff. Eligible jail/corrections paid to attend WI Police Academy. Special consideration to Manitowoc County residents.

### APPLICATION & SELECTION PROCESS

A full position description and City employment application are available at [www.two-rivers.org/jobs](http://www.two-rivers.org/jobs). Qualified candidates should submit a cover letter, resume, and completed City employment application to [HR@two-rivers.org](mailto:HR@two-rivers.org) or by mail to: City of Two Rivers, Attn: Human Resources, PO Box 87, Two Rivers WI 54241. The position will remain open until filled. Contact Human Resources at 920-793-5526 or [HR@two-rivers.org](mailto:HR@two-rivers.org) with questions. More information about the Two Rivers Police Department can be found at: <https://www.two-rivers.org/police>

### HOW TO APPLY

Send a **cover letter, resume, and completed employment application** by email to [HR@two-rivers.org](mailto:HR@two-rivers.org) or by mail to City of Two Rivers, Attn: Human Sources, PO Box 87, Two Rivers, WI 54241

Applications should be submitted by Friday, October 25, 2024 to ensure consideration.



**POSITION TITLE:** Police Officer

**REPORTS TO:** Police Lieutenant/Shift Commander

**EMPLOYMENT CLASSIFICATION:** Full-Time

**DEPARTMENT:** Police

**DIVISION:** Patrol

**UNION:** Yes

**PAY TYPE:** Hourly \$31.48 - \$39.48

### GENERAL PURPOSE

Performs police patrol, investigation, traffic regulation, and related law enforcement activities including crime prevention and community policing.

### SUPERVISION RECEIVED

None.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Works a duty cycle schedule performing security patrols, traffic control, investigation, first aid, detection, investigation and arrest of persons involved in crimes or misconduct.
- Works an assigned shift using judgment in deciding your courses of action to handle difficult and emergency situations without assistance.
- Maintains normal availability by radio for assignments.
- Carries out duties in conformance with Federal, State, County, and City laws and ordinances.
- Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic prevent or detect and investigate misconduct involving misdemeanors, felonies, and other law violations' and to otherwise serve and protect people and property.



- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.
- Interviews suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular crashes. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene. Attempts to ascertain the cause of each traffic crash.
- Is a creative problem-solving individual who displays and takes action on problem oriented policing applications, community policing applications and crime prevention related policing applications on a daily basis with our customers.
- Remains alert for traffic hazards in his/her area and reports them to his/her superior officer, including possible recommendations for correcting or reducing the hazard.
- Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victim, witnesses and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings.
- Prepares a variety of reports pertinent to the nature of the case or assignment.
- Undertakes community oriented police work, and assists customers with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, etc.
- Participates in investigating criminal law violations, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.
- Conducts patrol activities, directs traffic, investigates reported or observed violations of law.
- Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, District Attorney or Federal Prosecutor regarding cases, policies and procedures, as needed or as assigned.
- Maintains contact with police supervisory personnel to coordinate job related activities, provide mutual assistance during emergency situations and provides general information about Department activities.
- Serves warrants, subpoenas, summonses and occasional civil process.

- May be required to work in plain clothes on special assignments.
- Attends recruit, in-service and specialized training schools as assigned by his/her supervisor.
- Is available and responds for recall

#### **PERIPHERAL DUTIES**

- Accepts and successfully completes special duty assignments as assigned. (i.e., Metro Drug, DAAT, Metro Tactical Team, Gang Team, Bike Team, Firearm=s. DARE, Crime Prevention, FTO, and others not mentioned).
- Works for individual and department improvements.
- Maintains departmental equipment, supplies and facilities.
- Maintains contact with general public, court officials, and other City officials in the performance of police operating activities.
- Serves as a member of various employee committees.

#### **DESIRED MINIMUM QUALIFICATIONS**

##### **Education & Experience:**

(A) Minimum of 60 college or vocational school credits in police sciences, law enforcement, criminal justice administration, public administration, or a closely related field (Associate or Bachelors Degree preferred); and

(B) Completion of the basic law enforcement training academy or equivalent.

##### **Necessary Knowledge, Skills and Abilities**

(A) Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations; Extensive knowledge of City's geography.

(B) Skill in the operation of the tools and equipment listed below.

(C) Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow and give verbal and written instructions; Ability to meet the special requirements listed below.

## **SPECIAL REQUIREMENTS**

- (A) Must possess, or be able to obtain by time of hire, a valid Wisconsin State Driver's License without record of suspension or revocation in any state.
- (B) Ability to meet Department's physical standards.
- (C) Basic Law Enforcement Training certification or equivalent.

## **TOOLS AND EQUIPMENT USED**

Police car, police radio, radar/laser speed detection device, handgun and other weapons as required, impact instrument, handcuffs, Intoxilyzer, pager, first aid equipment, photocopies, personal computer including word processing software, audio/visual equipment, copy machine, telephone, voice mail.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear and read. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste, touch or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works outdoors in all weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually quiet in the office, and moderately noisy to extremely noisy in the field.

## **SELECTION GUIDELINES**

Formal application to the Chief of Police; written test; oral interviews; assessment center; reference check; physical and psychological examination; drug and alcohol screen; successfully complete probationary status; and other job-related tests as may be required.

## **OTHER CONDITIONS**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



## APPLICATION FOR EMPLOYMENT

### LAW ENFORCEMENT, JAIL OR SECURE JUVENILE DETENTION OFFICER

**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)

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. 720-hour law enforcement academy)? Yes  No

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

If applicable, include the name of the school where you completed basic training and the date that 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)	
<b>High School(s)</b>			
<b>College(s)</b>			

### 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"/>	Annual Salary/Wages:
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"/>	Annual Salary/Wages:
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"/>	Annual Salary/Wages:
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**

**COMPLETE IF INSTRUCTED TO DO SO BY EMPLOYING AGENCY.**

**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. 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 can relate to and/or work with people of different races, genders, 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 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.

\_\_\_\_\_  
Applicants 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.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date Signed

Type <Ctrl – Enter> to add additional pages.