

# Full-time Police Officer Employment

## Policy 510

When Lake Hallie Police Department has recruitment for Full-time Police Officers the Police Commission will determine the hiring process and posting conditions. All police employment is conducted by the citizen members of the Lake Hallie Police Commission.

**Police Full-time Officers** – These positions are compensated in accordance with the work Association agreements and Village policy. The position is expected to perform a sworn law enforcement function. Officers in this unit must comply with all guidelines as established by the Wisconsin Law Enforcement Standards Board. These officers are a sworn group that take all instructions from directives established for the Police Department through the Police Chief.

**The department does not accept electronic applications.**

A complete applicant packet for the above listed officer positions must include the following:

- Cover Letter/Letter of Interest
- Résumé
- Standard State Application for Employment as Law Enforcement (DJ-LE-330)  
(Application can be found on the State Wilenet site at <https://wilenet.org/html/career/index.html>)
  1. Answer all three questions in Section 6 of application.  
(About a paragraph or two for each question, no more than a page per question.)
- Release of Information Form (DJ-LE-305)  
(Release Form can be found on the State Wilenet site at <https://wilenet.org/html/career/index.html>)
- Village of Lake Hallie Police Officer Questionnaire  
(This form can be located at the bottom of this posting, print it out, and complete by hand.)

### Minimum Employment Standards

Applicants for employment as a law enforcement officer must meet the following minimum requirements:

- Applicants must be 18 years of age or older.
- Applicants must possess a general educational development diploma or be a high school graduate who has completed a secondary education program through a public school, private school, an equivalency diploma program, or home education program within the United States or its territories. Criteria for proof of compliance includes any of the following:
  - A general educational development diploma.
  - A high school diploma issued by a public school education program.
  - A high school diploma issued by a private school.
  - A high school equivalency diploma.
  - Copies of form PI-1206 filed with the Department of Public Instruction for applicants who have completed a home school program in Wisconsin, or documentation that the

education program has met the requirements of the Department of Education from the state where the home school program was completed.

- Officers must possess either a two-year associate degree from a Wisconsin technical college system district or its accredited equivalent from another state or a minimum of 60 fully accredited credits. An applicant for law enforcement employment who has not met this standard at the time of initial employment must meet the standard by the end of their fifth year of employment.
- Applicants must possess a valid Wisconsin driver's license or other such valid operator's permit recognized by the Wisconsin Department of Transportation as authorizing operation of a motor vehicle in Wisconsin.
- Applicants must not have been convicted of any federal felony or of any offense which if committed in Wisconsin could be punished as a felony unless the applicant has been granted an absolute and unconditional pardon.
- Applicants for employment as a law enforcement or tribal law enforcement officer must not have been convicted of any misdemeanor crime of domestic violence unless the applicant has been granted an absolute and unconditional pardon. The Omnibus Consolidated Appropriations Act of 1997 amended the Federal Gun Control Act, 18 U.S.C. §922(g)(9). Under these provisions, it is unlawful for an individual convicted of a state or federal "misdemeanor crime of domestic violence" to ship, transport, possess or receive firearms or ammunition. Law enforcement officers are not exempt from this law. A "misdemeanor crime of violence," pursuant to 18 U.S.C. §921(33)(a), means an offense that: has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, parent or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim. "Misdemeanor crimes of domestic violence" include all misdemeanors that involve the use or attempted use of physical force (e.g., simple assault, assault and battery) if the offense is committed by one of the defined parties. This is true whether or not the State statute or local ordinance specifically defines the offense as a domestic violence misdemeanor.
- Wisconsin State Statute §66.0501(1) states that no person may be appointed as a police officer unless that person is a citizen of the United States.
- Applicants must be of good character as determined from conducting a background investigation.
- Applicants must be free from any physical, emotional or mental condition which might adversely affect performance of duties as a law enforcement officer. This agency does conduct a psychological testing.
- Applicants must undergo a physical assessment by a licensed physician, physician assistant or nurse practitioner to verify that they can meet the physical standards required of the position. The applicant must also provide the examiner with a personal medical history. The physical assessment will be conducted no more than nine (9) months prior to an applicant's first date of employment.
- Applicants must complete a satisfactory oral interview(s).
- Applicants must submit to a drug test for the presence of the following controlled substances or their metabolites: amphetamines, cannabis or cannabinoids, opiates, cocaine, and phencyclidine (PCP). The drug test analysis will only be conducted by a laboratory

certified by the United States Substance Abuse and Mental Health Services Administration (SAMHSA). Drug testing must be conducted upon hire, and within 60 days prior to an applicant's first date of employment.

- Applicants must complete any other requirements or testing as determined by the agency as part of the hiring process.

Reviewed last 04-11-17