



# WATERTOWN POLICE DEPARTMENT

*Timothy J. Roets, Chief of Police*

## **Police Officer**

The Watertown Police Department is accepting applications to hire one (1) FULL TIME POLICE OFFICER and establish an eligibility list for the position of police officer.

**SALARY AND BENEFITS:** Start \$46,675.44; after six years, \$60,274.08 plus a generous benefit package. Benefit package includes Health and Dental insurance, paid holidays, paid vacation, sick leave, and Wisconsin Retirement Fund. Patrol officers work rotation is five days (9 hour day) on and three days off.

**QUALIFICATIONS:** Must be a U. S. Citizen, at least 21 years of age and possess a valid Wisconsin driver's license upon appointment. Applicant must be a high school graduate or equivalent. Applicant must have at least a two year Associate Degree from a Wisconsin vocational, technical or adult education district or it's accredited equivalent from another state, or, a minimum of sixty (60) fully accredited college level credits. Applicant must successfully complete each stage of the recruitment and hiring process. Must comply with residency requirement (within twenty-five [25] miles of the department within twelve [12] months of hire date).

The ideal applicant will have a genuine desire to interact with citizens and cooperatively identify and solve problems in an effort to reduce crime and disorder in the community.

**Watertown Police Department policy prohibits employees from having any visible tattoos or body art.**

**APPLY BY: 4:00 p.m. on April 21, 2017.** Application packets may be obtained in person at the Watertown Police Department, 106 Jones Street, Watertown, Wisconsin 53094, downloading it off the Watertown Police Department's website ([www.watertownpolice.com](http://www.watertownpolice.com)) or from the City of Watertown's website ([www.ci.watertown.wi.us](http://www.ci.watertown.wi.us))

Completed applications may be submitted by e-mail to: [rjohnson@cityofwatertown.org](mailto:rjohnson@cityofwatertown.org), returned by mail or turned in directly to the Watertown Police Department in person by the application deadline. Applications which are not thoroughly and accurately completed may be rejected.

Any questions on the hiring process may be directed to Captain Randy Johnson, 920-206-4207, or [rjohnson@cityofwatertown.org](mailto:rjohnson@cityofwatertown.org)

***The City of Watertown is an Equal Opportunity Employer***



# WATERTOWN POLICE DEPARTMENT

*Timothy J. Roets, Chief of Police*

## **Instructions for Completing the Application Process**

1. Applicants shall complete and submit the Department of Justice LE-330 form titled: Application for Employment as Law Enforcement, Jail or Secure Juvenile Detention Officer to the Watertown Police Department. An Application for Employment can be located with this packet, downloading it off the Watertown Police Department's website ([www.watertownpolice.com](http://www.watertownpolice.com)) or from the City of Watertown's website ([www.ci.watertown.wi.us](http://www.ci.watertown.wi.us)). Completion of the Affirmative Action Efforts form is optional.
2. Falsification, omissions, or misrepresentations of any information on the application or announced to the interviewer is grounds for rejection of that applicant or termination of employment.
3. All questions on the application must be answered. Incomplete or illegible applications may not be considered. If the space provided is insufficient for complete answers or you wish to furnish additional information, please attach additional pages. Completion of the *Affirmative Action Efforts* form is optional.
4. Answer questions A, B and C which are located in Section 6 of the *Application for Employment* form.
5. Include a current *Resume* and *Letter of Interest*.
6. Sign the *Certification* portion of *Application for Employment*.
7. For 60 credit educational verification requirement; please enclose a copy of your college transcripts.
8. Military veterans must include a copy of their DD-214 long form.
9. Basic Police Academy graduates must enclose a copy of their Transcript.
10. Sign and return the *Authorization for Release of Information* waiver form.
11. Sign and return the *Informed Consent and Waiver to Participate in Physical Agility Testing* form. Make sure to mark the date that you will be participating in the physical agility (required) and written test (if required). The written test is administered by Wisconsin Personnel Partners. You are exempt from taking the written test if you have already taken it within six months of **April 29, 2017**. The Watertown Police Department's physical agility test consists of six components. You must pass all six components to proceed further in the process. The six components and the minimum standards are as follows:
  1. **Vertical Jump**            Jump vertical at least 14 inches above normal reach
  2. **Agility Run**                19.5 seconds
  3. **Sit-ups**                        30 sit-ups in one minute or less (knees bent/hands behind head)
  4. **300 Meter Dash**            Run 300 meters in 68 seconds or less
  5. **Push-ups**                    Complete 23 push-ups in proper form
  6. **1.5 Mile Run**                Run 1.5 miles in 16 minutes and 57 seconds or less

***The City of Watertown is an Equal Opportunity Employer***



# WATERTOWN POLICE DEPARTMENT

*Timothy J. Roets, Chief of Police*

## **Informed Consent and Waiver to Participate in Physical Agility Testing**

I, \_\_\_\_\_ do hereby consent to participate in the Watertown Police Department's physical agility testing that will include aerobic, anaerobic, absolute strength, dynamic strength and/or cardiovascular exercise.

I have been informed and understand that physical exercise has been associated with certain risks, including but not limited to musculoskeletal injury, spinal injuries, abnormal blood pressure responses, and, in rare instances, heart attack or death. Every effort will be made to minimize these risks.

Any information that is obtained regarding my fitness level will be treated as privileged and confidential and will not be released or revealed to any person other than my physician or the physical agility supervisor (for record keeping purposes) without my expressed written consent.

I have read and understand the foregoing consent to participation in said physical agility. I am aware that I may discontinue participation in the physical agility testing at any time that I see fit to do so. If at any time I have questions concerning the content, policies, or procedures regarding the physical agility testing I will discuss these questions with the physical agility supervisor immediately. In addition, I agree to the following:

1. I assume all risk of injury and all risk of damage to or loss of property arising out of my participation in this physical agility testing;
2. I release, discharge, and waive any and all responsibility of the Watertown Police Department from and against any liability of injury, including death, and for damage to or loss of property which may be suffered by the undersigned arising out of, or in any way connected with the participation in the physical agility testing; and
3. I indemnify, and hold harmless the City of Watertown, its officers and employees from and against all liability, claims, demands, actions, loss, and damage arising out of my participation in said physical agility test.

### ***Consenting Signature:***

***Participant:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

The physical agility and written test (if required) will take place at **Riverside Middle School** located at 131 Hall Street Watertown, WI 53094. Please check which date you will be taking the physical agility and written test on:

- Friday, April 28, 2017**                      **5:00 p.m.**
- Saturday, April 29, 2017**                      **8:00 a.m.**

***The City of Watertown is an Equal Opportunity Employer***



# WATERTOWN POLICE DEPARTMENT

*Timothy J. Roets, Chief of Police*

## **Hiring Time Line**

### **April 21, 2017**

Application packet deadline

### **April 28 & 29, 2017**

Physical Agility and Written Testing will be administered at Riverside Middle School located at 131 Hall St., Watertown, WI 53094. You will be required to present a photo identification card prior to participating in the physical agility and written tests.

### **May 8 – 12, 2017**

The top twenty five applicants who have passed the physical agility test and who have ranked the highest on the *Wisconsin Police Officers Exam* written test will be invited to participate in an Oral Interview with members of the Police and Fire Commission and officers of the Watertown Police Department. A list of qualified applicants will be then be certified by the Police and Fire Commission and submitted to the Chief of Police for further consideration.

### **May 15 – 19, 2017**

Suitable applicants will be interviewed by the Chief of Police.

### **May 22, 2017**

A background investigation will be started on successful applicant(s).

### **June 5, 2017**

*Conditional Offer of Employment* followed by a psychological, physical and drug screen.

### **June 12 – 16, 2017**

Anticipated start date.

The Watertown Police Department Administration reserves the right to change the above dates as deemed necessary.

***The City of Watertown is an Equal Opportunity Employer***

# AFFIRMATIVE ACTION EFFORTS CITY OF WATERTOWN – RECRUITMENT INFORMATION

## COMPLETION OF THIS FORM IS VOLUNTARY

This form is not a part of your application for employment and will stay separate from the application. Your answers will neither help nor hinder your chance for employment with the City of Watertown. No applicant for employment shall be discriminated against because of race, color, creed, religion, sex, genetic testing, sexual orientation, marital status, membership in the military reserves, national origin, ancestry, age, arrest or non-job-related conviction record, non-job-related physical or mental disability.

This form will be treated confidentially and is used only to help assess our recruiting effort as well as monitor progress of the City's Affirmative Action efforts and to comply with Federal recordkeeping requirements. We ask for your cooperation in completing the following information, **please print or type.**

Name (last, first, middle):			
Home address:		City:	State:      ZIP Code:
Position applied for:		How did you hear about this position?	
<b>GENDER</b> <input type="radio"/> Male <input type="radio"/> Female		<b>ETHNICITY</b> <input type="radio"/> Hispanic/Latino <input type="radio"/> Non-Hispanic/Non-Latino	

<b>RACIAL GROUP</b> – please check one:		<input type="radio"/>	<b>Two or more races</b>
<input type="radio"/>	<b>White, not of Hispanic origin</b> – All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.	<input type="radio"/>	<b>Hispanic</b> – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
<input type="radio"/>	<b>Black or African American, not of Hispanic origin</b> – All persons having origin in any of the Black racial groups of Africa.	<input type="radio"/>	<b>American Indian or Alaskan Native</b> – All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
<input type="radio"/>	<b>Asian</b> – All persons having origins in any of the original peoples of the Far East, Southeast Asia, or Indian Subcontinent.	<input type="radio"/>	<b>Native Hawaiian or other Pacific Islander</b>

<b>VETERAN STATUS</b> – please check one:	
<input type="radio"/>	No Military Service
<input type="radio"/>	Active Reserves    Branch _____
<input type="radio"/>	Veteran                      Branch _____      Years _____      Type of discharge _____

<b>DISABILITY STATUS:</b> The Americans with Disabilities Act (ADA) defines an individual with a disability as “one who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or who is regarded as having such an impairment.”	
Based on the above definition, are you an individual with a disability? <input type="radio"/> YES <input type="radio"/> NO	

***The City of Watertown is an Equal Opportunity Employer***



## 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)			Social Security # (xxx-xx-xxxx)
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. 520-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 college credits or higher? **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:	<i>Full-Time</i> <i>Part-Time</i>	<i>Annual Salary/Wages:</i>
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes                      No	
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:	<i>Full-Time</i> <i>Part-Time</i>	<i>Annual Salary/Wages:</i>
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes                      No	
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:	<i>Full-Time</i> <i>Part-Time</i>	<i>Annual Salary/Wages:</i>
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes                      No	
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 could 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



*Timothy J. Roets, Chief of Police*

**Authorization for Release of Information**

(for official use only, not to be released to unauthorized persons)

TO WHOM IT MAY CONCERN:

I am an applicant for a position with the City of Watertown Police Department. The department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above department.

I hereby authorize any representative of the Watertown Police Department bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Watertown Police Department, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Watertown Police Department to consider in determining my suitability for employment in that department. It is my specific intent to provide access to personnel information, however, personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed. I also authorize any representative of the Watertown Police Department to discuss any information contained in my files with the agent that is custodian of the file.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of your organization, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information or any attempt to comply with it. I direct you to release such information upon request of the duly authorized representative of the Watertown Police Department regardless of any agreement I may have made with your previously to the contrary. The law enforcement organization requesting the information pursuant to the release may discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of the Watertown Police Department's acceptance and processing of my application for employment, I agree to hold you, your agent and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Watertown Police Department. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.

# WATERTOWN POLICE DEPARTMENT

## Authorization for Release of Information-Continued

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Watertown Police Department in conjunction with employment procedures.

A photocopy or FAX copy of this release form will be valid, as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature.

This waiver is valid for a period of two (2) years from the date of my signature.

Should there be any questions as to the validity of this release, you may contact me at the address listed on this form.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

### Exceptions to this Blanket Authorization:

1. Any medical information in the possession of any source named above if a conditional offer has not yet been made.
2. Any medical information in the possession of any source name above if a final job offer has already been made.
3. \_\_\_\_\_
4. \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Full Name)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address (Street and Number)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

In accordance with the Federal Privacy Act of 1974, disclosure is voluntary. The SSN will be used for identification purposes to ensure that proper records are obtained.

\_\_\_\_\_  
Print your full name

\_\_\_\_\_  
Witness

Page 2 of 2

***The City of Watertown is an Equal Opportunity Employer.***

# CITY OF WATERTOWN POSITION DESCRIPTION

---

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

**DATE:** September 21, 2004  
**Revised:** June 23, 2009

**Title:** Police Officer

**Department:** Police

**FLSA Status:** Nonexempt

## **General Summary:**

Performs general law enforcement duties contributing to the prevention, suppression and detection of crime. Protect citizens rights, welfare and property. Enforce ordinances and laws within the City of Watertown. Work with other law enforcement agencies and city departments.

## **Reporting Relationships:**

Works under supervision of the shift sergeant and/or Division Commander and in accordance with department policies, practices, procedures, rules and regulations. Is required to use independent judgment within the guidelines established by department policy and procedure in deciding courses of action to handle a wide range of situations without assistance.

## **Specific Accountabilities:**

1. Perform preventative patrol and police assigned areas on foot, in squad cars or other police vehicles.
2. Utilize communication equipment to report in, call for assistance; receive calls in both emergency and non-emergency situations, etc.
3. Conduct investigations of various incidents to include domestic disputes, crimes against persons or property, missing persons, or other investigations as assigned.
4. Render first aid.
5. Serve official notices and summons, warrants, and body attachments upon individuals issued by the court or other competent authority and make arrests.
6. Appear as a witness and give testimony at hearings and court trials when associated to the official duties of police officer on behalf of the City of Watertown.
7. Perform other general duties for the purpose of law enforcement e.g., writing and filing of reports, ticketing for violations, directing traffic, crowd control, completion of related paperwork, etc.
8. Complete checks of incarcerated persons within the department's holding facility and perform other related assignments as prescribed.
9. Operate and maintain police vehicles and other department equipment, supplies and facilities.
10. May assist other department personnel as directed with investigations, interrogations, apprehensions in unusual or emergency situations.

11. Proactively police the community and assist city officials in the performance of police operating activities.
12. May serve as acting supervisor or Officer in Charge in the absence of a sergeant or when so assigned.
13. May perform other job related duties as required.
14. Conduct searches and seizures within the parameters of law.
15. Use force when necessary and legally justified.

**Required Knowledge, Skills and Abilities:**

The position of Police Officer must be certified by the State of Wisconsin Law Enforcement Standards Board and have a minimum of 60 credits from an approved university, college or technical school, be a U.S. citizen, be at least 21 years of age, possess a valid Wisconsin Drivers License, and have no felony convictions, and have experience and training which would provide the following knowledge, skills and abilities:

- Good knowledge of the techniques and objectives of modern police procedures.
- Ability to acquire and retain knowledge of the Wisconsin Criminal Code, Wisconsin Juvenile Code, Wisconsin Traffic Code, the City of Watertown Municipal Code, Federal Law and the constitutional guidelines as they relate to criminal and non-criminal investigations.
- Considerable knowledge of police powers, department rules, regulations and policies.
- Ability to read and interpret department directives and procedures.
- Good knowledge of court room procedures and decorum.
- Considerable skill in evaluating complaint and emergency situations while maintaining good recall and observation skills.
- Ability to think clearly and act decisively while demonstrating sensitivity.
- Ability to diffuse violent or potentially violent situations.
- Working skill in arrest and defense techniques.
- Ability to perform physically to apprehend, restrain and/or forcibly arrest suspects when necessary.
- Good knowledge regarding weapons and the use of them.
- Ability to perform in psychologically adverse working conditions.
- Considerable skill in communication with ability to prepare clear and comprehensive reports on investigations, offenses, arrests, and other police activities.
- Ability to speak effectively before groups.
- Working skill in gaining the public trust.
- Ability to establish and maintain effective and professional working relationships with coworkers, administrators, and the public.
- Ability to sustain considerable physical effort involving performance of duties in situations of personal danger, with exposure to all types of weather conditions.
- Skill in defensive driving techniques, both routine and in high-speed driving situations.
- Ability to take and maintain safety precautions in performance of work.
- Participate in annual fitness testing.
- Ability to utilize department' software programs.

***The City of Watertown is an Equal Opportunity Employer***

# HIRING PROCESS

- ◆ Complete and Submit Application Located on Website
- ◆ Pass Physical Agility Testing (Academy Exit Standard)
- ◆ State of Wisconsin Entry Level Law Enforcement Exam
- ◆ 30 minute Oral Interview Panel
- ◆ Hiring List Established
- ◆ Top Candidates Interview with Chief of Police
- ◆ Background Investigation
- ◆ Conditional Offer of Employment
- ◆ Physical, Psychological and Drug Testing
- ◆ Final Offer of Employment
- ◆ 12 - 16 Month Probationary Period



## Rotational Positions

*Detective*

*Police School Liaison Officer*

*Drug Task Force Officer*

*D.A.R.E./Crime Prevention Officer*

## Professional Opportunities

*Field Training Officer (FTO)*

*K-9 Officer*

*Crash Investigator*

*Crowd Control /Entry Team*

*Hostage Negotiator*

## **Watertown Police Department**

### Patrol Work Schedule

5 days on, 3 days off

Watch I: 7 a.m. to 4 p.m.

Watch II: 3:45 p.m. to 12:45 a.m.

Watch III: 10:15 p.m. to 7:15 a.m.

# WATERTOWN POLICE DEPARTMENT



106 JONES STREET  
WATERTOWN, WI  
53094

*In Partnership with the  
Community For  
Quality Police Service and  
Protection!*

Tel: 920-261-6660  
[www.watertownpolice.com](http://www.watertownpolice.com)  
Find us on Facebook

## City of Watertown Information

- ◆ 23,861 residents (2010 Census)
- ◆ Great location, 42 miles East of Madison, 48 miles West of Milwaukee, 42 miles North of Janesville and 52 miles South of Fond du Lac
- ◆ Exceptional city parks (17) with an aquatic center, Frisbee golf, baseball complex, walking trails
- ◆ Modern Health Care Facilities
- ◆ 4000 student Watertown Unified School District/6 Parochial School Options
- ◆ Madison College
- ◆ Maranatha Baptist University
- ◆ The Scenic Rock River winds through Watertown offering opportunities for paddle sports and fishing

### WATERTOWN POLICE DEPARTMENT MISSION STATEMENT

The mission of the Watertown Police Department is to faithfully & pro-actively serve all the people in our community with dignity, equality, compassion & respect. In partnership with community, we are committed to enhancing the quality of life by providing a safe environment for all individuals.

### DEPARTMENT EMPLOYEES

- ◆ Chief
- ◆ Captains (3)
- ◆ Sergeants (4) **39 Sworn Officers**
- ◆ Officers (25)
- ◆ Detectives (3)
- ◆ DARE/Crime Prevention Officers (1)
- ◆ Police/School Liaison Officer (1)
- ◆ Drug Task Force Officer (1)
- ◆ Full Time Dispatchers (9), PT—(3)
- ◆ Records/Community Service/Typists/Admin Assistants/Property Room (6)

### QUALIFICATIONS

- ◆ U.S. Citizen and 21 years of age or older at time of application.
- ◆ Must hold a valid WI Driver's License.
- ◆ Graduate of High School or equivalent.
- ◆ 2 year Associate Degree or 60 college level credits.
- ◆ Certified or Certifiable as a Police Officer in the State of Wisconsin.
- ◆ Residency within 6 months of hire date (25 miles).

### WAGES AND BENEFITS

- ◆ 1/1/17 Contract (1% additional on 7/1)
  - Starting Wage \$46,675.44
  - Top Police Officer Pay after 6 years \$60,274.08 Medical, Dental & Vision Insurance
- ◆ Wisconsin Retirement System
- ◆ Vacation— 99 hours after 1 year, with additional vacation after 7, 14 and 21 years
- ◆ Holidays— 90 hours per year
- ◆ **5 days on, 3 days off patrol work schedule.**

