

July 1, 2008

Dear Police Applicant:

Thank you for expressing interest in employment opportunities with the City of Fond du Lac Police Department. Enclosed you will find an application packet for the position of Patrol Officer.

The first item in the packet is an *Employment Opportunity Bulletin*, which explains the duties, responsibilities and qualifications of a patrol officer in more detail. The second item is a brief description of the fringe benefits available to you if you are selected as a Fond du Lac patrol officer.

Following that information, you will find a City of Fond du Lac ***Employment Application for Patrol Officers, a Release of Information Form, and an Equal Employment Opportunity Form***. These forms must be completed and received by the Fond du Lac Human Resource Department. Information on the application forms must be typewritten or clearly printed in ink. All questions must be answered fully if they are applicable to your personal situation. If not, indicate "NA" (Not Applicable) in the appropriate section. Applications that are not complete or are not legible will not be considered. If the space provided is not sufficient for a complete answer or if you wish to furnish additional information, attach sheets of the same size as the application and number your responses on those sheets to correspond with questions on the application form. You may also include a personal resume.

In the section of the application that pertains to work experience, be as complete as possible. Please include summer and part-time employment while you were attending school. If you were unemployed for a period, indicate that by setting forth the dates of unemployment.

It is critical that you sign and date all application materials where indicated. Failure to do so or to leave any of the information blank will result in your application not being considered. Personnel officers of the City of Fond Du Lac may verify all of the information you provide.

As the Fond du Lac area demographics continue to diversify, the Fond du Lac Police Department is actively soliciting applications from qualified minority candidates as well as candidates fluent in second languages. The City of Fond du Lac is an Equal Opportunity Employer.

Should you have any questions or if I can be of any assistance to you, please do not hesitate to call me at (920) 322-3624.

Sincerely,

Jackie Braatz, PHR
Executive Assistant - Human Resources

Enclosures

**City of Fond du Lac
Patrol Officer
Employment Bulletin**

Salary Range \$39,356 - \$55,430 (2008 Rate)

An Equal Opportunity Employer

Definition of Class: The position of Patrol Officer is an entry-level position within the Police Department. As a representative of the City of Fond du Lac, the patrol officer is governed by not only legal, but also moral standards of the highest nature. His/her philosophy must be one of dedication to the public, submerging his/her own personal interest for the common good. Duties are to protect, regulate and service the citizens of the community as they go about their daily activities. The patrol officer must be able to perform these duties without the benefit of immediate supervision. The individual is required to garner a complete knowledge of department policies, procedures and job methods relating to his/her work assignment. The police officer must exhibit a great amount of discretion and a working knowledge of criminal law, city ordinances, and department policies when dealing with the citizens of the community.

Major Work Objectives:

- Routinely patrols the streets and public grounds of the community.
- Enforces traffic laws, issuing citations or warnings to violators.
- Investigates all traffic accidents occurring on these streets and highways within the corporate limits of the city.
- Responds to and investigates citizen complaints and reports.
- Prepares and/or dictates all required reports completely and promptly.
- Testifies in court as a witness.
- Operates an intoxilyzer, radar units and other equipment required.
- Assists and cooperates with other law enforcement, social, and governmental agencies when requested, and when compatible with department policy.
- Shall attend recruit and in-service training schools as required to maintain certification.
- May be required to work in the capacity of a plain-clothes officer, or other special duty assignments.

Qualifications:

Essential Knowledge and Abilities:

1. Thorough knowledge of department policies, procedures and rules relating to the operation of the Police Department within one year of employment.
2. Working knowledge of federal laws, state statutes, city ordinances and courtroom procedures.
3. Ability to keep accurate records relating to assigned duties and tasks.
4. Ability to grasp and use computers and computer related technology.
5. Thorough knowledge of equipment used by police agencies and first aid techniques.
6. Ability to exhibit self-control when performing police duties.
7. Ability to become and remain Certified by the State of Wisconsin.

Desirable Training and Experience:

1. High school graduation or equivalent supplemented by advanced education consisting of associate degree or 60 college-level credits.
2. Bachelor's Degree from an accredited college is desirable, and/or certified/certifiable by the State of Wisconsin for Law Enforcement.
3. Minimum of 18 years of age.
4. Possession of a valid Wisconsin drivers' license with an above average driving record.
5. Possession of valid documents to verify employment eligibility in the United States.
6. The Fond du Lac Police Department is actively soliciting applications from qualified minority candidates as well as candidates fluent in second languages.

***All requirements must be met at the time of written testing for this recruitment.**

Special Requirements:

1. Must comply with any special requirements as to residence, age, physical condition, etc., as set by the Police and Fire Commission.
2. Selected individuals will be required to serve a twelve-month probationary period.

APPLICATION PROCEDURE: Additional information and application materials are available on the internet at www.ci.fond-du-lac.wi.us/index.html?department=22 or www.FDLPolice.com, or by contacting the City Human Resources Department (920) 322-3624.

**GENERAL SUMMARY OF
FRINGE BENEFITS
AVAILABLE TO THIS PATROL OFFICERS**

| BENEFIT | WHO PAYS | WHEN YOU ARE ELIGIBLE | WHAT YOU RECEIVE |
|---------------------------------------|---|---|---|
| VACATION | CITY | AFTER 1 YEAR - 10 DAYS AFTER 8 YEARS - 15 DAYS AFTER 15 YEARS - 20 DAYS AFTER 20 YEARS - 25 DAYS *PRORATED THE FIRST YEAR OF EMPLOYMENT | FULL SALARY |
| PERSONAL HOLIDAYS | CITY | AFTER 90 DAYS | 2 DAYS PER YEAR |
| GENERAL HOLIDAYS | CITY | IMMEDIATELY | 9 DAYS PER YEAR |
| HEALTH INSURANCE | CITY PAYS MAJORITY OF PREMIUMS FOR EITHER SINGLE OR FAMILY COVERAGE 2005 – EMPLOYEES PAY \$20/MO – SINGLE \$50/MO - FAMILY | WITHIN 47 DAYS OF EMPLOYMENT | \$200 SINGLE/\$500 FAMILY PER YEAR DEDUCTIBLE; THEN 80/20 CO-PAY PLAN. 100% COVERAGE AFTER \$1000 SINGLE/\$2000 FAMILY AGGREGATE PER CALENDAR YEAR; UP TO \$1,000,000.PRESCRIPTION DRUG CARD- \$5 GENERIC/\$15 BRAND NAME |
| LIFE INSURANCE | CITY PAYS ALL PREMIUMS | AS SOON AS EMPLOYED | TERM LIFE INSURANCE EQUAL TO YOUR ANNUAL SALARY |
| WISCONSIN RETIREMENT SYSTEM | CITY PAYS BOTH EMPLOYEE & EMPLOYER SHARE | AS SOON AS EMPLOYED | FINANCIAL PLANNING FOR RETIREMENT |
| ICMA - 457 PLAN TAX SHELTERED ANNUITY | EMPLOYEE | AS SOON AS EMPLOYED | FINANCIAL PLANNING FOR RETIREMENT |
| SOCIAL SECURITY | CITY | AS SOON AS EMPLOYED | FINANCIAL PLANNING FOR RETIREMENT |
| WORKMEN'S COMPENSATION | CITY | AS SOON AS EMPLOYED | FINANCIAL ASSISTANCE FOR WORK RELATED DISABILITIES |
| FUNERAL LEAVE | CITY | AS SOON AS EMPLOYED | UP TO 3 DAYS LEAVE WITH PAY UPON DEATH OF A MEMBER OF THE IMMEDIATE FAMILY |
| DISABILITY ANNUITIES | CITY | AS SOON AS EMPLOYED | ASSISTANCE IN CASE OF PERMANENT DISABILITY |
| UNIFORM APPAREL | CITY | IMMEDIATELY | UNIFORM APPAREL |
| CLEANING ALLOWANCE | CITY | AFTER 6 MONTHS OF EMPLOYMENT | \$300.00 PER YEAR |
| DEGREE PAY | CITY | IMMEDIATELY | PAYMENT FOR POSSESSION OF BACHELOR'S OR MASTERS DEGREE |
| TUITION REIMBURSEMENT | CITY | IMMEDIATELY | FINANCIAL ASSISTANCE OF TUITION & BOOKS TOWARDS CRIMINAL JUSTICE DEGREE (up to \$2000 annually) |

This summary is intended to provide guidance to management and prospective employees. It does not constitute a contractual obligation of any kind to any prospective, present or past employee.

5. EMPLOYMENT

List chronologically all employment, including summer and part-time employment while attending school. All time must be accounted for. If unemployed for a period, indicate, setting forth dates of unemployment. If you wish to furnish additional employment information, attach sheets of the same size as this application.

| Name and Address of Employer | Dates | Position and Kind of Work | Reason for Leaving |
|---|--|---------------------------|--------------------|
| Name _____ Street _____ City, State _____ | <u>Dates</u> From _____ To _____ Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> | | |
| Name _____ Street _____ City, State _____ | <u>Dates</u> From _____ To _____ Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> | | |
| Name _____ Street _____ City, State _____ | <u>Dates</u> From _____ To _____ Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> | | |
| Name _____ Street _____ City, State _____ | <u>Dates</u> From _____ To _____ Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> | | |
| Name _____ Street _____ City, State _____ | <u>Dates</u> From _____ To _____ Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> | | |

6. MILITARY RECORD

Have you ever served in the armed forces, National Guard or military reserves?

No Yes, highest rank attained _____

Do you claim veteran's preference? No Yes

- Active duty between 8/27/40 and 7/25/47 Eligible for armed forces expeditionary medal
 Active duty between 6/27/50 and 1/31/55 Called into active duty pursuant to S.1, Executive Order 10977 - Berlin Crisis 1961 call-up
 Active duty 8/5/64 to 7/1/75 except service for training purposes

(Attach FORM DD214)

| | | |
|--|---------------|---|
| Branch of Military Service | Serial Number | Dates of Active Duty: From _____ To _____ Mo. Day Year Mo. Day Year |
| Type of Discharge | | Basis for Discharge |
| Member of reserve? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Ready <input type="checkbox"/> Standby | | Service Branch |
| Was any type of disciplinary action taken against you in service that remains a part of your permanent record? | | |
| <input type="checkbox"/> No <input type="checkbox"/> Yes, of what nature: _____ | | |

7. COURT RECORD

Have you ever been convicted of any violation including traffic, but not parking?

No Yes, list all violations below (attach additional sheets of the same size if necessary)

| | | | |
|---------|---------------------|--------|-------------------|
| Date | Place (City, State) | Charge | |
| Details | | | Final Disposition |
| Date | Place (City, State) | Charge | |
| Details | | | Final Disposition |
| Date | Place (City, State) | Charge | |
| Details | | | Final Disposition |
| Date | Place (City, State) | Charge | |
| Details | | | Final Disposition |

8. E-MAIL and WEB USE

Please list all e-mail addresses you have utilized for the previous two years:

9. GENERAL

For questions A-C, please respond via e-mail to: jbrazat@ci.fond-du-lac.wi.us Include your full name and phone number.
 Please limit responses to no more than one page for each answer. Responses should be sent from your own e-mail address; not another individuals. The public library has computers and internet access available for use; e-mail accounts may be established for free from a number of websites.

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?

10. ORGANIZATION MEMBERSHIP

1. Have you ever organized or helped to organize or become a member of any organization or group of persons which, during the period of your membership or association, you knew was advocating or teaching that the government of the U.S. or any state or any political subdivision thereof should be overthrown or overturned by force, violence or any other unlawful means? If the answer to this is yes, explain fully. No Yes

Explanation:

2. If your answer to question 1 is yes, did you during the period of such membership or association have the specific intent to further the aims of such organization, association or group of persons to overthrow or overturn the government of the U.S. or any state or any political subdivision thereof by force, violence or any other unlawful means? No Yes

11. PRE-EMPLOYMENT AGREEMENT

PRE-EMPLOYMENT AGREEMENT
between the
CITY OF FOND DU LAC POLICE DEPARTMENT
And

_____ (please print)

The applicant by signing below, agrees to recognize his/her part and agrees not to smoke or use any type of smoking materials or tobacco during their employment with the City of Fond du Lac, while on or off duty. Violation of this agreement will be cause for immediate dismissal.

Agreed to by: _____ Date: _____

12. WAIVER

IMPORTANT: Administrative Rule LES 2.01(1)(e) requires that an applicant 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. [Waiver forms available via this employing agency or the Department of Justice, Training and Standards Bureau, P. O. Box 7857, Madison, WI 53707-7857; (608) 266-8800.]

Do you request a waiver of college-level credits under LES 2.01(1)(e)? Yes No

I understand that all appointments are probationary for a period during which I must demonstrate my fitness for continued employment. I further understand that any appointment tendered me will be contingent upon the results of a complete character and fitness investigation.

I hereby certify that all statements made in this application are true and I understand that any misstatements of facts will cause forfeiture on my part of all rights to employment with the City of Fond du Lac. I understand and agree that any offer of employment is contingent on satisfactorily passing a post offer physical, including a drug and alcohol screening.

The undersigned is the person named in the foregoing application; I have read and made a complete answer to each question; my answers in each instance are true and correct; contain no misrepresentations, omissions or falsifications, and are complete. I understand that if any of the information contained in any of the foregoing answers contains any misrepresentations or falsifications or if any material information has been omitted, the same shall be deemed and agreed to be sufficient cause for non-selection or dismissal if selection has occurred.

SIGNATURE OF APPLICANT

DATE

HAVE YOU REMEMBERED:

- To respond via e-mail to the questions in Section 9 of this application? (*Be certain to include your full name and phone number*).

In order for your application to be considered, it must be complete; therefore, attach the following:

- CERTIFIED TRANSCRIPTS from your most recent educational institution. Please have the institution mail it directly to the Fond du Lac Human Resources Department., 160 S. Macy St. Fond du Lac, WI 54935
- Signed AUTHORIZATION FOR RELEASE OF INFORMATION form in the presence of a Notary Public.
- Veteran's Form DD-214 (If Applicable).
- Your RESUME (optional).
- The EQUAL EMPLOYMENT OPPORTUNITY form (optional).

ATTACH ALL DOCUMENTS BEHIND THE APPLICATION and RETURN TO THE CITY HUMAN RESOURCES OFFICE*

Keep the Employment Bulletin and Fringe Benefit Summary as reference materials.

CITY OF FOND DU LAC, WISCONSIN

AUTHORIZATION FOR RELEASE OF INFORMATION

To Whom It May Concern:

I am an applicant with the City of Fond du Lac, Wisconsin. I realize that during the processing of my application, I will be investigated by personnel officers of the City.

I hereby empower an employee of the City of Fond du Lac or other authorized representative bearing this release to, within two years of its date; obtain information and records pertaining to me from any or all of the following sources:

1. Municipal, State or Federal law enforcement agencies
2. Selective Service System
3. Any banking institution
4. Any place of business (for purposes of obtaining employment data)
5. Any previous employer
6. Present employer
7. Any school, college, university or other educational institution
8. Credit rating bureau or institution maintaining individual credit rating files

I hereby release any Municipal, State, or Federal law enforcement agency, individual or institution, 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 understand that any information concerning my past will be considered in evaluating me as an applicant to the City of Fond du Lac, and that all information obtained by the City of Fond du Lac in conjunction with this investigation and this permission, is confidential and I have no right to examine it, as the people contacted will be advised that what they say will be held in confidence.

Exceptions to this blanket authorization:

1. _____
2. _____
3. _____

SIGNATURE: _____
(sign in presence of Notary Public)

DATE: _____

NAME: _____
(Print Legibly)

DATE OF BIRTH*: _____
*for background investigation only

NOTARY:

DATE: _____

MY COMMISSION EXPIRES ON: _____
(Seal)

City of Fond du Lac

Equal Employment Opportunity Form

Last Name, First Name, Middle

Position Applied for: Patrol Officer Date: _____

The information requested on this sheet regarding race, sex, age, and handicap status is needed to analyze and assure compliance with Federal Equal Employment Opportunity laws and to meet the reporting requirements of those laws. Your cooperation in voluntarily giving this information is important to the success of our equal employment opportunity program.

This Equal Employment Opportunity Form will be detached and kept separate from your application. It is not to be used in hiring or interviewing. It will be available only to authorized personnel for research and evaluation purposes. Refusing to provide this information will not subject you to adverse treatment. Please check the appropriate boxes below.

SEX: Male Female OVER 40 YEARS OF AGE

RACE/ETHNIC IDENTIFICATION

White (not of Hispanic Origin): All persons having origins in any of the peoples of Europe, North Africa, or the Middle East.

Black (not of Hispanic Origin): All persons having origins in any of the black racial groups of Africa.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central South American, or other Spanish cultures or origins, regardless of race.

Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native: All persons having origins in any of the original peoples of North American, and who maintain cultural affiliation through tribal affiliation or community recognition.

HANDICAPPED IDENTIFICATION

Do you consider yourself handicapped based on the definition that a "handicapped individual" is a person who: 1) has a physical or mental impairment which substantially limits one or more of his or her major life activities (e.g., communication, education or socialization); 2) has a record of such impairment (even though the person may be completely recovered); or 3) is regarded by others as having such an impairment. For purposes of this definition, a handicapped individual is "substantially limited" if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of a handicap. Yes No

VETERAN STATUS: Non-Veteran Vietnam Era Veteran Other Veteran

HOW DID YOU LEARN ABOUT THIS VACANCY?

Fond du Lac Reporter
 City Web site
 School job board (specify school name) _____
 Present City Employee
 Job Service
 Professional Publication (please specify) _____
 Friend or Relative
 School or College Counselor or Other Official
 Other (please specify) _____

THE CITY OF FOND DU LAC EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the official policy of the City of Fond du Lac to provide equal employment opportunities for all qualified and reasonably qualifiable persons without regard to race, color, religious or political beliefs, or affiliation, national origin, marital or parental status, pregnancy, sex, sexual orientation, age, handicap, or any other non-merit factors except where age, sex or physical requirements constitute a demonstrable bona fide occupational qualification. Arrest and conviction records shall not be considered in employment decisions except where permitted by law.

This policy is applicable to all aspects of employment including job structuring, classification, promotion, recruitment, selection, appointment and placement, testing, training, education, tuition assistance, layoff and recall, disciplinary action, termination, salary and benefits administration, and all other components of the City of Fond du Lac personnel system. In addition, harassment on the basis of sex, or any other protected status, shall be prohibited as a matter of official policy. The City of Fond du Lac will continue to comply with Federal and State regulations and will continue to work cooperatively with governmental and community organizations to insure equal employment and advancement opportunities.

In order to effectively implement this policy and directive, an annual affirmative action plan shall be developed by the Affirmative Action Officer. Such affirmative action plan shall be presented to the City Council for approval. After presentation to the City Council, copies of the Plan shall be distributed to all department heads and shall be made available to all employees.

Adopted in 1985 by the Fond du Lac City Council.