

Part-time Police Officer Employment

Melrose Police Department has an open recruitment for Part-time Police Officers and will accept applicant packets at any time. The department is a part-time agency that schedules more hours during the summer and fewer hours in winter. The greatest demand for work hour assignments occur on weekends, nights, and holidays. Working during the July 4 weekend is required. The department is well suited for active or retired (within 3 years) Law Enforcement Officers. Work hours are extremely flexible and can range from 4 to 8 hours per shift depending on availability.

Police Part-time Officers and Police Reserve Officers – These positions are sworn and take all instructions from directives established for the Police Department through the Police Chief. Officers in this department must comply with guidelines as established by the Wisconsin Law Enforcement Standards Board.

A complete applicant packet for any of 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>)

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.

MELROSE POLICE DEPARTMENT

Village of Melrose Police Officer Questionnaire

The check-off questions below provide a means of quickly reviewing your qualifications. Please circle "YES" or "NO" for each question, including those questions that duplicate, in whole or part, other questions on this application.

Questions used as indicators for applicants

1. Are you a United States Citizen?Yes No
2. Have you ever been convicted of a felony?Yes No
3. Are you a high school graduate or the equivalent?Yes No
4. Are you 18 years old or older?Yes No
5. Do you have a valid driver's license?Yes No
6. Have you ever had auto insurance withdrawn, cancelled, revoked, or refused?.....Yes No
7. Have you ever been refused a driver's license?Yes No
8. Has your driver's license ever been revoked, suspended or cancelled?Yes No
9. Circle the number of traffic violations for which you have been convicted in the past five years:
(Do not include parking violations) 0 1 2 3 4 5 6 7 8 9 10
10. Have you ever been convicted of any violation(s) of local or county ordinances, state or federal laws (excluding traffic)?Yes No
11. Have you every participated in any deferred prosecution or First Offender's Program? Yes No
12. Have you ever been on court ordered probation?Yes No
13. Have you ever been terminated from a job?Yes No
14. Have you ever been suspended from a job?Yes No
15. Have you ever been suspended or expelled from any high school, college, university, graduate school, vocational or business school?Yes No
16. Do you have the ability to lawfully possess a firearm?Yes No
17. Do you have a minimum of 60 college level creditsYes No
18. Are you willing to work nights, weekends, and holidays?Yes No
19. Circle the highest semester credit hours of education completed after high school.
1-29 30-59 60-89 90-119 120-149 150+
20. Do you have any experience as a Police Officer?Yes No
21. Are you certified by, or have you successfully completed, a Wisconsin Law Enforcement Standards Board Certification Police Recruit Academy?Yes No

If you wish to provide additional information for any of the questions listed above, you may do so by attaching additional sheets to this page. Your answers must be neatly printed.

ALL APPLICANTS MUST MAKE THIS CERTIFICATION:

I have read the job specifications and in my opinion, I meet the minimum requirements. I have read and made a complete answer to each question. I certify that my answers in each instance are true and correct, containing no misrepresentations, omissions or falsifications, and are complete. I agree that any misstatements or omissions of material fact will cause forfeiture on my part of all rights to any employment in the village service.

Signature

Date

Printed Full Name

Date of Birth