

Police Officer

West Salem Police Department

West Salem, Wisconsin

The Village of West Salem, Wisconsin (Pop. 5,400) is a growing community within the La Crosse / Onalaska Metropolitan area. Found between I-90 & Hwy 16, we are home to beautiful Lake Neshonoc, State and local bike trails, the La Crosse Fairgrounds, the La Crosse Speedway, our very own West Salem Panthers, and we're only a short drive to anywhere you want to go! The Mississippi Valley and its beautiful bluff land is right outside our door. Our Police Department enjoys great support from our community, consists of 14 sworn officers who work 11-hour watches, covering the 24-hour clock, on the Pitman schedule. We offer competitive pay and benefits to include some of the best medical insurance coverage you'll find anywhere. We look forward to seeing your application.

APPLICATIONS ARE NOW BEING ACCEPTED TO ESTABLISH AN ELIGIBILITY LIST FOR ANTICIPATED OPENING(S) FOR THE FOLLOWING POSITIONS:

FULL-TIME POLICE OFFICER

Summary of Responsibilities:

This position performs tasks related to the protection of life and property, the preservation of public peace and order, and the enforcement of Federal, State, and Local laws through patrol, response, investigation, traffic regulation, security checks and all other related work as required or assigned to support the delivery of police services to the citizens and visitors of West Salem, Wisconsin.

Salary Information (*Dependent upon Qualifications*)

Minimum = \$27.05 per hour

Maximum = \$35.71 per hour

Longevity pay is offered as service time builds

Summary of Benefits

- ❖ \$750 Clothing Allowance
- ❖ Deferred Compensation
 - ❖ Life Insurance
 - ❖ Longevity Pay
 - ❖ Vacation Leaven
- ❖ 9 – Paid Holidays
- ❖ Personal Sick Leave
 - ❖ Sick Leave
- ❖ Wisconsin Retirement Fund
 - ❖ Dental Insurance

Health Insurance Benefits

\$20 Single / \$50 Family Health Care Monthly Premium

\$1,500 Single Deductible / \$3,000 Single + 1 Deductible / \$4,500 Family Deductible
Health Reimbursement Account

Up to \$2,000 worth of visits covered if seen at an area Neighborhood Family Clinic

Qualifications

- Ability to handle several tasks simultaneously
- Ability to perform essential functions of this position
- Ability to possess a firearm
- Ability to use all standard law enforcement equipment
- Able to work evenings, weekends, and holidays
- Clear and Concise speech
- Valid Driver's License
- Eligibility for Wisconsin Law Enforcement Standards Board Certification
- Good driving record
- Good physical condition
- Good verbal and written communication skills
- Knowledge and skills in operating computer systems
- No domestic abuse convictions
- No felony convictions
- React quickly and effectively to stressful situations
- Vision correctable to 20/20
- Be a citizen of the United States of America
- Be at least 18 years of age
- Ability to type 40 wpm

Lateral Transfer Program

The Village of West Salem understands the value of recruiting individuals with prior law enforcement experience and offers lateral transfer incentives. To qualify, you must be State Certified and have experience with another law enforcement agency. The Village may start the new employee at the step-in wage schedule commensurate with the employees determined years of relevant full-time law enforcement service deemed to be of benefit to the Village. The Employee will remain at that wage scale step until successfully completing their probationary period. During the employees' probationary period, the new employee will accrue vacation at the equivalent of an employee at one (1) year of service vacation scale. The new employee will be vested as being employed at that level with the Village, except for seniority which will start on the first day of employment with the Village of West Salem.

Other Notes

This position will require the following prior employment:

- Oral Interviews
- Background Check
- Drug Screening
- Medical / Vision Examination
- Psychological Examination

Residency Requirement

All full time Police Employees are to reside within fifty (50) miles of the intersection of Leonard and Garland Street, West Salem, WI. Such residency must be established in fact within one (1) year of date of hire and maintained throughout.

Please submit DJ-LE-330 (to include section 6) applications to Deputy Chief O'Neill at toneill@westsalelmwi.gov

POLICE OFFICER JOB DESCRIPTION

SUMMARY OF DUTIES

This position performs tasks related to the protection of life and property, the preservation of public peace and order, and the enforcement of Federal, State, and Local laws through patrol, response, investigation, traffic regulation, security checks and all other related work as required or assigned to support the delivery of police services to the citizens and visitors of West Salem, Wisconsin.

RESPONSIBLE FOR / REPORTS TO

The position is assigned to the Patrol Division with further assignment to either the Day or Night Watch; operates under the discretion of the Chief of Police and in accordance with applicable Wisconsin statutes and department policy and procedure; Work is performed under general direction of their assigned Watch Sergeant.

WORK ENVIRONMENT

Moderate, and occasionally extreme, physical effort may be required for work generally performed from a motor vehicle, in field conditions, and within an office. Will be required to work outdoors with exposure to variable weather conditions and may be exposed to hostile and potentially hazardous conditions associated with weapons and criminal conduct. May be required to work outside of normal hours to accommodate workflow and emergency situations.

Operates a motor vehicle, medical equipment, computer, standard office equipment as well as all departmental issued police equipment.

Makes frequent contact with the general public and other local, state, and federal officials; communication is primarily in person, secondarily by telephone with some written correspondence.

Errors could result in personal injury or death; delays and confusion in processing and/or recording important information with legal repercussions. Errors could also result in poor employee and/or public relations.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as an illustration 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 of the position.

1. Conducts Patrols within the Village, performing building checks and remains observant for suspicious activity.
2. Takes appropriate action when called to, or observe, potential or actual violations of the law, disruptions of the public peace/order, or harm to persons or property.
3. Answers telephones and responds to walk-in complaints.
4. Responds to reports of criminal activity, traffic accidents, civil disturbances, misdemeanors, felonies, and other incidents.
5. Performs Traffic Enforcement.
6. Investigates crimes and complaints, conducting interviews and interrogation of witnesses and suspects.
7. Obtains detailed statements from complainants, victims, witnesses or criminals.
8. Takes photographs of various crime scenes, accidents, or evidence.
9. Collects evidence of suspected crimes.
10. Obtains, serves and executes search warrants, arrest warrants, and gathers information.
11. Performs patrols both foot and vehicle
12. Conducts business and vacation checks.
13. Generates appropriate reporting regarding intelligence led field observations and contacts.
14. Prepares cases for court by generating written reports and reviewing information acquired through investigation.
15. Gives court testimony.

16. Participates in training.
17. Makes public presentations before community groups.
18. Carries, qualifies, and maintains certifications with regard to LESB, firearm, electronic control device, and defensive tactics.

POLICE OFFICER MINIMUM QUALIFICATION

EDUCATION

- High School Education + 60 College Credits from an accredited College or University.
- A baccalaureate degree in criminal justice or related field is (Preferred.)
- A combination of equivalent experience and/or education may be considered.

EXPERIENCE

- No prior experience necessary.

LICENCES / CERTIFICATES

- Must be certified by the Wisconsin Law Enforcement Standards Board within 1 year of employment.
- Must possess a valid driver's license.

SPECIAL REQUIREMENTS:

- ❖ Oath of Office
- ❖ Medical Examination
- ❖ Background Investigation
- ❖ Psychological Examination
- ❖ Must be at least 18 years of age.
- ❖ Must be a United States Citizen.
- ❖ Residency Requirement: Must reside and maintain residency within 50 miles of Village center.

NECESSARY KNOWLEDGE, ABILITIES, SKILLS

- Knowledge
 - ❖ Knowledge of law enforcement principles, methods, and equipment.
 - ❖ Knowledge of the departmental policies and activities.
- Ability
 - ❖ Ability to communicate effectively and professionally in oral and written form.
 - ❖ Ability to work collaboratively with other officers, system agencies, state or federal officials, and community members.
 - ❖ Ability to interpret and enforce laws and regulations firmly, tactfully, and impartially
- Skill
 - ❖ Skill in the operation of standard police issued equipment.
 - ❖ Excellent communication and customer service skills.

This 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.