

POSITION ANNOUNCEMENT- POLICE OFFICER CITY OF JEFFERSON – FULL-TIME

GENERAL INFORMATION

The City of Jefferson is now accepting applications to fill a vacancy and establish an eligibility list for the position of sworn full-time patrol officer. Applicants who are currently certified as a Wisconsin law enforcement officer by the Wisconsin Law Enforcement Standards Board are encouraged to apply and will be given primary consideration for the position. Applicants without certification and who need the academy may apply for sponsorship to the 720-hour law enforcement academy at a part-time employee level.

THE CITY OF JEFFERSON

The City of Jefferson is a growing community with an area of approximately 6 square miles with two rivers running through it and a population close to 8,000 people. We are a small-town with many vintage buildings and steepled churches located midway between Milwaukee and Madison known for many community activities, a historic downtown, and friendly citizens. The Jefferson County Fairgrounds is also located here and hosts many events annually. The recreational opportunities and excellent schools here make Jefferson a great place for families.

THE DEPARTMENT

Jefferson Police Officers join a close-knit family of officers passionate about serving their community who are appreciated by the community. There are many opportunities to interact with our citizens and visitors in the large number of parks and at many community events.

Each officer is given the training necessary to provide confident, professional police services and the ability to become instructors and/or join specialized teams such as Mobile Field Force, Drone Airmen, Bike Patrol, UTV Patrol, School Resource Officer, Detective/Evidence Tech., Honor Guard and Community Service Officer. Officers embrace and live our core values of Courage, Competence, Respect, Restraint, Integrity, and Leadership.

The department consists of a Chief, Captain, Lieutenant, Detective, 10 sworn Patrol Officers, two part-time Patrol Officers and a Reserve Officer Unit. Crucial to our daily operations are our support staff consisting of Dispatchers, a Dispatch Supervisor, and Typist.

SALARY AND BENEFITS

The salary for this position will be as determined as outlined in the collective bargaining agreement currently in force between the City and the Police Association. The position is classified as union; overtime is provided at time and one-half basis when available. The benefit package includes health, life, and dental insurance, eleven paid holidays, paid time off, sick leave accumulation, uniform allowance, and Wisconsin Retirement fund.

The starting salary for the position, as outlined in the current collective bargaining agreement, is \$31.59 per hour. A starting pay step increase up to \$36.41 per hour may be negotiated with the Chief of Police upon conditional offer for employment for lateral transfer candidates, dependent on experience/years of service.

(A lateral transfer applicant is an applicant who is currently working as a sworn law enforcement officer or deputy in Wisconsin.)

APPLICATION PROCESS AND CLOSING DATE

- A. Applicants may apply by submitting WI DOJ application form DJ-LE-330 along with resume to Lieutenant Austin Schmidt via email aschmidt@jeffersonpd.com, fax, USPS, or in person. The application deadline for submission is **Friday, March 7, 2025**.

QUALIFICATIONS AND RESPONSIBILITIES

- A. Applicants must have the following minimum qualifications:
1. Certified as a Wisconsin law enforcement officer by the Wisconsin Law Enforcement Standards Board (LESB).
 2. Minimum educational requirements are (60) sixty college credits or an Associate's Degree.
 3. An equivalent combination of experience and training which provides the following knowledge, abilities, and skills:
 - a. Knowledge of the techniques and objectives of modern police department procedures, including a working understanding of the principles of community-oriented policing and problem-oriented policing.
 - b. Considerable knowledge of ordinances, statutes, and laws and their application.
 - c. Considerable knowledge of police powers and duties.
 - d. Ability to prepare requested reports, records, and documents.
 - e. Ability to express ideas clearly and concisely.
 - f. Ability to exercise sound judgment and discretion within the procedures of police work.
 - g. Ability to establish and maintain effective working relationships with coworkers, administrators, and the public.

APPLICATION PROCESS

- A. The application process will be conducted as follows.
1. **WRITTEN EXAM-** Applicants are required to pass the Police Officer Selection Test with a minimum score of 70%. **This exam is waived for lateral transfer applicants.**

2. **PHYSICAL READINESS TEST (PRT)**- The Jefferson Police Department requires applicants to pass physical task entrance standards set forth by the Wisconsin Dept. of Justice Training and Standards Bureau. **The PRT is waived for lateral transfer applicants.**

3. **COMMAND STAFF ORAL INTERVIEW**- Applicants who successfully meet the minimum qualifications for immediate employment will be invited to interview and be evaluated by the Jefferson Police Department Command Staff.

4. **BACKGROUND INVESTIGATION**- The Jefferson Police Department conducts extensive background investigations for employment which may be conducted upon successful performance and qualifications are met.

5. **PHYSICAL FOR EMPLOYMENT/DRUG/ PSYCHOLOGICAL SCREENING**

6. **POLICE AND FIRE COMMISSION INTERVIEW** - Candidates will be interviewed by the City of Jefferson Police and Fire Commission. You will be evaluated by them, and they shall create and certify an eligibility list to the Chief of Police who shall make the final selection.