The City of Milwaukee Police Department is an Equal Opportunity Employer

Milwaukee Fire and Police Commission

POLICE AIDE

CITY OF MILWAUKEE POLICE DEPARTMENT – ENTRANCE EXAMINATION

The Milwaukee Fire and Police Commission invites qualified 17-19 year-olds to apply for this exciting full-time employment opportunity that may lead to a law enforcement career with the City of Milwaukee Police Department. This unique position provides the opportunity to help Milwaukee's citizens every day, while also focusing on the individual's educational, physical fitness, personal and professional development. The City of Milwaukee is dedicated to developing a diverse Police Department to serve the community's needs.

THE PURPOSE: Police Aides are uniformed civilian employees who serve in an apprentice-style program designed to prepare them for a career as a Police Officer. Duties include administrative and clerical functions and processing of department arrestees. The assignments are widely varied so that the Police Aide can experience a broad range of operational and administrative functions. Police Aides are required to meet established criteria by completing a prescribed course of college curriculum and a physical fitness program prior to being considered for appointment to Police Officer.

ESSENTIAL FUNCTIONS: Police Aides perform a variety of administrative, clerical and other support functions as prescribed by the supervisor. At no time is a Police Aide permitted to act independently while conducting law enforcement activities. Duties include, but are not limited to:

- Answering and directing phone calls.
- Assisting citizens via telephone and in-person.
- Operating radio console.
- Performing administrative/clerical duties such as typing, filing, data entry.
- Assisting Police Officers with arrest processing and booking.
- Assisting with special projects as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS:

- Must be at least 17 years old at time of application; and may not be more than 19 years old at time of appointment. (Individuals born after December 2, 1999 –*or*– before July 17, 1997 do not qualify).
- High School graduation prior to July 1, 2017, with a four-year cumulative high school grade point average of at least 2.0 upon graduation.
- United States citizenship, or must have resided in the United States for at least five years immediately prior to the date of application and be legally authorized to work for any employer in the United States. Non-citizen applicants should request information regarding Fire and Police Commission rules and citizenship requirements at time of application. [FPC Rule VI.4.(b). and Rule XI.2.(b)]
- Must possess a valid State of Wisconsin driver's license within one year of date of hire, and at the time of appointment to Police Officer.
- Physically able to perform Police Aide – and eventually Police Officer – training and job duties.
- Must successfully pass a Milwaukee Police Department Background Investigation.

DISQUALIFIERS: Your application will be rejected if any of the following are true:

- You have been convicted of a felony.
- You have been dishonorably discharged from any branch of the United States Military Service.
- You have been convicted of a misdemeanor crime of domestic violence.
- You have failed a Milwaukee Police Department background investigation within the last two years from the date of application.
- You have been terminated / discharged or resigned with charges pending from either the Milwaukee Police Department or Milwaukee Fire Department within the last two years from the date of application.
- Applicants may also be disqualified on the basis of background standards, which are included on the application.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Ability to communicate effectively with a diverse population, in-person, via telephone, and in writing.
- Be courteous and customer-service oriented.
- Ability to accurately record information – by hand and using a computer, file records, and process paperwork.
- Ability to take direction from supervisors.
- Maintain a positive attitude, have good moral character, be honest, responsible and trustworthy.
- Motivated and able to complete the required educational and physical fitness programs.

SALARY RANGE AND BENEFITS: The annual starting salary is $23,437 for residents of the City of Milwaukee, and $22,862 non-Milwaukee residents. The city offers a generous benefit package that includes two weeks of paid vacation after one year of service; 12 paid days off in lieu of holidays; fifteen days paid sick leave per year; health, dental, and life insurance; and tuition and textbook reimbursement.

WORKING CONDITIONS:
- A 40-hour work week, with off-days by assignment.
- Must complete 24 college credits.

NOTE: Effective October 11, 2016, Police Aides will be subject to the residency requirement for the City of Milwaukee. This means that within six months of being hired, the candidates must establish an actual and bona fide residence within 15 miles of the city of Milwaukee's jurisdictional border.

For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: http://city.milwaukee.gov/DER. Please call 414-286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.

POLICE OFFICER HIRE: A Police Aide may become eligible for appointment to the next Police Officer recruit class upon meeting all of the following:
- United States citizenship.
- Favorable recommendation of the Chief.
- Reaching the age of 21 years.
- Serving in the program a minimum of two years (maximum of four years).
- Satisfactorily completing the approved training program.
- Earning the required 24 college credits (which may count toward the 60 college credits that all Police Officers must have within five years of appointment).
- Possession of a valid State of Wisconsin driver's license.
- Passing a Police Officer medical examination, psychological evaluation, drug screen test, physical ability test and updated background investigation prior to appointment to Police Officer.

SELECTION PROCESS: The examination process will include a written test, an oral interview, a writing sample exercise, a physical ability test that includes a 1-1/2 mile run, and background investigation. All phases of the examination must be successfully completed in order to continue in the selection process. Failure in any segment of the examination disqualifies an applicant. The test is based on the Police Officer job, since Police Aides who successfully complete the program may be appointed as a Police Officer.

Qualified candidates will be notified of the time and location of the written examination, which has tentatively been scheduled to be held in January, 2017.

Candidates who successfully complete the written examination will receive information about the date, time, and location of the other testing components.

If you will be unavailable for one or more portions of the examination due to military service or training, you must provide written notification to the Fire and Police Commission, City Hall Room 706 prior to the examination.

ELIGIBLE LIST: Candidates who successfully complete all phases of the examination will be placed on an eligible list. Candidates who turn twenty years old over the life of the eligible list will have their name removed from the list.

PRE-EMPLOYMENT MEDICAL EXAMINATION, PSYCHOLOGICAL EVALUATION and DRUG TEST: Persons offered employment must pass a pre-employment medical examination, psychological evaluation, and drug test as a condition of employment.

APPOINTMENTS: Final appointment as a Police Aide is contingent upon passing all pre-employment components, the number of vacancies, and approval by the Fire and Police Commission.

PREFERENCE POINTS: Preference points may be added to the final passing score in accordance with State Statutes and Fire and Police Commission Rules.
- Qualified veterans will receive military preference points added to the final passing score; a DD-214 is required as proof of service.
- Preference points may be added to the final passing score, if you are a bona fide resident of the City of Milwaukee when you apply; proof of residency must be provided.

In order to receive military veteran or residency preference points, the DD-214 or proof of residency must be provided as part of the application. The preference points may be claimed via the online application, and the necessary supporting documentation may be uploaded to the online application, mailed to the Fire and Police Commission at Room 706, City Hall, 200 E. Wells Street, Milwaukee, WI 53202-3554, or emailed to fpc@milwaukee.gov. Supporting documentation must be received or postmarked by 4:45 p.m. on December 2, 2016.

APPLICATION PROCESS: The application process must be completed online. The online application will be available on **September 2, 2016** and accepted through **December 2, 2016**. Further information may be obtained from www.milwaukee.gov/jobs or by calling (414) 286-3751. Online applications may not be submitted after the deadline, unless extended.