

NAME

CITY OF LA CROSSE

POLICE & FIRE COMMISSION



*APPLICATION FOR
EMPLOYMENT*

POLICE OFFICER

CITY OF LA CROSSE

POLICE OFFICER RECRUITMENT PROCESS

2018

APPLICATION DEADLINE: MARCH 2, 2018

SUBMIT COMPLETED APPLICATIONS TO:

POLICE & FIRE COMMISSION SECRETARY
ATTN: HUMAN RESOURCES
CITY OF LA CROSSE
400 LA CROSSE ST
LA CROSSE WI 54601
PHONE: (608)789-7595
FAX: (608)789-7598
EMAIL: HR@CITYOFLACROSSE.ORG

Applicants must submit as part of their application package:

1. Completed City of La Crosse Police & Fire Commission Application for Employment for Police Officer
2. Resume (added at PFC request for next process)
3. Transcripts documenting college credits (copies or originals)
4. Completed essay questions from “General Information” section of the Employment Application
5. Complete “Examination Enrollment & EEOC Data Form”
6. Complete “Criminal History” Form
7. If applicant wishes to claim Veteran’s Preference Points, they must do so at the time of application.
8. Physician’s Referral Form (attached to the application) completed by a physician and submitted to Human Resources by **NOON on Friday, March 9, 2018.**

Applicants who meet the basic requirements and have all application materials on file will be invited by the City of La Crosse to participate in the following:

- The National Police Officer Selection Test (POST) (score of 70% or greater required)
- Physical Readiness Test administered by the La Crosse Police Department
- Oral interview with the Police Department

Applicants that pass the written exam, physical readiness test, and oral interview with the Police Department may be invited to participate in a screening interview with the Human Resources Department followed by an interview with the City of La Crosse Police & Fire Commission. Those applicants that pass the oral interview with the Commission are then placed on an eligibility list used to fill future vacancies.



CITY OF LA CROSSE POLICE & FIRE COMMISSION

ADDENDUM TO JOB APPLICATION ARE YOU ELIGIBLE FOR VETERAN'S PREFERENCE POINTS?

Effective May 1, 1992, the Wisconsin State Statute on veteran's preference points was changed to allow for an increase in points for veterans and the inclusion of certain qualified spouses of veterans. "A preference shall be given to those eligible veterans and those qualifying spouses of veterans (specified below) who gain eligibility on any competitive employment register and who do not currently hold a permanent appointment or have mandatory restoration rights to a permanent appointment to any position."

If you wish to claim veteran's preference, check off below eligibility criteria that you meet on this page. It will be necessary that you present discharge documents at the time of filing this application, showing dates of entry, discharge, and honorable service. Proof of claimed service must be submitted with the application in the form of a DD 214 or a V.A. letter with appropriate orders, if necessary, and proof of disability related to the service. For assistance in obtaining the necessary documentation only, contact the Veteran's Service Office at (608) 785-9719 or stop by 400 4th St. N., Room 2300.

Indicate which definition applies to you by checking the appropriate box below:

1A. Qualified veteran, (10 preference points).

A qualified veteran is any person who served on active duty under honorable conditions in the U.S. armed forces for 2 continuous years or more or the full period of the person's initial service obligation, whichever is less. A person discharged from the U.S. armed forces for reasons of hardship or a service-connected disability or a person released due to a reduction in the U.S. armed forces prior to the completion of the required period of service shall also be considered a "veteran", regardless of the actual time served.

1B. Qualified veteran, (10 preference points).

A qualified veteran is any person who served on active duty under honorable conditions in the U.S. armed forces, who was entitled to receive either the armed forces expeditionary medal or the Vietnam service medal, or who was awarded the humanitarian services medal for participation in the attempt to rescue American hostages in Iran, or was awarded the valor ribbon bar for having been a hostage in Iran during the Iranian hostage crisis in 1980 and 1981, or who participated in the April 14, 1986 military attack against Libya, or who served on the U.S.S. Stark on May 17, 1987, or who served in Grenada (10/23/83 – 11/21/83), Lebanon (8/1/82 – 4/16/84), or Panama (Operation Just Cause 12/20/89 – 1/31/90), or any person who served for at least one day during a war period on active duty and under honorable conditions.

Acceptable war period service:

World War II, between 8/27/40 –
7/25/47 Korean conflict, 6/27/50 –
1/31/55 Vietnam era, 8/5/64 – 8/1/90
Persian Gulf War, 8/1/90 – Present

2. Qualified disabled wartime veteran whose disability is less than 30% and is directly traceable to war service, (15 preference points).
3. Qualified disabled wartime veteran whose disability is 30% or more and is directly traceable to war service, (20 preference points).
4. Spouse of a qualified disabled wartime veteran whose disability is at least 70% and is directly traceable to war service, (10 preference points). *
5. Unremarried spouse of a qualified veteran killed in action, (10 preference points). *
6. Unremarried spouse of a qualified veteran who died of a service connected disability, (10 preference points). *

If you have selected item 4, 5, or 6, you are required to submit a copy of your spouse's DD 214, a copy of your marriage certificate, and written verification of your spouse's wartime disability or service connected disability dated within the past 6 months or service connected death. Forms DD 214 and other substantiating documentation should be submitted along with the application. For assistance in obtaining necessary documentation only, contact the Veteran's Service Office at (608) 785-9719 or stop by 400 4th St. N., Room 2300.

I understand that this form is an official addendum to the application and that I must meet the qualifications listed on the attached application form under veteran's preference points, in order to receive the preference indicated above.

(Signature)

(Date)

EXAMINATION ENROLLMENT & EEOC DATA FORM

(PLEASE PRINT OR TYPE)

1. Name: _____
(FIRST) (MIDDLE) (LAST)

2. Home Address: _____
(STREET) (CITY) (STATE) (ZIP)

3. Social Security Number: _____

4. Check Position Applied for: **POLICE OFFICER** **FIREFIGHTER**

Examination Sites

The following cities are those in which a written examination will be given. Please check where you prefer to take the examination. PLEASE CHECK ONLY ONE LOCATION.

AD ASHLAND	EC EAU CLAIRE	FD FOND DU LAC
GB GREEN BAY	KE KENOSHA	LC LA CROSSE
MD MADISON	MW MILWAUKEE	RL RICE LAKE
SU SUPERIOR	WS WAUSAU	

Supplementary Applicant Information

No applicant shall be discriminated against because of race, color, religion, sex, national origin, age, or non-job related physical or mental handicap. We ask for your cooperation in completing the following information. It will only be used to help us monitor the City's Affirmative Action efforts and to comply with Federal record keeping requirements. Completion of this form is voluntary; it will be treated confidentially and only used for affirmative action purposes.

1. Gender: **Male** **Female** 2. Date of Birth: _____

3. Race (please check one):

- A. Black/Afro-American/Negro (not of Hispanic origin)
- B. Hispanic/Chicano/Puerto Rican/Mexican/Cuban
- C. White/Caucasian/European/North African/Middle East
- D. Native American Indian/Alaskan Native
- E. Asian American/Pacific Islander

4. List any languages, other than English, which you speak fluently: _____

5. Recruiting information: How did you hear about this job?

- A. Newspaper (please specify) _____
- B. Radio _____
- C. City Hall Bulletin Board _____
- D. Other Bulletin Board _____
- E. Present City Employee _____
- F. Other _____

THIS FORM MUST BE RETURNED WITH YOUR COMPLETED APPLICATION

CITY OF LA CROSSE - POLICE OFFICER APPLICATION

Full Name: _____
(FIRST) (MIDDLE) (LAST)

Email Address (Optional) _____

Home Address: _____
(STREET) (CITY) (STATE) (ZIP)

Home Phone: () _____ **Daytime Phone:** () _____

EDUCATION

PLEASE ATTACH DOCUMENTATION OF EDUCATION (I.E., TRANSCRIPTS)

Requirement: Associates degree or 60 college credits. Preference given for bachelor's degrees.

NAME AND ADDRESS OF SCHOOLS	COURSE PURSUED	DEGREE	CREDITS EARNED
High School NAME: _____ ADDRESS: _____			
Post High School Education NAME: _____ ADDRESS: _____			
Post High School Education NAME: _____ ADDRESS: _____			
Post High School Education NAME: _____ ADDRESS: _____			

LAW ENFORCEMENT ACADEMY

Name	Address	Dates Attended To/From	Hours Completed

Please specify any additional certifications below and attach current/unexpired documentation.
DOCUMENTATION IS REQUIRED WHEN APPLICATION IS SUBMITTED.

EMPLOYMENT HISTORY

(List most recent employer first)

NAME AND ADDRESS OF EMPLOYERS	DATES & SALARY	POSITION	REASON FOR LEAVING
NAME _____ ADDRESS _____ SUPERVISOR _____ PHONE () _____	FROM TO SALARY		
NAME _____ ADDRESS _____ SUPERVISOR _____ PHONE () _____	FROM TO SALARY		
NAME _____ ADDRESS _____ SUPERVISOR _____ PHONE () _____	FROM TO SALARY		
NAME _____ ADDRESS _____ SUPERVISOR _____ PHONE () _____	FROM TO SALARY		

May we contact your present and previous employers? YES NO

If no, why? _____

Were you ever discharged or forced to resign from any position? YES NO

If yes, please explain: _____

MILITARY SERVICE

Branch and highest rank attained	Dates	Type of Discharge
_____	_____	_____

Are you a member of any Reserve or National Guard Unit or have you any other military obligation? Y N
If yes, what is the expiration of your term of service? _____

Are you required to attend military meetings? Y N
If yes, how often? _____

REFERENCES

*Do not include relatives, past employers, or City employees.

Name _____	Phone _____
Address _____	
Employer _____	Position _____

Name _____	Phone _____
Address _____	
Employer _____	Position _____

Name _____	Phone _____
Address _____	
Employer _____	Position _____

List all relatives working for the City of La Crosse (include name, relationship, and department):

DRIVING RECORD

Were you ever involved in an accident while operating a motor vehicle? If yes, please provide information below; if you need more space please attach an additional page: Y N

Accident Date: _____ City, State: _____

Accident Date: _____ City, State: _____

GENERAL INFORMATION

For questions A-C attach no more than one additional page for each answer.

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, socioeconomic groups, and education levels?

WORK RELATED EXPERIENCE

If you have ever worked (paid or volunteer) for any Police Department, please answer the following questions. Space is provided for one department, if additional space is needed, use blank paper and attach your responses to the application form.

1. Name of department: _____

2. Size of jurisdiction: _____

3. Number of employees in department: _____

4. Was department paid or volunteer: _____

5. Hours worked per week: _____

6. Length of time with that department: _____

READ VERY CAREFULLY BEFORE SIGNING

I understand that all appointments are probationary for a period during which I must demonstrate my fitness for continued employment.

I authorize all current and previous employers to release job related information upon written request of the City of La Crosse, unless I have previously answered "no" to such a request within the job application. As part of this application and in consideration of being permitted to take the examination for the position(s) herein applied for, including such practical demonstration tests the City of La Crosse shall deem necessary to determine my personal skill and eligibility, I the undersigned applicant, do hereby expressly and voluntarily release, relinquish, and forever discharge the City of La Crosse, its agents, officers or employees, from any and all claims, demands, or causes of action.

I understand that falsification of the application may result in disqualification or removal from a City position.

Signature: _____ Date: _____

EMPLOYEE VALUES

As City employees, we are dedicated to performing in an efficient and high quality manner. We strive to make positive contributions, and ultimately to treat each other and fellow citizens with mutual respect and dignity.

We believe that this philosophy, combined with hard work, will improve the quality of life for the residents of the City of La Crosse who after all are our employers. As employees, we also believe that it is necessary to provide a positive work environment in order to promote teamwork and encourage each individual's creativity and innovation.

MANAGEMENT PRINCIPLES

Every City employee is an important member of the team. Teamwork is an important and pertinent part of the delivery of public services. Therefore, our values, integrity and goals should never be compromised. Each city employee will strive to provide efficient and effective public service in a professional manner in an effort to enhance the City and its services to our visitors and residents.

NOTICE TO ALL APPLICANTS

Wisconsin Statutes, Sections 19.36 (7), 64.09 (5), and 64.11 (7) require public employers to treat the following items as a public record: Each applicant's

***Application**

***Recommendations**

***Records**

***Qualifications**

except as provided in Section 19.36 (7), Wis. Stats. which allows the identity of an applicant to remain confidential if the applicant requests in writing that the City not provide access to this information.

If you choose not to have this information become a public record, you must make such a request in writing to the City Personnel Department. If you become a finalist for a City position, your identity may be disclosed as required by law.

**The City of La Crosse is an Equal Opportunity Employer
and A Drug Free Workplace**

CRIMINAL HISTORY - POLICE

Last Name: _____ First Name: _____ MI: _____

Is there a criminal charge, felony, misdemeanor, or ordinance/local violation currently pending against you? **Yes** ___ **No** ___
If yes, please give a brief description of the pending charge(s).

Have you ever been arrested for a crime, felony, misdemeanor(s), or ordinance/local violation? **Yes** ___ **No** ___
If yes, please give a brief description of the arrest(s) including location (City/State) and date.

Have you ever been convicted of a crime, felony, misdemeanor(s), or ordinance/local violation? **Yes** ___ **No** ___
If yes, please give a brief explanatory statement of the conviction(s) including location (City/State), date and final disposition(s).

Having been arrested or convicted of a crime, felony, misdemeanor(s), or ordinance/local violation is not an automatic bar to employment. The City will consider the nature of the offense, the date of the offense, and relationship between the offense and the position for which you are applying in determining whether it will affect your application.

Is there a traffic charge (excluding parking) currently pending against you? **Yes** ___ **No** ___
If yes, please give a brief description of the pending charge(s) including location (City/State) and date.

Have you ever been arrested for a traffic charge (excluding parking)? **Yes** ___ **No** ___
If yes, please give a brief description of the arrest(s) including location (City/State) and date.

Have you ever been convicted of a traffic charge (excluding parking) **Yes** ___ **No** ___
If yes, please give a brief explanatory statement of the conviction(s) including location (City/State), date and final disposition(s).

Having been charged with or convicted of a traffic charge is not an automatic bar to employment. The City will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying when determining whether it will affect your application.

**City of La Crosse Police Department
Authorization for Release of Information**

Read the authorization for release of information listed below. Your completion of this document allows the La Crosse Police Department to investigate your background and gives your permission for the release of information from the below listed sources. After affixing your signature to the release form, you must print your name beneath your signature.

TO WHOM IT MAY CONCERN:

I respectfully request and authorize you to provide the La Crosse Police Department and/or any representative thereof any and all information that you may have concerning the following:

1. Employment history, including without limitation all disciplinary records, performance evaluations, attendance records and any other matters contained in my personnel file;
2. Scholastic records;
3. Financial records and credit information;
4. Records maintained by any law enforcement agency, including but not limited to records of arrest and/or conviction, juvenile records, or those relating to traffic violations.

This information is to be used to assist the La Crosse Police Department and the Police and Fire Commission of the City of La Crosse in determining my qualifications and fitness for the position I am seeking with the La Crosse Police Department. Please provide the La Crosse Police Department and/or any representative thereof any information falling within the categories listed above, including any information which otherwise would be considered confidential or privileged, and permit the La Crosse Police Department and/or any representative thereof to make copies of that information if they so desire.

Pursuant to section 103.13 of the Wisconsin State Statutes, demand is hereby made that you provide access, and, upon request, copies of all relevant records in your possession to the bearer of this waiver.

I hereby release, and hold harmless, on behalf of myself, my heirs, assigns and successors interest forever, both you and/or your employer or educational facility/organization from any liability or damage whatsoever which may result because of your responses to this request for information. Further, I covenant not to sue you or your employer or educational facility/organization for any information which is released in response to this request. In making these statements, I understand that information which you give may result in my not being employed.

A photocopy reproduction of this request shall be for all intents and purposes as valid as the original. This release remains effective until you receive signed written instructions to the contrary. You may retain this form in your files.

DATE: _____ SIGNATURE: _____

PRINT NAME: _____

DATE OF BIRTH _____/_____/_____

SOCIAL SECURITY NUMBER _____-_____-_____

PHYSICIAN'S REFERRAL FORM
FOR A LAW ENFORCEMENT
HEALTH/PERFORMANCE ASSESSMENT AND EVALUATION

August 18, 2017

Dear Doctor:

Your patient, _____, has qualified to participate with the La Crosse Police Department in a health and motor fitness pre-employment assessment. These tests are designed to evaluate the individual's health and state of physical readiness prior to embarking in a career of law enforcement.

The assessment is separated into two test batteries. The first test battery is referred to as the "health-fitness" test battery. Health fitness is a concept that includes those fitness components that can prevent disease and promote health. The requirements will include testing to determine general cardiovascular/respiratory endurance, muscular strength and endurance of the abdominal and lower back musculature, flexibility of the upper and low back/hamstring musculature, and body composition (the ratio of lean body weight to fat weight).

The second test battery will be administered to determine the individual's performance of "motor fitness" as it specifically relates to the law enforcement officers job function. The "motor function" requirements will include testing to determine agility, power, specific cardiovascular/respiratory endurance, specific upper and lower body muscular strength and endurance, speed, and balance.

Please identify whether or not the individual is fit to participate in each test event by checking off yes or no on the attached sheet.

NOTE: Your patient **WILL NOT be able to perform in the assessment without this completed form.** If you have questions regarding the form please call Angi Leisso at 608-789-7573. **Please complete and return to the following address:**

Police and Fire Commission Secretary
ATTN: Human Resources
City of La Crosse
400 La Crosse Street
La Crosse, WI 54601

(OVER)

TEST EVENTS

YES

NO

- _____ _____ VERTICAL JUMP – To determine explosive power.
- _____ _____ AGILITY RUN – To measure coordinated movement and speed.
- _____ _____ SIT-UPS – To determine back stability & abdominal endurance.
- _____ _____ 300 METER RUN – To test anaerobic capacity.
- _____ _____ PUSH-UPS – To determine upper body muscular endurance.
- _____ _____ 1.5 MILE RUN – To determine cardiovascular respiratory endurance.

.....

It is NOT recommended that _____ participate in the preceding physical fitness testing events based on his/her medical condition or history.

Referring Physician: _____
Signature *Date*

N Printed Name: _____
O Address: _____

 Office Telephone: (____) _____

.....

I certify that _____ is fit to participate in the preceding physical fitness testing events:

Y Referring Physician: _____
Signature *Date*
E Printed Name: _____
S Address: _____

 Office Telephone: (____) _____

ORIENTATION FOR THE PRE-EMPLOYMENT LAW ENFORCEMENT HEALTH AND PERFORMANCE ASSESSMENT

As time goes on, law enforcement officers can no longer deny the fact that their profession requires them to be in top mental and physical condition. Few jobs in either public or private sector involve physical demands as potentially strenuous and serious in consequence as that of policing. At any moment during an officer's day, without warning, he/she may be called upon to subdue a violent suspect. If the officer is unable to respond with appropriate subject control and force, he/she or the public may suffer serious injury or death.

With increased emphasis on the responsibility of agencies to provide effective educational programs to its personnel and increased awareness of the impact of stress on law enforcement officers, departments are recognizing the need to restructure the physical development programs for the recruits and in-service personnel. The new emphasis is on developing programs to create sound physical development and self-protection habits on a long-term basis.

Physical health and performance standards are important to law enforcement positions; they warrant inclusion in job vacancy announcements, job descriptions, and employee handbooks. To avoid any problems later on, physical standards regarding employability should be clearly stated from the onset. Such job requirements must also comply with Federal Equal Opportunity (EEO) guidelines.

An employer must be able to show the Equal Opportunity Commission the relationship between job performance and the criteria for employee selection, retention, and promotion. If physical fitness standards are based upon what employees must be capable of doing to fulfill the agency's mission objective, EEO guidelines can be met. Unless these standards are based on a comprehensive job analysis of the law enforcement function, they are as meaningless as the old height and weight requirements.

The La Crosse Police Department has developed a pre-employment health and performance assessment program of law enforcement personnel. It has been designed to individually assess a department's state of both health and physical readiness. It is recognition of the basic principle of atrophy: **that which is not used degenerates while that which is used improves in strength, efficiency, and durability.** The test requirements have been designed to create awareness in the individual of his/her capabilities that directly relate to the physical demands of police work and to provide the means and incentives in order to improve their physical and intellectual well-being. By orienting one's life-style to improving and maintaining health and fitness, it is hoped that the individual will be better equipped both now, and at retirement, to function more productively and have a higher quality of life.

(OVER)



Physical Readiness Test for La Crosse Police Department Applicants

The La Crosse Police Department Physical Readiness Test measures the factors that underlie the ability to perform the essential and critical physical tasks required of Police Officers. Officer candidates must meet the minimum standard of each component the Physical Readiness Test in order to proceed to the next step the recruitment process.

Physical Readiness Test Standards

Candidates will complete the components in the following order:

Physical Readiness Component	Minimum Standards
Vertical Jump	At least 14 inches
Agility Run	19.5 seconds, or less
Sit-ups (1 minute test)	At least 30
300 meter Run	68 seconds, or less
Push-ups	At least 23
1.5 mile Run	16 minutes and 57 seconds, or less

Vertical Jump: This is a measure of total body explosive power. It is an important area for pursuit tasks that require jumping and vaulting.

Agility Run: This is a measure of coordinated movement and speed. It is an important area for performing tasks requiring quick movements around obstacles.

Sit-Ups: This measures muscular endurance of the abdominal muscles, and important area for many physical tasks and injury prevention.

300 meter Run: This is a test of anaerobic capacity. This is an important area for performing short intense burst of effort such as in pursuit tasks.

Push-Ups: This is a measure of the muscular endurance of the upper body (chest, shoulders, and triceps). This is an important area for many tasks including use of force, lifting, carrying, and pushing.

1.5 mile Run: This is a measure of cardiovascular endurance or aerobic capacity. This area is important for running pursuits and use of force situations lasting more than two minutes.

Please note: if the candidate does not meet one of the minimum standards, they are eliminated from the rest of the Physical Readiness Test and recruitment process.

Weather Information: Please dress appropriate for indoor and outdoor climates. The first component will be conducted indoors. Weather permitting, the last five components will take place outdoors.

Arrangements will be made for the run to be conducted at an indoor track if:

- Temperature is below 20 degrees
- Wind chill is below 0 degrees
- Track is icy or slippery

Locker rooms and shower facilities will be available.