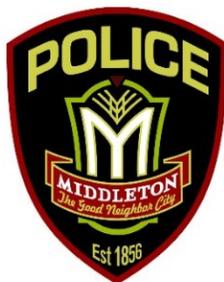


## **CITY OF MIDDLETON POLICE OFFICER**

The Middleton Police Department is recruiting intelligent, open-minded officer candidates with a variety of life experiences to do important and challenging work as members of our team. Ideal candidates will be motivated individuals who are critical thinkers, problem solvers, and excellent communicators. Our mission is to make a positive difference in the quality of life in our city through community engagement and problem-oriented policing.

If you are interested in this exciting opportunity, please apply by visiting our Police Department's webpage, [www.MiddletonPD.com](http://www.MiddletonPD.com) or by visiting [www.governmentjobs.com](http://www.governmentjobs.com). Applications are being accepted until May 29, 2022 at 11:59 PM. Lateral transfers are available for state certified and out-of-state applicants (see below for details). The Middleton Police Department is an Equal Opportunity Employer.

**Middleton Police Department**  
**7341 Donna Drive**  
**Middleton, WI 53562**  
**(608) 824-7305 (608) 833-9990 FAX**  
[police@ci.middleton.wi.us](mailto:police@ci.middleton.wi.us)  
[www.MiddletonPD.com](http://www.MiddletonPD.com)



# JOIN THE TEAM!

## Middleton Police Department



### Background

Middleton is known as "The Good Neighbor City" and is a community that offers an excellent place to live, work, and play. Money Magazine has rated Middleton as one of the best places to live in the United States. Middleton is a modern city of approximately 21,500 residents, located on the western edge of Lake Mendota and adjacent to the capital city of Madison, in Dane County, Wisconsin. Middleton offers some of the top schools in the State of Wisconsin, low taxes, safe streets, efficient local governments, a modern library, attractive parks, conservancies and trails, an educated and increasingly diverse population, a municipal golf course and airport, and many corporate, high-tech, and commercial enterprises.

The Middleton Police Department consists of 51 employees, including 39 sworn officers. The staff includes a Chief of Police; two Captains; four Lieutenants, four Sergeants; four Detectives; two School Resource Officers, a Community Awareness Officer, a K-9 Officer and twenty Patrol Officers. The Department has a modern full-service 911/Communications Center and patrol vehicles outfitted with state-of-the-art information technology. The Department moved into a modern newly constructed police headquarters in 2010. With a budget of over \$6 million, the Department handles approximately 20,000 calls for service annually. The Department is committed to a neighborhood-based community policing philosophy. We work together to preserve and enhance Middleton's unique quality of life through active partnerships and problem solving built on mutual trust and respect. The Middleton Police Department is accredited by the Wisconsin Law Enforcement Accreditation Group (WILEAG).

### Pay & Benefits

BENEFIT	DESCRIPTION
Average Work Week	37.33 Hours – 1,950 Annual Work Hours
Duty Cycle	6 days on - 3 days off
Duty Day	8 hours
Overtime	1.5 rate for all hours over 8 in a day, 2.0 rate after 12 hours
Compensatory Time	OT Hours can be banked (1.5 rate) and taken off in the future

Cash Out	Banked Compensatory Time (96-hour cap) can be cashed out at any time		
Vacation	12 to 27 days annually (based on years of service)		
Holiday Pay	1.5 rate for work on a Holiday, 2.0 rate after 8 hours		
Holidays Off	9 Holidays + 3 Floating Holidays		
Sick Leave	1 day per month, may be accumulated with cash out of unused leave which may be used to pay insurance premiums upon retirement or disability		
<b>Salary</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Pay PO I-Hire	\$63,160.50	\$64,428.00	\$66,358.50
Pay PO I-12 Months	\$65,676.00	\$66,982.50	\$68,991.00
Pay PO I-24 Months	\$68,211.00	\$69,576.00	\$71,662.50
Pay PO I-36 Months	\$70,648.50	\$72,052.50	\$74,217.00
Pay PO I-48 Months	\$73,242.00	\$74,704.50	\$76,947.00
Pay PO II	\$74,509.50	\$75,991.50	\$78,273.00
Pay PO II – 9 years	NA	\$77,512.50	\$79,883.00
Pay PO III	\$76,498.50	\$78,019.50	\$80,359.50
Pay PO III – 9 years	NA	\$79,579.50	\$81,958.50
Night Premium	\$1.25 per hour 6 PM to 7 AM		
ASC Premium	\$1.50 per hour		
FTO Premium	\$.75 per hour		
Longevity Pay	0 to 6% of base pay paid in December (based on years of service)		
Wisconsin Retirement	The City and employee each pay a percentage of the contribution as determined by the employee trust fund board.		
Family Health Insurance	Insurance effective after one full calendar month of employment.		
Family Dental Insurance	City Pays 100% of the premium.		
Life Insurance	City Pays 100% of the employee's basic premium. Additional units may be purchased at the group rate.		
Disability Insurance	Wisconsin Public Employers' Group Income Continuation Insurance Program.		
Workers Compensation Insurance	City Paid.		
Flexible Spending Account	Medical Care Reimbursement Account. Dependent Care Reimbursement Account.		
Deferred Compensation	Employees may save pretax dollars in the Wisconsin deferred compensation program.		
Direct Deposit	Payroll checks are deposited directly into employee's accounts.		
Employee Assistance Program	City Paid.		
Jury Leave	City Paid Leave if employee surrenders jury duty check.		
FMLA Leave	Consistent with Wisconsin and Federal FMLA.		
Military Leave	City pays an amount equal to the difference between military pay and regular city pay up to ten working days per year.		
Bereavement Leave	Minimum of 3 to 5 Days Off; additional time may be granted.		
Call-In Pay	1 or 2 hour minimums at the 1.5 rate on regular work days. 3 hour minimum if called in on a day off or vacation day.		
Specialized Training	The Department sends officers to over 4,000 hours of training per year.		
In-service Training	Average 32 hours of in-service training per officer per year.		
Police Academy	New Officers receive full-pay while attending the Police Academy.		
Field Training	New Officers receive approximately 14 weeks of orientation training.		
Bargaining Unit	Wisconsin Professional Police Association.		

## **Selection Process**

**Application** (Must be received by May 29, 2022, 11:59 PM)

A Police Officer Application must be completed and received by the Department by the deadline. It is very important to make certain the application is filled out accurately and completely. Any falsification or misrepresentation will be cause for rejection or termination. To apply visit [www.MiddletonPD.com](http://www.MiddletonPD.com) or [www.governmentjobs.com](http://www.governmentjobs.com).

**Minimum Qualification Screening** (through week of May 29, 2022)

Individual applications will be reviewed to verify that applicants meet the minimum qualifications for the position. Providing the applicant meets these minimum qualifications, his/her application will be forwarded to the Department's formal Screening Committee for further review/consideration.

**Qualification Rating** (Week of May 30, 2022)

The Chief of Police will assemble an Application Screening Committee, which reviews the application materials of eligible candidates. The Application Screening Committee "grades" each individual candidate's application using criteria approved by the Police Commission. Scoring criteria consists of, but is not limited to, educational background, work experience, and life experiences. The list of eligible candidates is reduced to approximately 24-28 individuals by this process. Individuals selected to continue in the application and selection process will be contacted and asked to participate in an oral exam.

**Oral Interview & Spontaneous Writing Sample** (Tentatively scheduled for the week of June 13, 2022)

Applicants selected to continue by the Application Screening Committee are scheduled for an oral examination by a panel approved by the Police Commission. Each candidate is asked the same series of questions in the same order. The panel may ask follow-up questions. The candidate's response to each question is evaluated by the oral examination panel members based on criteria specified by the Police Commission. Upon the conclusion of this oral examination process, individual applicants are graded based on their responses to the examination questions.

After the interview, applicants will be given a topic to complete a spontaneous writing sample to gauge their ability to effectively communicate in writing. This writing sample will be scored by a member of the department.

**Police Commission Eligibility List** (Tentatively, week of June 20, 2022)

The Police Commission will consider the results of the selection process and certify a horizontal hiring eligibility list.

**Interview with the Chief of Police** (Tentatively, week of July 11, 2022)

The Chief of Police will select candidates from the hiring eligibility list to interview and determine whether a background investigation should be commenced.

**Personnel Evaluation Profile (PEP)** (Tentatively, week of July 11, 2022)

Candidates will be asked to take the PEP, which will take approximately 30 minutes. The PEP is used by employers to learn as much as possible about potential new employees to help ensure a good job fit. The questions cover numerous areas that are proven to be effective in identifying successful, long-term employees. The PEP is not a scored element of the selection process, but it is used during the background investigation process.

**Background Investigation** (Tentatively, July 18-August 14, 2022)

A background investigation will be conducted on some of the candidates (based on the number of current positions available and the results of the Chief’s interviews). Those undergoing a background investigation will be asked to complete a questionnaire to assist in the investigation. The investigation includes, but is not limited to, record checks and verification of the information listed in the application and questionnaire. An in-home interview, ride-along with a Field Training Officer, and interviews with the Chief of Police and others are typically done during the background investigation. This step in the hiring and selection process is considered to be “pass/fail.” Individual candidates are not ranked in this step. When new vacancies occur, additional background investigations will be completed.

**Tentative Offer of Employment & Assessments** (August 15, 2022)

A conditional job offer will be made to those selected by the Chief of Police. Upon acceptance, medical and psychological assessments and drug screening will be done at the City’s expense. These assessments are considered to be “pass/fail.” Individual candidates are not ranked in this step. If these assessments are satisfactory, the Chief of Police will provide an offer of employment as a probationary officer.

**Police Academy** (Start date dependent upon the academy attended)

New officers will complete a Basic Recruit Academy if they have not already done so. Officers receive full pay while in the Academy.

**Field Training**

New Officers receive approximately 14 weeks of orientation training.

**Probationary Status**

During the probationary period, the applicant must meet all conditions of the job offer, including Wisconsin Law Enforcement Standards Board Certification, satisfactory completion of Field Training, and satisfactory performance. The probationary period begins upon the officer’s date of hire and ends 18 months after the start of field training. Officers are cautioned to take their probationary status seriously. The Department considers the probationary period to be part of the selection process. Officers who successfully complete the probationary period are granted permanent status as a Middleton Police Officer.

**Lateral Transfers**

Police Officers newly hired into the Middleton Police Department and possessing the following combinations of post academy experience and education, may at the sole discretion of the Chief of Police, enter laterally as a Police Officer II and progress as follows:

- Officers with greater than four (4) years' experience and an Associate Degree shall enter as a Police Officer II. Promotions to Police Officer III shall be upon completion of four (4) years of service with the Middleton Police Department or upon obtaining a Bachelor's Degree and two years of service with the Middleton Police Department, whichever is reached first.
- Officers with greater than four (4) years' experience and a Bachelor's degree shall enter as a Police Officer II. Promotion to Police Officer III shall be upon the completion of two years of service with the Middleton Police Department.

- Police Officers hired and entering laterally as a Police Officer II shall enter at the accrual rate of fifteen (15) days of vacation per year. Vacation accrual increases shall commence after 4 years and follow the normal increase schedule thereafter.

**The police officer selection process may be modified to include any additional requirements as established by the Wisconsin Law Enforcement Standards Board or Middleton Police Commission and the sequence or timing of the selection steps may be altered. Police Officers hired without a post-secondary degree, must have completed a minimum of 60 college credits within five years of their date of hire.**

**The Middleton Police Department is an Equal Opportunity Employer.**