

POLICE CHIEF
Watertown Police Department
Watertown, Wisconsin

Reason for Announcement: Fill vacancy for Chief of Police due to retirement.

Responsibilities: This is a professional managerial position that is responsible for organizing and supervising all phases and operations of the City of Watertown Police Department with 55 employees (39 sworn) and a budget of \$4,100,000 in a city of 24,000 residents.

Salary: \$82,200 - \$89,500/year depending on qualifications.

Benefits: Wisconsin Retirement System Pension, health insurance, dental insurance, life insurance, paid holidays (10), vacation, sick leave, clothing allowance.

Qualifications: U.S. citizen; driver license; good driving record; certified (or certifiable) by Wisconsin Law Enforcement Standards Board; hold a degree from accredited 4-year college or university in business administration, communication or public administration; 10 years of experience in department comparable to City of Watertown; 3 years of experience at rank of captain or above; ability to possess a firearm; no felony convictions; no domestic abuse convictions; good verbal and written communication skills; react quickly and effectively to stressful situations; ability to perform essential functions of this position.

Apply by: 4:30 p.m., 7/13/2018

Submit: Wisconsin Department of Justice Application and other requested materials

Contact: Application packets are available from the City Clerk or on the city website
www.ci.watertown.wi.us
106 Jones St
PO Box 477
Watertown, WI 53094
(920) 262-4007
elissam@cityofwatertown.org

Notes: Written exam; oral interviews; psychological profile; medical examination; drug screening; background investigation. Residency preferred within 15 miles of department. All may be required of successful candidate.

June 7, 2018

Dear Applicant,

Thank you for your interest in the position of Chief of Police of Watertown, Wisconsin. We believe that whoever is selected for this position will find that this is a great city in which to live and serve. We understand that the application and selection process is rigorous and time-consuming and we want you to know in advance that we appreciate the time and energy you are investing in the process.

Enclosed with this packet you should find the following:

Job Description
Wisconsin DOJ Application for Employment as a Law Enforcement Officer
Instructions for completing the application process
Chief of Police selection process timeline

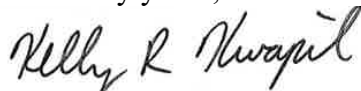
If anything is missing from this packet please contact the City Clerk at (920) 262-4007 or elissam@cityofwatertown.org. Please keep in mind that **applications are due by 4:30 p.m. on July 13, 2018**. Applications not received by this deadline will not be considered.

Please return with your application a letter of interest and a current copy of your resume. All correspondence relative to this application should be addressed to:

Watertown Police and Fire Commission
c/o City Clerk
106 Jones Street
PO Box 477
Watertown, Wisconsin 53094
Or email to: elissam@cityofwatertown.org

Again, thank you for your investment in this process.

Sincerely yours,



Mr. Kelly R. Kwapil, Secretary
Watertown Police and Fire Commission

CITY OF WATERTOWN POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

DATE: June 17, 1995
REVIEWED: June 23, 2009
June, 2018

Title: Police Chief

Department: Police

FLSA Status: Exempt

General Summary:

This is a professional managerial position that is responsible for organizing and supervising all phases and operations of the City of Watertown Police Department to protect life and property. Is on-call on a 24 hour basis, however, delegates duties to supervisory employees.

Reporting Relationships:

Responsible to the Mayor, Common Council, and Police and Fire Commission, as contained in State Statute 62.09 (13).

Specific Accountabilities:

1. Supervises staffing, inspection, investigation, training, equipment, and budgeting of the department.
2. Studies City growth and structure and makes appropriate recommendation to the Police and Fire Commission and/or the Common Council.
3. Directs maintenance, repair, improvement and replacement of department equipment and facilities.
4. Directs all hiring, promotion, commendations and training of Police Department personnel.
5. Develops department policies, rules, regulations, general orders and procedures.
6. Review and appraise performance of department personnel.
7. Coordinates departmental activities with outside law enforcement agencies to solve criminal cases .
8. Supervise and maintain necessary crime records, department expenditures, equipment repair, inspection and all applicable ordinances, laws, and regulations.
9. Participate as a members of the management team in contract negotiations with police officers union.
10. Approves payment vouchers and payroll of the department.
11. Prepares the department budget recommendation, controls expenditure, and executes programs. in accordance with budgetary limitations.
12. Develops long range plans and goals for the department.
13. Prepare annual and monthly reports as required or requested.
14. Maintains departmental discipline and ethics.
15. Attends continuing education regarding police operations.
16. Meets with the Mayor and the Common Council and Police and Fire Commission as directed.
17. Coordinates department public information and address public groups to promote public trust.
18. Coordinates departmental activities with outside agencies.

Required Knowledge, Skills and Abilities:

The City of Watertown and the Police and Fire Commission require that the Chief of Police be certified by the State of Wisconsin Law Enforcement Standards Board and have a degree from an accredited four (4) year college or university in business administration, communications, or public administration plus ten (10) years experience as a police officer in a department comparable to the City of Watertown with at least three (3) years experience in the rank of captain or above and an equivalent combination of experience and training which provides the following knowledge, skills, and abilities:

- Considerable knowledge of the techniques and objectives of modern police procedures. -
- Considerable knowledge of ordinances, statutes, and laws and their interpretation.
- Considerable knowledge of police powers and duties.
- Considerable ability to effectively plan and supervise through supervisory officers, police department administration.
- Considerable ability to provide effective leadership and to plan, assign, and direct the work of various operating units.
- Ability to evaluate staff subordinates recommending appropriate action.
- Considerable knowledge of business practices used in developing and administering an annual budget.
- Ability to prepare studies and analysis of city growth and structure for long term planning.
- Ability to prepare studies and reports used to maintain equipment and facilities of a municipal police department.
- Ability to prepare requested reports and records necessary for the effective and efficient operation of a municipal police department.
- Ability to express ideas clearly and concisely.
- Ability to exercise sound judgment and discretion in developing, applying and interpreting department policies and procedures.
- Knowledge of computer systems and other methods of compiling, collecting, and analyzing data.
- Ability to work effectively with other city departments and with private groups.
- Ability to establish and maintain effective working relationships with coworkers, administrators, and the public



APPLICATION FOR EMPLOYMENT LAW ENFORCEMENT, JAIL OR SECURE JUVENILE DETENTION OFFICER

NOTICE: All questions must be answered. Incomplete or illegible applications will not be considered. If the space provided is insufficient for complete answers or you wish to furnish additional information, please attach additional pages.

1. PERSONAL INFORMATION

Name (Last, First, Middle)			Social Security # (xxx-xx-xxxx)
Address (Apartment, Street, P.O. Box)			Home Telephone Number
City	State	Zip Code	Work Telephone Number
Email Address			Cell Phone Number

Have you successfully completed the basic training required for certification (i.e. 720-hour law enforcement academy)? **Yes** **No**

If yes, what type(s) of basic training have you successfully completed? Law Enforcement Jail Secure Juvenile Detention

If applicable, include the name of the school where you completed basic training and the date that training was completed:

Are you at least 18 years old? **Yes** **No**

Are you a United States citizen? **Yes** **No**

Do you have a high school diploma, GED or HSED? **Yes** **No**

Do you have an Associate Degree or 60 associate degree level college credits or higher? **Yes** **No**

If **No**, were you employed as a law enforcement officer prior to February 1, 1993? **Yes** **No**

The college credit requirement as written in Wisconsin Administrative Code § LES 2.01(1)(e), pertains to law enforcement and tribal law enforcement officers first employed on or after February 1, 1993.

Have you ever been convicted of a felony? **Yes** **No**

Have you ever been convicted of a misdemeanor crime of domestic violence? **Yes** **No**

Are you prohibited by state or federal law from possessing a firearm? **Yes** **No**

Do you possess a valid Wisconsin driver's license or a valid driver's license from another state? **Yes** **No**

2. EDUCATION

Name of School(s)	Dates		Degree, Diploma, or Credits Earned
	From (mm/yyyy)	To (mm/yyyy)	
High School(s)			
College(s)			

3. EMPLOYMENT

Begin with current or most recent employer. List chronologically all employment, including summer and part-time employment while attending school. To furnish additional employment information, attach sheets of the same size and format as this application.

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	<i>Full-Time</i> <i>Part-Time</i>	<i>Annual Salary/Wages:</i>
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes No	
Position and kind of work:	Reason for Leaving:	

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	<i>Full-Time</i> <i>Part-Time</i>	<i>Annual Salary/Wages:</i>
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes No	
Position and kind of work:	Reason for Leaving:	

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	<i>Full-Time</i> <i>Part-Time</i>	<i>Annual Salary/Wages:</i>
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes No	
Position and kind of work:	Reason for Leaving:	

4. MILITARY SERVICE

Branch of Service	From (mm/yyyy)	To (mm/yyyy)	Active Duty or Reserve	Highest Grade	Skill Specialty or Primary Duty

Honorably Discharged from Military Service? Yes No Not Applicable

5. REFERENCES

Give three references (not relatives, or present employer; avoid listing members of the clergy).

Name:

Position/Title/Profession:

Number of Years Acquainted:

Address:

City/State/Zip:

Telephone Number:

Name:

Position/Title/Profession:

Number of Years Acquainted:

Address:

City/State/Zip:

Telephone Number:

Name:

Position/Title/Profession:

Number of Years Acquainted:

Address:

City/State/Zip:

Telephone Number:

6. GENERAL

COMPLETE IF INSTRUCTED TO DO SO BY EMPLOYING AGENCY.

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. Be sure 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, genders, cultures, ages, socio-economic groups, and educational levels?

APPLICANT PLEASE READ CAREFULLY AND SIGN BELOW

Information provided and statements made as part of this application may be grounds for not employing you or for dismissing you after you begin work. All information and statements made are subject to verification.

CERTIFICATION

ALL INFORMATION PROVIDED AND STATEMENTS MADE BY ME AS PART OF THIS APPLICATION, OR AS PART OF ANY ADDITIONAL INFORMATION PROVIDED IN SUPPORT OF THIS APPLICATION, ARE COMPLETE, CORRECT, AND TRUE TO THE BEST OF MY KNOWLEDGE.

I UNDERSTAND THAT IF I AM EMPLOYED, FALSE INFORMATION PROVIDED OR FALSE STATEMENTS MADE AS PART OF THIS APPLICATION MAY BE CONSIDERED AS CAUSE FOR DISMISSAL.

Applicants Signature

Date Signed

Under the provisions of § 19.36, Wis. Stats., I request that my identity as an applicant for this position not be revealed without my consent or until required under law.

Applicants Signature

Date Signed

Watertown Police and Fire Commission

Police Chief Applicant Instructions for Completing the Application Process

June 7, 2018

1. The Watertown Police and Fire commission requires the submission of the Department of Justice LE-330 form entitled *Application for Employment as Law Enforcement, Jail or Secure Juvenile Detention Officer*. (An interactive version of this form is available on the internet at www.wilenet.org).
2. Please follow the **Notice** instructions located at the top of the application form.
3. Make sure you include the mailing address of all of the educational institutions you have attended.
4. Sign the **Certification** on the back page of the application.
5. It is not necessary to answer questions **A-C** located in section 6 of the application. However, please attach to the application your response to the following question:

What have you done in your department and/or career that demonstrates your ability to work with people of different races, sexes, cultures, ages, socio-economic groups and educational levels?

6. Military veterans must include a copy of their DD-214 long form.
7. Please include with your application documentation that you are certified by the State of Wisconsin Law Enforcement Standards Board. If you are not certified by the State of Wisconsin, please provide equivalent documentation from your state. [This position requires that you are certified by the State of Wisconsin. This certification may be obtained subsequent to appointment to the position.]
8. In order to verify that you meet the educational requirements, please enclose a copy of your degree, transcripts, or documentation from the educational institution(s) that you have completed the prerequisite credit hours.
9. Be sure to include letter of interest and a current copy of your resume.
10. Questions may be directed to City Clerk, Elissa Meltesen at (920) 262-4007 or elissam@cityofwatertown.org.

Watertown Police and Fire Commission

Chief of Police Selection Process Timeline

Adopted June 7, 2018

Watertown, Wisconsin

1. **Friday, June 8th** (or as soon thereafter as possible): Position opening posted/advertised in The Watertown Daily Times; City of Watertown web-site; Wisconsin League of Municipalities publication; Wisconsin Chiefs of Police Association publication; Wilenet web-site.
2. **Friday, July 13th**: Applications due by 4:30 p.m. Mail to:
Watertown Police and Fire Commission
c/o Elissa Meltesen
106 Jones Street
PO Box 477
Watertown, Wisconsin 53094
Or email elissam@cityofwatertown.org
3. **Week of July 15th**: Commission meets. In closed session, applications will be reviewed and the Commission will determine who will be invited to participate in the next phase of the selection process.
4. **Monday, July 23rd**: Letters of acknowledgement sent to all applicants. Those not being considered further will be thanked for their interest. Those being invited to participate will receive a list of questions to which they are to respond in essay form.
5. **Tuesday, August 14th**: Essay responses due by 4:30 p.m. Mail to:
Watertown Police and Fire Commission
c/o Elissa Meltesen
106 Jones Street
PO Box 477
Watertown, Wisconsin 53094
Or email elissam@cityofwatertown.org
6. **Week of August 19**: Commission meets. In closed session the essay responses will be discussed. The Commission will select candidate finalists to participate in an oral interview. Finalists will be notified by phone and by mail. Those not chosen to participate in the oral interview will receive a letter thanking them for their time and interest.
7. **Saturday, September 8th**: Oral interview of finalists. Interview panel will include Commissioners and at least one Chief from another Police Department within the state. The Mayor may be invited to observe the interview process. Applicants are responsible for their own transportation costs.
8. **Monday, September 10**: Commission meets. In closed session, the Commission will decide which candidate should be offered the position. The Candidate will be contacted by phone and by mail as soon as possible after this meeting, but no later than September 12th. If the background check is positive, a conditional offer of employment will be tendered. After the conditional offer of employment is accepted, a psychological evaluation will be scheduled. If that is positive, a drug screen and medical exam will need to be completed.
9. **Monday, October 15th**: New Chief of Police assumes his/her duties (exact date is subject to negotiation).

Dates are subject to change, but it is the intention of the Watertown Police and Fire Commission to adhere to this timeline.

Questions about the application or application packet may be directed to City Clerk, Elissa Meltesen at (920) 262-4007 or elissam@cityofwatertown.org.

PLEASE DO NOT ATTACH THIS TO YOUR APPLICATION CITY OF WATERTOWN – RECRUITMENT INFORMATION

COMPLETION OF THIS FORM IS VOLUNTARY

This form is not a part of your application for employment and will stay separate from the application. Your answers will neither help nor hinder your chance for employment with the City of Watertown. No applicant for employment shall be discriminated against because of race, color, creed, religion, sex, genetic testing, sexual orientation, marital status, membership in the military reserves, national origin, ancestry, age, arrest or non-job-related conviction record, non-job-related physical or mental disability.

This form will be treated confidentially and is used only to help assess our recruiting effort as well as monitor progress of the City's Affirmative Action efforts and to comply with Federal recordkeeping requirements. We ask for your cooperation in completing the following information, **please print or type.**

Name (last, first, middle):	
Home address:	City: State: ZIP Code:
Position applied for:	How did you hear about this position?
GENDER <input type="radio"/> Male <input type="radio"/> Female	ETHNICITY <input type="radio"/> Hispanic/Latino <input type="radio"/> Non-Hispanic/Non-Latino

RACIAL GROUP – please check one:		<input type="radio"/>	Two or more races
<input type="radio"/>	White, not of Hispanic origin – All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.	<input type="radio"/>	Hispanic – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
<input type="radio"/>	Black or African American, not of Hispanic origin – All persons having origin in any of the Black racial groups of Africa.	<input type="radio"/>	American Indian or Alaskan Native – All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
<input type="radio"/>	Asian – All persons having origins in any of the original peoples of the Far East, Southeast Asia, or Indian Subcontinent.	<input type="radio"/>	Native Hawaiian or other Pacific Islander

VETERAN STATUS – please check one:	
<input type="radio"/>	No Military Service
<input type="radio"/>	Active Reserves Branch _____
<input type="radio"/>	Veteran Branch _____ Years _____ Type of discharge _____

DISABILITY STATUS: The Americans with Disabilities Act (ADA) defines an individual with a disability as “one who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or who is regarded as having such an impairment.”	
Based on the above definition, are you an individual with a disability? <input type="radio"/> YES <input type="radio"/> NO	