



Whitewater Chief of Police Recruitment

Live and Work
in a progressive
Wisconsin community.



City of Whitewater, Wisconsin
Police Commission
Chief of Police Recruitment

Thank you for your interest in the position of Chief of Police with the Whitewater Police Department. The Whitewater Police Commission has retained Moffett and Associates, LLC, to facilitate the recruitment and selection process. Please find the enclosed recruitment information and instructions on how to apply. All applicants are asked to apply electronically by submitting the following documents:

- A completed Application Form, DJ-LE-330
- A completed Release Form, DJ-LE-305
- A confidential Application Letter and Resume'

Submission Requirements: We will only accept application materials through electronic media submission, (i.e., Word 97-2003, Word 2007, or PDF), either by toll free fax to: 18665168480, or as an email & attachments to: whitewater-chief@moffett-associates.com. If you experience technical issues with download or submission please contact us via email for technical assistance.

Please find the attached Microsoft Word 97-2003 (Fill-In) Application Form, DJLE330.doc. Once completed, save the document with your last name & file name - Example: MoffettDJLE330.doc.

Please find the attached Microsoft Word 97-2003 (Fill-In) Authorization for Release Form, DJLE305.doc. Once completed, save the document with your last name & file name - Example: MoffettDJLE305.doc.

Please submit the Application Letter and Resume' in Word 97-2003, Word 2007 or PDF format.

The application, authorization for release, job description and Wisconsin Department of Justice employment standards can also be found at: <http://www.moffett-associates.com/current-positions.html>

Electronic Signatures: The Application and Release forms provides for electronic signatures. By using the (Fill-In) electronic signature, an applicant and witness agree their full name entered as an electronic signature shall have the same force and effect as hand written signature.

Electronic Submission Options: Applicants have two electronic submission options to submit their completed Application, Release and Letter/Resume'. The options are:

- Submit by email & attachment to: whitewater-chief@moffett-associates.com
- Submit by toll free fax to: 18665168480 (#1 required)

Completed electronic media application materials must be received by email or fax no later than 11:59 p.m. on July 8, 2011 by:

Moffett and Associates, LLC
Appleton, WI 54913
(608) 516-9102
whitewater-chief@moffett-associates.com
Toll Free Fax 18665168480

Application materials that are incomplete or late will not be considered. All questions regarding the selection process must be directed to Edward Moffett at (608) 516-9102

The City of Whitewater is an Equal Opportunity Employer



Community and Position Profile

The Community: The City of Whitewater is a diverse and dynamic community that offers residents a wide range of cultural, educational, and recreational activities; and is located on U.S. Highways 12, 59 & 89, approximately 45 miles southeast of Madison, 55 miles southwest of Milwaukee and 40 miles north of the Wisconsin-Illinois state line. The City's 2010 population was 14,390 and is located in Walworth & Jefferson Counties (mostly in Walworth County), within the Town of Whitewater. According to the United States Census Bureau, the City has a total area of 22.68 square miles.

Whitewater is home to the [University of Wisconsin-Whitewater](#) with student enrollment nearing 11,500. For more than 140 years, UW-Whitewater has provided an exceptional learning experience for its students and community partnerships. They're proud of their history and excited about the future.

The City has a large business park and is currently developing the Whitewater University Technology Park in collaboration with UW-Whitewater. There is considerable room for future growth within the current corporate limits of the City. In 2007, the City expanded by almost 850 acres via a series of annexations, and there is considerable opportunity for residential, commercial, and industrial development on the periphery of the City.

The Whitewater Unified School District (WUSD) has a current PK-12 enrollment of 2060 students in five schools and prides itself on having a student-centered, caring and highly skilled staff that has high expectations for student academic and social growth. District students frequently rank above their peers across Wisconsin, are high-caliber graduates and ten have been National Merit finalists in the past five years. With 80% of WUSD students furthering their education beyond high school, including 60% at the 4-year university level and 20% at the technical school level, WUSD continues to have a strong reputation and a tradition of excellence.

The City Government: The City operates under the Manager-Council form of government. The City Manager oversees: City Clerk, Neighborhood Services Administrator, Finance Director, Park & Recreation Director, Public Works Director, The Community Development Authority, Police and Fire Commission, Library Board, and respectively oversees: Community Development Authority Director, Fire Chief, Police Chief, and the Library Director.

The Common Council is represented with five district council members and two at-large members. The Council meets on the first and third Tuesdays of the month at City Hall, with its meetings being broadcast live on Whitewater Public Television.

The City has 79 full-time and 21 part-time employees, with 22 in exempt positions and 78 in represented positions. The City augments its staffing with 114 limited term employees. The 2011 general fund budget is approximately \$9.2 million.

The Whitewater Police Commission was established in 1952 and created pursuant to Ch. 2.28 of the Whitewater Municipal Code as well as Wisconsin State Statutes.

Membership consists of five citizen members, appointed by the Common Council, with members appointed to five-year, staggered terms by the mayor. The Police Commission is responsible for statutory responsibilities as defined under Wisconsin State Statutes 62.13, which includes; hiring, discipline, and termination of police department sworn employees including the police chief.



The Department: The Whitewater Police Department is a full-service, community oriented, accredited law enforcement agency with 24 sworn officers and 14 civilians in three organizational bureaus. The Department has a 2011 operating and capital budget of approximately \$3.3 million.

The Department makes every effort to be innovative, professional, and responsive to the public safety concerns of its residents and visitors; and has an outstanding record of values-driven policing, combining progressive public service with successful strategies of crime prevention, crime reduction and law enforcement.

The mission of the Whitewater Police Department is to enhance the quality of life for those living in the City of Whitewater by providing quality police service to the community through fairness, integrity and professionalism, promoting a safe environment through police and citizen interaction, and by the equitable enforcement of the laws of the City of Whitewater and the State of Wisconsin within the framework of the Constitution of the United States.

The Position: The Police Commission is seeking a seasoned and visionary leader for their new Chief who will administer direction, plan and oversee the operation of the Police Department. The highest level management position within the police department, the Chief of Police is ultimately responsible for the management, operation and representation of the Whitewater Police Department and its employees.

Work involves supervising departmental activities, formulating and enforcing departmental rules of conduct, developing policies, coordinating activities with outside agencies, preparing and justifying operational budgets, making recommendations for hiring, promotions, commendation and discipline, setting individual and departmental goals and objectives, and representing the City and the department to the general public, governmental agencies, news media, etc. Work is performed under the general supervision of the Police and Fire Commission and the City Manager.

The position requires a minimum of ten (10) years total law enforcement experience with at least 5 years of senior leadership experience; a Bachelor's Degree in Criminal Justice, Police administration or related field from an accredited school; and a Master's Degree is preferred. The successful candidate must have the ability to perform all functions required for the classifications of patrol officer, sergeant, and lieutenant.

The successful candidate will be a proactive and solution-oriented individual who can demonstrate a history of creative problem solving and forecasting for the future. Candidates should have experience in working with typical University demographic and comparable community; while having an understanding of the nature of how smaller communities work and look at issues from a city-wide perspective.

The new Chief, as a condition of employment, must assume residency within six (6) months from the date of employment and for as long as he or she holds the position.

For additional details required of the position, please review the job description attached to this packet, or it can be found on our website at: <http://www.moffett-associates.com/current-positions.html>, or <http://www.whitewater-wi.gov>



The Compensation: The salary range is \$80K-\$86K commensurate with experience. The City provides the following fringe benefits:

- Take home vehicle
- Sick leave accumulates at the rate of one day for each month of continuous service with a cap of twelve (12) days during any one calendar year. Unused sick leave can be carried over.
- Vacation does not carry over without approval of the City Manager and accumulates as follows:
 - ◆ Ten (10) days of vacation each year after one (1) year of service
 - ◆ Twelve (12) days of vacation each year after three (3) years of service
 - ◆ Fourteen (14) days of vacation each year after five (5) years of service
 - ◆ Sixteen (16) days of vacation each year after eight (8) years of service
 - ◆ Eighteen (18) days of vacation each year after ten (10) years of service
 - ◆ Twenty (20) days of vacation each year after twelve (12) years of service
 - ◆ Twenty-two (22) days of vacation each year after fifteen (15) years of service
- Flex Time for non-business hours duties & responsibilities
- Paid Holidays: Nine (9) paid holidays
- Health Insurance: Current policy is to pay 105% of lowest cost premium.
- Disability Insurance: Current policy is to pay 100% of basic premium
- Dental Insurance: Funded pre-tax by the employee
- Wisconsin Retirement System: Current policy is to pay 100% of employee retirement contribution
- Deferred Compensation Program: Employee contribution only, no employer match
- Uniforms and Equipment: Uniforms and equipment are provided upon employment; with a maintenance allowance thereafter.
- Travel & Training Budget is available for professional development and conference attendance.

The Ideal Candidate: The ideal candidate will have strong leadership and supervisory skills; understanding of community policing strategies; experience in dealing with elected officials, school officials, parents, and students; experience in developing and implementing training programs; working knowledge of municipal finance procedures; understanding of procurement and maintenance of equipment and facilities; grant writing experience; and ability to communicate effectively with City officials, school officials, employees, citizens, and media.

The ideal candidate should be a confident team player who is intuitive and can employ political wisdom when representing City interests. The incoming Chief will be a positive leader who can motivate those around them, and be able to build consensus. The ideal candidate will approach issues as opportunities instead of threats, confront reality with reasonable expectations and work across departmental lines. The new chief should be innovative, progressive and embrace technology; while demonstrating community involvement and have a local presence.

The ideal candidate will have the capacity to meet the requirements of the knowledge, skills and abilities required in the job description.



Wisconsin Department of Justice Employment Standards: Applicants for employment as a law enforcement, tribal law enforcement jail and/or secure juvenile detention officer must meet the following minimum requirements:

- Applicants must be 18 years of age or older.
- Applicants must possess a Wisconsin high school diploma or a diploma issued by an out of state high school accredited by an appropriate agency of the state or have a General Education Development (GED) Certificate or a High School Equivalency Diploma (HSED). In Wisconsin, high school diplomas are issued by public and private schools. A home-based private educational program does not lead to a traditional Wisconsin high school diploma. A student who is enrolled in a home-based private educational program must attain a GED or HSED to be eligible for law enforcement, tribal law enforcement, jail or secure juvenile detention officer employment.
- Applicants must possess a valid Wisconsin driver's license or other such valid operator's permit recognized by the Wisconsin Department of Transportation as authorizing operation of a motor vehicle in Wisconsin.
- Applicants shall not have been convicted of any federal felony or of any offense which if committed in Wisconsin could be punished as a felony unless the applicant has been granted an absolute and unconditional pardon.
- Applicants for employment as a law enforcement or tribal law enforcement officer shall not have been convicted of any misdemeanor crime of domestic violence unless the applicant has been granted an absolute and unconditional pardon.
 - ◇ The Omnibus Consolidated Appropriations Act of 1997 amended the Federal Gun Control Act, 18 U.S.C. §922(g)(9). Under these provisions, it is unlawful for an individual convicted of a state or federal "misdemeanor crime of domestic violence" to ship, transport, possess or receive firearms or ammunition. Law enforcement officers are not exempt from this law.
 - ◇ A "misdemeanor crime of violence," pursuant to 18 U.S.C. §921(33)(a), means an offense that: has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, parent or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim.
 - ◇ "Misdemeanor crimes of domestic violence" include all misdemeanors that involve the use or attempted use of physical force (i.e. simple assault, assault and battery) if the offense is committed by one of the defined parties. This is true whether or not the State statute or local ordinance specifically defines the offense as a domestic violence misdemeanor.
- Wisconsin State Statute §66.0501(1) states that no person may be appointed deputy sheriff of any county or police officer of any city, village or town unless that person is a citizen of the United States. Wisconsin State Statute does not require United States citizenship for elected Sheriffs, Chiefs of Police, state law enforcement officers and deputy sheriffs who are not required to take an oath of office.



Wisconsin Employment Standards Continued

- Law enforcement or tribal law enforcement officers employed on or after February 1, 1993, shall possess either a two-year associate degree from a Wisconsin technical college system district or its accredited equivalent from another state or a minimum of 60 fully accredited associate degree level college credits or higher. The 60-college credit standard is defined in terms of semester credits. Quarter credits may be converted into semester credits by multiplying by two-thirds. Only colleges and universities that are accredited by an accrediting agency or association that is acknowledged by the United States Secretary of Education are acceptable to the Law Enforcement Standards Board as a source of college credit. School accreditation can be checked at the [U.S. Department of Education website](#). An applicant for law enforcement or tribal law enforcement employment who has not met this standard at the time of employment must meet the standard by the end of their fifth year of employment.
- Applicants shall be of good character as determined from a written report containing the results of the following:
 - The fingerprinting of the applicant with a search of local, state and national fingerprint records.
 - A background investigation conducted by or on behalf of an employer.
 - Other investigations as may be deemed necessary to provide a basis of judgment on the applicant's loyalty to the United States or to detect conditions which adversely affect performance of one's duty as a law enforcement, tribal law enforcement, jail or secure juvenile detention officer.
- Applicants shall be free from any physical, emotional or mental condition which might adversely affect performance of duties as a law enforcement, tribal law enforcement, jail or secure juvenile detention officer.
- Applicants must undergo a physical assessment by a Wisconsin licensed physician to verify that the applicant can meet the physical standards required of the position. The applicant must also provide the examiner with a personal medical history.
- Applicants must complete a satisfactory oral interview with the employing agency.
- Applicants shall submit to a drug test for the presence of the following controlled substances or their metabolites: amphetamines, cannabis or cannabinoids, opiates, cocaine, and phencyclidine (PCP). The drug test analysis shall be conducted by a laboratory certified by the United States Substance Abuse and Mental Health Services Administration (SAMHSA). A list of SAMSHA-certified drug labs can be found [here](#).

Recruitment qualifications are defined in [Chapter LES 2](#), Administrative Rules of the Wisconsin Law Enforcement Standards Board .



JOB DESCRIPTION

Title:	Chief of Police	Department:	Police
Reports To:	City Manager/Police Commission	Location:	Municipal Building
FSLA:	Exempt	Pay Grade:	Schedule I, Administrative
Shift:	Various	Status/Position:	Full-Time/Sworn
Bargaining Unit:	None	Date:	June 2008

JOB SUMMARY

The highest level management position within the police department, the Chief of Police is ultimately responsible for the management, operation and representation of the Whitewater Police Department and its employees.

Work involves supervising departmental activities, formulating and enforcing departmental rules of conduct, developing policies, coordinating activities with outside agencies, preparing and justifying operational budgets, making recommendations for hiring, promotions, commendation and discipline, setting individual and departmental goals and objectives, and representing the City and the department to the general public, governmental agencies, news media, etc. Work is performed under the general supervision of the Police and Fire Commission and the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.

- Develop and project a positive and professional image of the department and its employees with the general public, other law enforcement agencies, governmental officials, news media, etc.
- Oversee all activities of the Department for adherence to established policies and work methods.
- Counsel, guide, and lead departmental personnel in handling various police functions.
- Perform or direct the performance of tasks related to fiscal, personnel, records management, and other administrative tasks.
- Coordinate departmental activities with other law enforcement and governmental agencies in the improvement of public safety services, mutual aid, criminal apprehension, etc.

Job Description Continued

- Establish goals and objectives for the Department based on public safety requirements, strategic planning, contemporary trends in policing, city growth patterns, crime trends, etc.
- Assign subordinate staff members to various positions within the department to utilize their areas of expertise and promote career development.
- Develop rules of conduct, policies and procedures, mission and values, to be followed by members of the department.
- Attend meetings of the City Council, Police and Fire Commission, and other committees of jurisdiction.
- Prepare and advocate Department budget and expenditures of departmental appropriations.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Advise and assist in promotions, commendations, discipline, hiring, discharge, etc. of staff members.
- Assist in negotiation of salaries, benefits, working hours, conditions of employment, grievances, etc.
- Annual development of departmental goals and objectives as well as annual review of the Department Strategic Plan.
- Develop, implement, and periodically review programs of instruction designed to equip department personnel with the knowledge and skills needed to perform the tasks they are assigned.
- Attend conferences and meetings to keep informed of current trends in policing; represent Department at a variety of local, county, state, and national meetings.

SUPERVISION RECEIVED AND/OR EXERCISED

- Work is performed under the general supervision of the Police and Fire Commission and the City Manager.
- Exercises general supervision over Administrative Services Commander, Field Services Commander, Support Services Manager, and all subordinate Department personnel.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- High school diploma or equivalent.
- Requires the equivalent of four (4) years of college and a Bachelor's Degree from an accredited school with a degree in Criminal Justice, Police Administration or a closely related field. Advanced training in a comprehensive field of study leading to a Master's Degree, preferred.

Job Description Continued

- Eight (8) years of responsible related experience in law enforcement, or any equivalent combination of related education and experience, that provides requisite knowledge, skills and abilities for the position.
- Ability to perform all functions required for the classifications of patrol officer, police sergeant, and police lieutenant.

Language Skills

- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives.
- Ability to compare, count, differentiate, measure, copy, and record data and information.
- Ability to establish and maintain effective working relationships with related agency officials, community and civic leaders, City officials, other employees, news media, court officials, business persons, public organization representatives, attorneys, other law enforcement personnel and the general public.
- Ability to communicate orally and in writing with City personnel, Department personnel and general public.
- Ability to effectively communicate orally and prepare clearly written reports, documents, presentations, and recommendations.
- Ability to persuade, convince, and/or train others.
- Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such code manuals, City ordinances, directories, State statutes, procedures, guidelines and non-routine correspondence.
- Ability to understand and execute complex oral and written instructions.
- Skill in the preparation and interpretation of complex oral and written communications.
- Ability to quickly make assessments of emergency situations, determine appropriate responses and act assertively; cope with situations firmly, courteously, and tactfully.
- Skill in all aspects of public speaking.

Mathematical Skills

- Ability to calculate percentages, fractions, decimals, and ratios. Ability to interpret basic descriptive statistical reports.
- Ability to calculate figures and amounts for preparation of the annual departmental budget, and for supervising expenditures of same.
- Ability to offer budgetary documentation to the City's governmental authorities; ability to support and defend the recommended operating budget of the Department.

Job Description Continued

Reasoning Ability

- Ability to exercise independent judgment in emergency and non-emergency situations in accordance with departmental rules and regulations.
- Ability to cope with emergency situations calmly but effectively and to react quickly to secure accurate and precise information on the location, extent and nature of the emergency aid requests
- Ability to quickly make assessments of emergency and non-emergency situations, determine appropriate responses and act assertively; cope with situations firmly, courteously, and tactfully.
- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands, perform duties with a minimum of supervision.
- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives.
- Ability to use a high degree of sound professional judgment in the recommendation of Department policies and procedures, and to assist in the administration of an excellent, well-rounded Department.
- Ability to determine the relative importance of each type of work the Department should do and the proper proportionate resources to devote to each.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Equipment Operated

- Skill in the operation of departmental equipment, including but not limited to vehicles; handgun; medical equipment, radios, radar units, weapons, intoxilyzer, PBT's; police radio; baton; handcuffs; pager; personal computer; 10-key calculator; first aid equipment; investigative equipment; cameras and video equipment; telephone; copy machine; fax machine.
- Working knowledge of basic computer functions and computerized record-keeping systems.

Other Qualifications

- Demonstrated personal and professional honesty, integrity, and good judgment as shown in applicant's criminal history, background, and motor vehicle record.
- Must possess, or be able to obtain by the time of hire, valid State driver's license without record of suspension or revocation in any state.
- Skill in First Aid and CPR, certification preferred.
- Ability to demonstrate and exemplify personal characteristics of professionalism and positive leadership skills.
- Knowledge of modern office practices and procedures, including computers and electronic data processing

Job Description Continued

- Knowledge of current labor law and policies governed and enforced by the State of Wisconsin Department of Industry, Labor, and Human Relations (DILHR) and Occupational Safety and Health Administration (OSHA).
- Working knowledge of contemporary management techniques, modern law enforcement principles, procedures, techniques and equipment, including methods and practices of criminal investigation and identification, patrol, intelligence, traffic control, defensive tactics, public relations, etc.
- Knowledge of Federal, state, and local laws and ordinances; WPD Mission, Values Statement, Policies, Procedures, Rules, Regulations, and administrative and operations programs and projects; and court decisions relating to police powers.
- Ability to work independently to a successful conclusion on special projects as assigned.
- Ability to work in and maintain an environment that deals with sensitive and confidential information.
- Ability to both work cooperatively with others and work independently of direct supervision in an effective and efficient manner.
- Ability to remember and recall details. Must possess good observational powers.
- Ability to prepare clear and comprehensive reports on investigations, offenses, arrests, and other activities.
- Ability to delegate authority and responsibility to plan activities, goals and objectives, organize, direct, and coordinate the work appropriate to staff subordinate ranks and civilian positions monitoring adherence to established police policies and departmental procedures, and monitor compliance to same as dictated by Department policy.
- Ability to assign, supervise, review and evaluate the work of employees using positive leadership skills.
- Ability to evaluate staff subordinates in a fair and equitable manner; recommending commendations and administering discipline as necessary.
- Ability to plan, recommend, and support major and minor changes within the Department, the City, and the criminal justice field to improve police protection and public safety.
- Ability to analyze public safety problems and formulate policies and procedures as appropriate.
- Ability to deal with the public in an effective and professional manner, protecting individual rights and human dignity.
- Ability to handle dangerous and/or stressful situations in an effective and efficient manner.

Job Description Continued

- Ability to demonstrate sensitivity to the emotional state of victims and relatives of deceased, abused, seriously injured, or seriously ill persons.
- Ability to demonstrate initiative and tenacity in order to actively influence events, rather than passively accepting results of the actions of others.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job the employee is frequently required to talk or hear. Ability to hear and understand radio transmissions.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, and the ability to sustain prolonged visual concentration.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements.
- Physical demands include walking and sitting for extended periods of time and at times, run, jump, crawl, kneel, climb, bend, reach, stoop and carry and/or push heavy objects and any other physical movement in the performance of public safety duties. While performing the duties of this job, the employee may be required to drive and quickly enter and/or exit a Police Department vehicle. The employee may occasionally carry, drag or restrain individuals and/or lift/move more than 100 pounds. The employee must also, at times, exert light physical effort in sedentary to light work, occasionally involving lifting, carrying, pushing, pulling, crouching, crawling, kneeling, stooping and or moving up to 50 pounds.
- The work sometimes requires above average physical agility and conditioning. Pursuit situations may require significant physical agility and may expose incumbents to great stress.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, shapes and textures associated with job-related objects, materials and tasks.
- Ability to meet the Departments physical standards and maintain good health and fitness.
- Necessary strength, flexibility, endurance, and coordination to perform duties.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Police Officers work in various office and outdoor settings, including time spent traveling in a patrol vehicle or other vehicle, as well as on foot, or rides a bicycle as assigned. The employee may work in outside weather conditions. While performing the duties of this job, the employee works in an office environment. The noise level in the work environment is occasionally loud in the field and quiet in the office.

Job Description Continued

- Due to the nature of contacts, working conditions are unpredictable and contain an element of personal and public danger. Police Officers may be confronted with verbal or physical abuse in the course of their duties. Since the employee takes physical custody of persons, there is a certain amount of physical contact and confrontation. Ability to defend self and/or others in hostile, combative situations; may be required; and sometimes, the employee is vulnerable to personal injury.
- Conditions present high stress and threat to personal safety during periods of search and seizure and arrest. The employee occasionally works in emergency field situations, in intense life-threatening conditions, whereby exposure and subject to physical threat from unruly and dangerous individuals; firearms and explosives; fumes or airborne particles; bodily fluids, bloodborne pathogens and other potential infectious materials; moving mechanical parts; high, precarious, or confined spaces; toxic or caustic chemicals and materials, unsafe building sites and gunshots.
- Employees are exposed to inclement and extreme weather conditions, uneven terrain and dangerous situations requiring the use of physical force and sometimes firearms and other weapons. The employee may work irregular work hours and require extended work schedule during period of emergency.
- The employee must be able to operate a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.

The City of Whitewater is an Equal Employment Opportunity. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview s and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Nothing in this job description reflects management's right to assign or reassign duties and responsibilities to this job at anytime. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This page space is intentionally blank

Job Description Continued

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Acknowledgment: _____ Date: _____

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

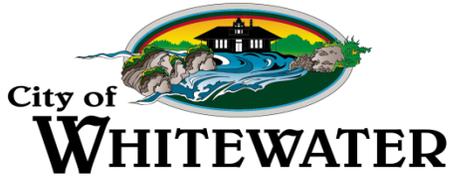
Supervisor Date

Department Head Date

Human Resources Date

City Manager Date

Consultant Disclaimer: The job description represented above was reproduced and reformatted from an original document. To view an original job description, please visit our website at: <http://www.moffett-associates.com/current-positions.html>, or <http://www.whitewater-wi.gov>



The Selection Process: The selection process will involve a series of application materials, questionnaires, and interviews; from which assessments are made to determine the highly qualified candidates - from which a group of semi-finalists will be selected.

The selection process will rely exclusively on the use of email and attachments for all applicant correspondence.

Applicants identified to participate beyond the initial application phase may be required to complete/submit additional applicant information and execute an affidavit authorizing the release of certain personal information. Semi-finalists will be subject to further evaluation, including a preliminary background investigation.

The successful finalist selected for a conditional offer of employment will be required to successfully complete a pre-employment background investigation, a psychological assessment, a medical assessment, and a drug screen.

Pursuant to the Americans with Disabilities Act, an applicant may make a request for a reasonable accommodation, if needed, to participate in the recruitment and selection process. To request a reasonable accommodation contact Edward Moffett by phone at (608) 516-9102. or by email at: whitewater-chief@moffett-associates.com

The Tentative Timeline: The following is the tentative recruitment and selection timeline:

- Application Period – June 3, 2011 to July 8, 2011
- Process Applications, Assessments and Interviews – July 9, 2011 to August 15, 2011
- Whitewater Police Commission Finalist's Interviews – August 27, 2011
- Pre-employment Background Investigation, Psychological & Medical Assessments, and Drug Screen - August 29, 2011 to September 23, 2011
- Police Commission's Appointment – October 2011

Equal Opportunity Employer & Recruiter: The City of Whitewater is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to race, color, religion, sex (including pregnancy), age, national origin, sexual orientation, disability, or veteran status.

Moffett and Associates, LLC is an Equal Opportunity Employment (EOE) Recruiter. Qualified applicants are considered for employment without regard to race, color, religion, sex (including pregnancy), age, national origin, sexual orientation, disability, or veteran status.

