



# Appleton Police Department

## Current Police Officer Hiring Information

*The Appleton Police Department selection process is a fair and equitable competition resulting in the best candidates being offered employment. Applicants will be processed on an ongoing basis throughout the year. The amount of time required to complete all stages of the process varies according to the needs of the Department and anticipated start dates.*

### **The following describes the steps in our police officer hiring process:**

**Application for employment:** The application may be completed on our website <https://www.governmentjobs.com/careers/appletonwi>. Applications are screened for completeness and minimum qualifications. Once the application is received, assuming minimum qualifications are met, you will be invited to take our physical fitness test. You must have 60 post high school credits by the date a conditional offer is extended. Proof may be required.

**Physical Fitness Testing:** The fitness standards are absolute standards. To be successful, a candidate must achieve a minimum score for each component listed below. The push-ups, sit ups, and vertical jump are demonstrated prior to the candidate testing. The standards are the same for all applicants.

The physical fitness test standards are:

1.5 Mile Run 15.34 minutes/seconds

300 Meter Run 67 seconds

Push ups #26

1 Minute Sit ups #32

Vertical Jump 12 inches *cut off*

**Written Assessments:** The written assessments include 4 essential areas for entry-level testing. The four areas are reading comprehension, spelling, sentence clarity and Language Arts. The assessments do not assess your knowledge of police procedure.

**Department Panel Interviews:** Upon successful completion of the physical fitness and written assessments, you will be invited to interview with Appleton Police Department and Human Resource personnel.

**Chief/ Command Staff interviews:** The interview is conducted using a behavioral-based interview format, and is focused on competencies required for a policing career as well as your suitability to fit within our organization.

This style of interview assesses real actions from your past in an effort to predict future success. You need to remember specific incidents in your life when you demonstrated the required competency. This may be an incident from work, education, volunteering or your personal life. Your examples should be as recent as possible, but also reflect your best examples.

**Ride-along:** Candidates passing the Chief/Command Staff interview will be scheduled to participate in a ride-along with an APD officer. The ride-alongs are typically scheduled for four hours; however, may be modified at the discretion of the officer.

**Personnel Evaluation Profile:** Candidates that pass the Chief/Command Staff interview will be scheduled to take a short assessment that evaluates a person's basic value system, their background, attitudes, and beliefs concerning key areas such as honesty, reporting dishonesty, customer service, socialization, drugs, employment background, work ethic, absenteeism, and tardiness. This assessment will be scheduled the day of the Police and Fire Commission interviews.

**Police and Fire Commission Interview:** The Police and Fire Commission (PFC) is comprised of members of the community to assist with the hiring decisions for the police department. The interview with the Police and Fire Commission will take approximately 45 minutes.

**Background Investigation:** A thorough background investigation is completed on applicants who successfully pass through the PFC Interviews. When completing the background investigation forms, it is critical that you provide honest, complete and accurate information.

**Conditional Offers of Employment:** Candidates passing the background investigation will be given a conditional offer of employment contingent upon the successful completion of a polygraph, psychological and medical exam. When possible, out of state candidates may be offered the option of completing the post-conditional offer steps during a single visit to Appleton.

**Psychological Evaluation:** The psychological evaluation consists of a battery of psychological tests and an interview with an industrial psychologist.

**Polygraph Examination:** A certified polygraph examiner administers the pre-employment polygraph test. Those scheduled to test are given specific instructions prior testing. No questions are asked regarding sexual preference, religious affiliation or beliefs, marital relationships, political affiliation or beliefs, or labor union activities.

**Occupational Health (Medical) Examination:** An occupational medical examination is conducted by the City's occupational health care provider to determine whether a candidate is fit for duty.

**Final Offers of Employment:** Final Offers of employment are made and candidates are notified of a tentative start date. Start dates may vary depending on the need for recruit school training at a local technical school.

**Recruit School:** Candidates who have not attended a recruit school prior to employment with the Appleton Police Department will attend a 720-hour Wisconsin Law Enforcement Basic Training Course at a local technical school at the cost of the department. The candidate will receive 80% of their regular salary while attending the academy. Candidates who have attended a recruit school in another state may be eligible to complete a contingency training course in lieu of the full 720-hour course. The contingency course the recruit officer attends is based on the availability of training courses at the time of hire.

**Lateral Entry:** Candidates possessing significant police experience may, at the discretion of the Chief, be hired at any step of the pay and vacation schedule. Lateral entry affects salary rate only and does not impact actual seniority within the Department. The Chief of Police handles requests for lateral entry on a case-by-case basis.

If you have questions, please contact Dana Hartjes at (920) 832-5890 or Allison Keller at (920) 832-6457. Police specific questions can be addressed to Lt. Todd Peters at (920) 832-5532.

***If you do not qualify during any stage prior to the Panel interview, you may reapply for future vacancies. If you do not meet standards set in the Panel interview or subsequent steps, you may reapply after a 12-month period (from close of the application period). Applicants that do not show up for a scheduled test or interview without prior notification will be not be eligible to reapply for 12 months.***