

CITY OF ONALASKA MEETING NOTICE

COMMITTEE/BOARD: Police & Fire Commission
DATE OF MEETING: April 3, 2018 (Tuesday)
PLACE OF MEETING: City Hall – 415 Main Street – (Room 112)
TIME OF MEETING: 5:30 p.m.

PURPOSE OF MEETING

1. Call to Order and Roll Call.
2. Approval of minutes from the previous meeting.
3. Public Input (limited to 3 minutes/individual)

Consideration and possible action on the following items:

4. Review and consideration of changes to job descriptions for:
 - a. Chief of Police
 - b. Fire Chief
5. Review and consideration of time line for Chief of Police Position.
6. Review and consideration of posting and advertising for Chief of Police Position.
7. Review and consideration of supplemental application materials and application requirements for Chief of Police Position.
8. Discussion of upcoming meeting date(s).

PLEASE TAKE FURTHER NOTICE that members of the Common Council of the City of Onalaska who do not serve on the commission may attend this meeting to gather information about a subject over which they have decision making responsibility.

Therefore, further notice is hereby given that the above meeting may constitute a meeting of the Common Council and is hereby noticed as such, even though it is not contemplated that the Common Council will take any formal action at this meeting.

NOTICES MAILED TO:

Mayor Joe Chilsen

Ald. Ron Gjertsen

Ald. Jerry Every

Ald. Bob Muth

Ald. Jim Olson

Ald. Jim Binash

Ald. Harvey Bertrand

City Attorney Dept Heads

La Crosse Tribune Charter Com.

Onalaska Community Life

WIZM WKTY WLXR WKBH

WLSU WKBT WXOW

*Committee Members

*Lori Olson

*Tom Brewer – Vice President

*John Every

*Mark Dahlke –President

*Tom Kennedy - Secretary

City Administrator Eric Rindfleisch

Fire Chief Don Dominick

Assistant Police Chief Troy Miller

Onalaska Public Library

Date Notices Mailed & Posted: 3-28-18

In compliance with the Americans with Disabilities Act of 1990, the City of Onalaska will provide reasonable accommodations to qualified individuals with a disability to ensure equal access to public meetings provided notification is given to the City Clerk within seventy-two (72) hours prior to the public meeting and that the requested accommodation does not create an undue hardship for the City.

9.

Closed Session:

To consider a motion to convene in Closed Session under Section 19.85(1)(c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility:

- Review of Fire Chief Interview Questions
- Review of Police Chief Interview Questions

If any action is required in Open Session, the Commission will reconvene in Open Session to take the necessary action and/or continue with the printed agenda.

Adjournment

CITY OF ONALASKA

Grade 30

Position: Chief of Police
Location: Police Department
Page: 1 of 4

Department: Police
Supervisor: Mayor
Classification: Salaried Exempt

Approved by Police & Fire Commission: 11/7/05
Approved by F & P Committee: 1/4/06, 8/5/15
Approved by Council: 1/10/06, 8/11/15

Under the direction of the Mayor, this position directs, sets goals and objectives, and oversees all department operations. This position holds the highest-level management position within the Police Department and is ultimately responsible for the complete control, operation, and representation of the City's police department and its employees. The Chief is responsible for managing the physical facilities and equipment; involves supervising departmental activities; formulating and enforcing department rules of conduct and policies; coordinating departmental activities with outside agencies; preparing and justifying departmental budgets; making recommendations for hiring, promotions, commendations, and discipline; setting individual and departmental goals and objectives; and making major changes in procedures and organization. The Chief also provides information to the Common Council, business groups, service organizations, special committees, and representing both the City and the department to the general public, governmental agencies, news media, etc. Work is performed under the general direction of the Mayor.—This position is appointed by the Police and Fire Commission and supervises all employees hired by the Police and Fire Commission to serve as employees of the Onalaska Police Department.

ESSENTIAL JOB FUNCTIONS:

Any one position may not include all the duties listed, nor do the examples listed include all the duties that may be found in this position.

- A. Oversees all activities of the department for adherence to established policies and work methods.
- B. Plans, reviews, and coordinates departmental activities with the Mayor, City Administrator, Department Heads, the Police and Fire Commission, and other appointed and elected officials.
- ~~B.C.~~ Performs or directs the performance of tasks related to fiscal, personnel, property, and records management and other administrative tasks.
- ~~C.D.~~ Counsels, guides, and leads departmental personnel in handling various police functions
Supervises the day-to-day activities of the police department officers and staff; evaluates and monitors police department policies and procedures.
- ~~D.E.~~ Develops and projects a good public image of the department and its employees with the general public, other law enforcement agencies, governmental officials, and the news media.
- ~~E.F.~~ Coordinates departmental activities with other governmental agencies in the apprehension of felons, improvement of police services, and the solving of criminal cases.
- ~~G.~~ Responsible for the recruitment and retention of police personnel; evaluates personnel, administers discipline and grievance processes within the Police Department.
- ~~F.H.~~ Assigns subordinate staff members to various positions within the department to utilize their areas of expertise and promote career development.
- ~~G.I.~~ Prepares, reviews, approves, and submits police department annual operating budget for consideration by the Mayor and Common Council and supervises expenditures of departmental appropriations.
- ~~H.J.~~ Develops rules of conduct, policies, mission statements, goals and objectives and work procedures to be followed by members of the department based on trends in city government, law enforcement requirements and city growth patterns.
- ~~I.K.~~ Attends meetings of the City Common Council, as well as meetings of the Police and Fire Commission and other committees of jurisdiction.
- ~~J.L.~~ Represents the police department at meetings and hearings conducted by other governmental bodies and agencies on matters directly related to the department's operations; provides liaison with other organizations and groups on matters related to the department's operations. to residents, businessmen, social agencies, criminal justice agencies, and other groups.

CITY OF ONALASKA

Position: Chief of Police
Location: Police Department
Page: 2 of 4

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Supervisor: Mayor
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~~K.M.~~ Actively participates in Community Policing programs.

~~L.N.~~ Develops and annually reviews the department's long-range plan for capital improvements, including the acquisition of capital equipment and fiscal requirements associated with such a plan.

~~M.O.~~ Monitors the planning, organization, conduct and evaluation of departmental training activities of personnel; ~~Develops, implements, and periodically~~ reviews programs of instruction designed to equip department personnel with the knowledge and skills needed to perform the tasks they are assigned.

~~N.P.~~ Serves as ~~Co-Assistant~~ City Emergency Management Director; assists the Fire Chief with planning, organization, and conducting of activities related to the provision of emergency services and disaster management, including readiness planning; in the Fire Chief's absence serves as the Director.

RELATED JOB FUNCTIONS:

- A. Attends professional conferences; participates in continuing education and training programs to maintain and develop the knowledge and skills needed to perform tasks associated with this position.
- B. Responds to police calls for assistance as needed; directs use of departmental equipment and resources, including personnel.
- C. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested.
- D. Other duties as required or assigned.

REQUIREMENT OF WORK (KNOWLEDGE, SKILLS, AND ABILITIES):

- A. Extensive knowledge of modern and progressive police methods, practices and technologies as related to the present established department and future growth trends.
- B. Extensive knowledge of pertinent federal, state and local laws and ordinances, court decisions and police problems relating to the administration of criminal justice and law enforcement.
- C. Extensive knowledge of the methods and practices of police administration.
- D. Knowledge of municipal administration including the structure and functions of city government; principles of management; budget planning and control; purchasing; personnel management and labor relations; performance evaluation; public relations.
- E. Knowledge of computer systems and other methods of collating and analyzing data.
- F. Knowledge of police investigation procedures and techniques including, but not limited to, evidence collection and searches.
- G. Ability to delegate authority to appropriate staff subordinates monitoring adherence to established police policies and departmental procedures.
- H. Ability to evaluate staff subordinates in a fair and equitable manner, recommending commendations and administering discipline as necessary.
- I. Ability to plan, recommend and support major and minor changes within the department, the city and police science fields to improve police protection and public safety.
- J. Ability to analyze police problems and formulate policies and procedures as appropriate.
- K. Knowledge of the role and responsibilities of a Police and Fire Commission in Wisconsin.
- L. Ability to offer budgetary documentation to the City's governmental authorities within the guidelines of the city structure; ability to support and defend the recommended operating budget of the department.
- M. Ability to perform all functions required for the classification of -Assistant Chief.

CITY OF ONALASKA

Position: Chief of Police
Location: Police Department
Page: 3 of 4

Department: Police
Supervisor: Mayor
Classification: Salaried Exempt

Approved by Police & Fire Commission: 11/7/05
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- N. Skill in dealing with the public and department personnel firmly and courteously and to establish effective working relationships with the public, news media, city officials, outside agencies and others.
- O. Skills in the effective use of appropriate disciplinary methods and the fair, impartial enforcement of police department rules.
- P. Skill in the preparation and interpretation of complex oral and written communications; policy development and skill in all aspects of public speaking.
- Q. Skills in successfully recruiting, testing, selecting, training, and supervising all staff.
- R. Ability to operate a variety of office machines and equipment, including phone/mobile phone, computer, calculator, fax machine, radio, mobile data terminal (MDT), electronic monitoring equipment, pager, and firearms, tactical equipment, etc..
- S. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. Bachelor's degree in Criminal Justice or a closely related field; or equivalent combination of experience from an accredited college or university in addition to extensive law enforcement experience in police supervision, administration or a related field. Master's Degree in Public Administration, Business Administration, or related field is desired; related course work at the FBI National Academy, ~~Senior Management Institute of Police (PERF), Southern Police Institute Administrative Officers Course, Northwestern Staff & Command~~, or Executive Development Institute Program (State of Wisconsin program) is preferred.
- B. Ten (10) years of progressively responsible experience in the police service, including five (5) years of supervisory experience and five (5) years' experience in emergency management; or equivalent combination of work experience.
- C. Certified or the ability to be certified as a law enforcement officer by the Wisconsin Law Enforcement Training Standards Board within one year of employment.
- D. Valid ~~State of Wisconsin~~ Driver's License required.
- E. ~~Residence in City of Onalaska (as required by ordinance).~~

PHYSICAL REQUIREMENTS:

- A. Frequently sits at keyboard.
- B. Frequent twisting.
- C. Reads and writes.
- D. Large percentage of time is spent talking, hearing, speaking and using near and far vision.
- E. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
- F. Ability to exert variable physical effort from sedentary to heavy physical demands. May involve some lifting, carrying, pushing and pulling.
- G. Reaches shoulder height frequently as well as reaches above and below shoulder height.
- H. Occasional bending and climbing up and down stairs or on ladders.
- I. Ability to sustain prolonged visual concentration
- J. Seventy-five (75%) percent of workday spent sitting.
- K. Fifteen (15%) percent of work day spent walking.

CITY OF ONALASKA

Position: Chief of Police
Location: Police Department
Page: 4 of 4

Department: Police
Supervisor: Mayor
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- L. Ten (10%) percent of workday is spent standing.
- M. Moderate, short, to intermittent use of force with subjects and ability to react with sudden movements, which may involve heavy to very heavy demands.
- N. Walking, running, jumping, dodging obstacles, climbing, crawling, dragging, physically controlling another person, pushing/pulling objects or people.
- O. All percentages above could vary, depending upon duties performed that day.

Percent of 8 Hour Day

	67 – 100% Consistently	34 – 66% Frequently	6 – 33% Occasionally	0 – 5% Rarely
Sedentary 0 – 10# max	*			
Light Freq. to 10# -20#max		*		
Medium Freq. to 25#-50# max			*	
Heavy Freq. to 50#-100# max				*
Very Heavy Freq. over 50+# - 100+# max				*

 Signature of Employee

 Date

 Signature of Employer

 Date

CITY OF ONALASKA

Grade 30

Position: Fire Chief
Location: Fire Department
Page: 1 of 4

Department: Fire
Supervisor: Mayor
Classification: Salaried Exempt

Approved by Police & Fire Commission: 11/7/05, 8/29/06, 2/6/08
Approved by F & P Committee: 1/4/06, 9/6/06, 2/6/08, 8/5/15
Approved by Council: 1/10/06, 9/12/06, 2/12/08, 8/11/15

Under the direction of the Mayor, this position directs, ~~and~~ sets goals and objectives, and oversees all department operations. This position holds the highest-level management position within the Fire Department and is ultimately responsible for the complete control, operation, and representation of the City's fire department and its employees. The Chief is responsible for managing the physical facilities and equipment; promoting fire prevention; developing and improving the City firefighting and emergency medical response; improving the City firefighting forces with methods and techniques of firefighting and fire prevention; supervising departmental activities; formulating and enforcing department rules of conduct and policies; coordinating department activities with outside agencies; preparing and justifying departmental budgets; making recommendations for hiring, promotions, commendations, and discipline; and making major changes in procedures and organization. The Chief also provides information to the Common Council, business groups, service organizations, special committees, and representing both the City and the department to the general public, governmental agencies, news media, etc. ~~including but not limited to state and national fire service direction and policy through input to the appropriate fire service organization.~~ This position is appointed by the Police and Fire Commission and supervises all employees hired by the Police and Fire Commission that serve as employees of the Onalaska Fire Department.

ESSENTIAL JOB FUNCTIONS:

Any one position may not include all the duties listed, nor are the examples listed include all the duties that may be found in this position.

- A. Oversees all activities of the department for adherence to established policies and work methods.
- A-B. Plans, reviews, and coordinates departmental activities with the Mayor, City Administrator, Department Heads, the Police and Fire Commission, and other appointed and elected officials.
- B-C. Supervises the day-to-day activities of fire department officers and staff; evaluates and monitors fire department policies and procedures.
- D. Performs or directs the performance of tasks related to fiscal, personnel, property, records management, and other administrative tasks.
- E. Develops and projects a good public image of the department and its employees with the general public, other firefighter/EMS agencies, governmental officials, and the news media.
- C-F. Monitors the planning, organization, and conduct of activities related to the provision of emergency medical services and disaster management, including readiness planning; Monitors the planning, organization, and conduct of fire suppression activities, including readiness planning for man-made or natural disasters in the City of Onalaska and neighboring municipalities.
- D-G. Monitors the planning, organization, and conduct of departmental activities related to the inspection of properties for fire hazards and code enforcement, arson prevention and investigation, fire prevention and community education.
- E-H. Responsible for the recruitment and retention of firefighter personnel; evaluates personnel, administers discipline and grievance processes within the Fire Department.
- F-I. Monitors the planning, organization, conduct, and evaluation of departmental training activities of personnel; reviews programs of instruction designed to equip department personnel with the knowledge and skills needed to perform the tasks they are assigned.
- G-J. Represents the fire department at meetings and hearings conducted by other governmental bodies and agencies on matters directly related to the department's operations; provides liaison with other organizations and groups on matters related to the department's operations.
- H. ~~Attends professional conferences; participates in continuing education and training programs to maintain and develop the knowledge and skills needed to perform tasks associated with this position.~~

CITY OF ONALASKA

Position: Fire Chief
Location: Fire Department
Page: 2 of 4

Department: Fire
Supervisor: Mayor
Classification: Salaried Exempt

Approved by Police & Fire Commission: 11/7/05, 8/29/06, 2/6/08

Approved by F & P Committee: 1/4/06, 9/6/06, 2/6/08, 8/5/15

Approved by Council: 1/10/06, 9/12/06, 2/12/08, 8/11/15

K. Develops rules of conduct, policies, mission statements, goals and objectives and work procedures to be followed by members of the department based on trends in city government, firefighter/EMS requirements and city growth patterns.

~~L.~~ Maintains appropriate records and prepare reports. Supervises and assures maintenance of equipment.

~~J.~~ M. Prepares, reviews, approves, and submits the fire department's annual operating budget for consideration by the Mayor and Common Council; and supervises expenditures of departmental appropriations.

N. Attends meetings of the City Common Council, as well as meetings of the Police and Fire Commission and other committees of jurisdiction.

~~K.~~ O. Develops and annually reviews the department's long-range plan for capital improvements, including the acquisition of capital equipment and fiscal requirements associated with such a plan.

~~L.~~ P. Develops, coordinates, and annually reviews assistance agreements entered into with other jurisdictions.

~~M.~~ Q. Serves as ~~C~~-City Emergency Management Director.

RELATED JOB FUNCTIONS:

A. Attends professional conferences; participates in continuing education and training programs to maintain and develop the knowledge and skills needed to perform tasks associated with this position.

~~A.~~ B. Responds to fire alarms and other calls for assistance as needed; directs use of departmental equipment and resources, including personnel.

~~B.~~ C. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested.

~~C.~~ D. Other duties as requested or assigned.

REQUIREMENTS OF WORK (KNOWLEDGE, SKILLS, AND ABILITIES):

A. Knowledge of tactics, techniques, and equipment commonly used to contain and extinguish fires.

B. Knowledge of conditions and events that produce fire and characteristics associated with different kinds of fires.

C. Knowledge of water supply, gas, electrical, mechanical, hydraulic systems, and fire protection systems (hydrants, sprinklers, alarms).

D. Knowledge of national standards, state laws and administrative codes related to the prevention of fires and procedures for inspection and enforcement.

E. Knowledge of fire investigation procedures and techniques including, but not limited to, evidence collection and searches.

F. Knowledge of emergency medical services including their organization and management, accepted procedures and practice, and the training of emergency medical technicians.

G. Knowledge of methods used to deal with hazardous or life threatening situations, including those associated with the storage and transportation of flammable liquids, gases, chemicals, petroleum products, combustible and other hazardous materials; building construction materials; vehicle, railroad and pipeline accidents; medical emergencies; natural and man-made disasters.

CITY OF ONALASKA

Position: Fire Chief
Location: Fire Department
Page: 3 of 4

Department: Fire
Supervisor: Mayor
Classification: Salaried Exempt

Approved by Police & Fire Commission: 11/7/05, 8/29/06, 2/6/08

Approved by F & P Committee: 1/4/06, 9/6/06, 2/6/08, 8/5/15

Approved by Council: 1/10/06, 9/12/06, 2/12/08, 8/11/15

- H. Knowledge of municipal administration including the structure and functions of city government; principles of management; budget planning and control; purchasing; personnel management and labor relations; performance evaluation; public relations.
- I. Ability to evaluate staff subordinates in a fair and equitable manner, recommending commendations and administering discipline as necessary.
- J. Ability to offer budgetary documentation to the City's governmental authorities within the guidelines of the city structure; ability to support and defend the recommended operating budget of the department.
- K. Ability to delegate authority to appropriate staff subordinates monitoring adherence to established fire policies and departmental procedures.
- L. Skill in dealing with the public and department personnel firmly and courteously and to establish effective working relationships with the public, news media, city officials, outside agencies and others.
- M. Knowledge of the role and responsibilities of a Police and Fire Commission in Wisconsin.
- N. Knowledge of PCs including Microsoft Office, email, and internet, as well as other applications in fire service management.
- O. Skills in the preparation and interpretation of complex oral and written communications, policy development and in all aspects of public speaking.
- P. Ability to perform all functions required for the classification of Assistant Chief.
- Q. Skills in successfully recruiting, testing, selecting, training, and supervising fire fighters and officers.
- R. Skills in the effective use of appropriate disciplinary methods and the fair, impartial enforcement of fire department rules.
- S. Ability to operate a variety of office machines and equipment, including phone/mobile phone, computer, calculator, fax machine, radio, mobile data terminal (MDT), electronic monitoring equipment, pager, medical and fire apparatus/equipment.
- T. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. Bachelor's degree in Fire Service or a closely related field supplemented by the completion of other college level courses in public or business administration or a related field; or equivalent combination of experience in fire supervision, administration or a related field. Master's Degree in Public Administration, Business Administration, or related field is desired; ~~as-is-related~~ course work at the National Fire Academy is preferred ~~required~~.
- B. Ten (10) years of progressively responsible experience in the fire service, including five (5) years of supervisory experience and five (5) years' experience in emergency management; or equivalent combination of work experience.
- C. State of Wisconsin (WI) or International Fire Service Accreditation Congress (IFSAC) Fire Officer II or III, and State of Wisconsin (WI) or International Fire Service Accreditation Congress (IFSAC) Fire Instructor II or III.
- D. Graduate of or currently enrolled in the National Fire Academy's Executive Fire Officer (EFO) program is required ~~preferred~~.
- E. A valid ~~State of Wisconsin~~ driver's license is required.
- F. Residence in within 15 miles of the City of Onalaska's jurisdictional limits (as required by policy/ordinance).

CITY OF ONALASKA

Position: Fire Chief
Location: Fire Department
Page: 4 of 4

Department: Fire
Supervisor: Mayor
Classification: Salaried Exempt

Approved by Police & Fire Commission: 11/7/05, 8/29/06, 2/6/08
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 Approved by Council: 1/10/06, 9/12/06, 2/12/08, 8/11/15

PHYSICAL REQUIREMENTS

- A. Frequently sits at keyboard.
- B. Frequent twisting.
- C. Reads and writes.
- D. Large percentage of time is spent talking, hearing, speaking and using near and far vision.
- E. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
- F. Ability to exert variable physical effort from sedentary to very heavy physical demands. May involve some lifting, carrying, pushing and pulling.
- G. Reaches shoulder height frequently as well as reaches above and below shoulder height.
- H. Occasional bending and climbing up and down stairs or on ladders.
- I. Ability to sustain prolonged visual concentration:
- J. Moderate, short, to intermittent use of equipment and ability to react with sudden movements, which may involve heavy to very heavy demands:
- K. Ability to sustain prolonged visual concentration
- L. Seventy-five (75%) percent of workday spent sitting.
- M. Fifteen (15%) percent of work day spent walking.
- N. Ten (10%) percent of workday is spent standing.
- O. Walking, running, jumping, dodging obstacles, climbing, crawling, dragging, pushing/pulling objects or people.
- P. All percentages above could vary; depending upon duties performed that day.

Percent of 8 Hour Day

	67 – 100% Consistently	34 – 66% Frequently	6 – 33% Occasionally	0 – 5% Rarely
Sedentary 0 – 10# max	*			
Light Freq. to 10# -20#max		*		
Medium Freq. to 25#-50# max			*	
Heavy Freq. to 50#-100# max				*
Very Heavy Freq. over 50+# - 100+# max				*

Signature of Employee

Date

Signature of Employer

Date

City of Onalaska Police Chief Timeline

Task	Time Frame
Completion of Job Description Review for PFC	April 3, 2018
Post Police Chief Position after approval of job description by Council	April 11 - June
Conduct advertising online through professional state and national associations/organization	April – June
Review applications as they come in	April – June
Determine if enough qualified applicants to set up interviews	April – June
Applications Close	June 2018
Professional Panel Interviews	June 2018
Police and Fire Commission Interviews	July 2018
Applicant notified – background checks, pre-employment physical, and psychological exam conducted	July/August 2018

City of Onalaska Chief of Police

The City of Onalaska is now accepting applications for the position of Chief of Police. This position will manage a staff of 28 sworn officers and 4 civilian personnel in a City of 17,790. The City is looking for an innovative leader who is a team builder with a proven track record in the areas of personnel planning, staffing and maintaining effective working relationships within the department as well as skills in community relations, strategic planning and working with area law enforcement departments.

Requires: Bachelor's degree in Criminal Justice or a closely related field; or equivalent combination of experience from an accredited college or university in addition to extensive law enforcement experience in police supervision, administration or a related field. Master's Degree in Public Administration, Business Administration, or related field is desired; related course work at the FBI National Academy, or Executive Development Institute Program (State of Wisconsin program) is preferred. Ten (10) years of progressively responsible experience in the police service, including five (5) years of supervisory experience and five (5) years' experience in emergency management; or equivalent combination of work experience. Certified or the ability to be certified as a law enforcement officer by the Wisconsin Law Enforcement Training Standards Board within one year of employment. Valid Driver's License required.

No felony convictions: no domestic abuse convictions. Must be able to perform the essential functions of the position and have the ability to use all standard law enforcement equipment.

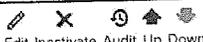
Salary Range: \$79,202.61 – \$107,156.47

Application materials may be obtained from the City of Onalaska website at www.cityofonalaska.com. Applications must be received by _____.

EOE, Drug Free Workplace

Agency-Wide Questions *On All applications:*

Add New Question		Show Inactive Questions				
#	Question	Cat.	Req.	Conf.	Emp.	Action
1.	Have you ever worked for the City of Onalaska? <input type="radio"/> Yes <input type="radio"/> No	Previous Employee	.			 Edit Inactivate Audit Up Down trail
2.	If yes, when and in what department and position? (If no, write N/A). <input type="text"/>		.			 Edit Inactivate Audit Up Down trail
3.	Are any relatives presently employed by the City of Onalaska? <input type="radio"/> Yes <input type="radio"/> No	Neptism	.			 Edit Inactivate Audit Up Down trail
4.	Were you ever discharged or asked to resign from any prior position you held with any employer? <input type="radio"/> Yes <input type="radio"/> No	Discharge	.			 Edit Inactivate Audit Up Down trail
5.	If yes, please explain by fully identifying the prior employer, the date of your involuntary resignation and/or termination and the reason for your departure from that employer: (If no, write N/A) <input type="text"/>		.			 Edit Inactivate Audit Up Down trail
6.	Are you 18 years of age or older? <input type="radio"/> Yes <input type="radio"/> No		.			 Edit Inactivate Audit Up Down trail
7.	Have you ever been convicted of a criminal violation, meaning any conviction other than for a minor traffic or ordinance offense? <input type="radio"/> Yes <input type="radio"/> No	Conviction	.			 Edit Inactivate Audit Up Down trail
8.	If yes, please explain: (You must report all convictions, past and present. A conviction will not automatically disqualify you from employment but any dishonesty relevant to this response will remove your application from further consideration or result in termination of your employment.) If no, write N/A. <input type="text"/>	Conviction Details	.			 Edit Inactivate Audit Up Down trail
9.	What is your gender? <input type="radio"/> Female <input type="radio"/> Male	Gender	.	.		 Edit Inactivate Audit Up Down trail
10.	Please check of of the following Equal Opportunity Identification Groups: <input type="radio"/> White (Not of Hispanic Origin) <input type="radio"/> Black or African American <input type="radio"/> Hispanic or Latino <input type="radio"/> Asian <input type="radio"/> Native Hawaiian or Other Pacific Islander <input type="radio"/> American Indian or Alaskan Native <input type="radio"/> Two or More Races	Ethnicity	.	.		 Edit Inactivate Audit Up Down trail
11.	How did you learn of this position? <input type="radio"/> Job Service <input type="radio"/> Newspaper <input type="radio"/> Professional Newspaper/Journal <input type="radio"/> City Website <input type="radio"/> Internet (Other than City's Website) <input type="radio"/> City's Government Access Chanel <input type="radio"/> Other	Source	.	.		 Edit Inactivate Audit Up Down trail
12.	The Americans with Disabilities Act (ADA) defines an individual with a disability as "one who has a physical or	Disability	.	.		 Edit Inactivate Audit Up Down trail

#	Question	Cat.	Req.	Conf.	Emp.	Action
	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." By this definition, are you an individual with a disability? <input type="radio"/> Yes <input type="radio"/> No					Audit trail
13.	NOTICE TO ALL APPLICANTS: Wisconsin State Statutes, Section 19.36(7), 64.09(5), and 64.11(7) require public employees to treat the following items as a public record: Each applicant's application, records, recommendations, and qualifications except as provided in Section 19.36(7), Wisconsin State Statutes, 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 public record, you must make such a request in writing to Human Resources. If you become a finalist for a City position, your identity may be disclosed as required by law. Do you understand this notice? <input type="radio"/> Yes <input type="radio"/> No					 Edit Inactivate Audit trail Up Down

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Type	Item	Action
Miscellaneous	10 - Point Preference: Ten points are added to the passing examination score of: - A veteran who served any time and who (1) has a present service connected disability or (2) is receiving compensation, disability retirement benefits, or pension from the military or the Department of Veterans Affairs. Individuals who received a Purple Heart qualify as disabled veterans.	Edit Delete Copy
Miscellaneous	5 - Point Preference: Five points are added to the passing examination score or rating of a veteran who served: (1) during a war; or (2) during the period April 28, 1952 through July 1, 1955; or (3) For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955 and before October 15, 1976; or (4) During the Gulf War from August 2, 1990 through January 2, 1992; or (5) For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom; or (6) in a campaign or expedition for which a campaign medal has been authorized. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti, qualifies for preference.	Edit Delete Copy
Miscellaneous	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. (If answering in an attachment type "see attachment" below and attach no more than one additional page for each answer.)	Edit Delete Copy
Miscellaneous	Do you have military service?	Edit Delete Copy
Miscellaneous	Have you had any reprimands or warnings from past employment, if so please explain in detail. (If answering in an attachment type "see attachment" below and attach no more than one additional page for each answer.)	Edit Delete Copy
Miscellaneous	If yes, please include the following information below: Branch of the Military and highest rank attained, dates of service, type of discharge from the service, and any special school attended/skills acquired during military service. (If no, put NA in the text box below.)	Edit Delete Copy
Miscellaneous	Why do you believe you could relate to and/or work with people of difference races, sexes, cultures, ages, socioeconomic groups, and educational levels? (If answering in an attachment type "see attachment" below and attach no more than one additional page for each answer.)	Edit Delete Copy
Miscellaneous	Why have you chosen to apply for this position? (If answering in an attachment type "see attachment" below and attach no more than one additional page for each answer.)	Edit Delete Copy
Safety Sensitive	If yes, list: Date, City, State, Charge, Details of the Charge, and Final Disposition for each charge. (If no, put NA in the text box below.)	Edit Delete Copy

Type	Item	Action
Safety Sensitive	If yes, provide the accident date with City and State it occurred in for each motor vehicle accident. (If no, put NA in the text box below.)	Edit Delete Copy
Safety Sensitive	Were you ever convicted of any misdemeanor or violation including traffic, but not parking?	Edit Delete Copy
Safety Sensitive	Were you ever involved in an accident while operating a motor vehicle?	Edit Delete Copy
Work Scheduling	Are you available for an hour in the morning and an hour in the afternoon to do crossings?	Edit Delete Copy

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Type	Item	Action
Driving Record	Do you possess Defensive Driving certification? (if yes, please attach certification to the application)	Edit Delete Copy
Education	Do you have a Bachelor's Degree in Criminal Justice or closely related field?	Edit Delete Copy
Education	Have you completed at least 60 college credits?	Edit Delete Copy
Education	Have you completed the FBI National Academy or the Executive Development Institute Program?	Edit Delete Copy
Education	If no, have you completed any other Executive Law Enforcement Programs? If yes, please list type of program, where and when it was completed.	Edit Delete Copy
Education	If you attended (or are currently attending) a law enforcement academy, what year did you graduate (or will graduate) and which academy did you attend?	Edit Delete Copy
Education	If you don't have a Bachelor's Degree, do you have an Associates Degree in Criminal Justice or closely related field or equivalent combination of experience and education in Law Enforcement? If yes, please explain and provide certifications.	Edit Delete Copy
Miscellaneous	Are you a United States citizen?	Edit Delete Copy
Miscellaneous	Are you at least 21 years old?	Edit Delete Copy
Miscellaneous	Are you certified or able to be certified as a law enforcement officer by the Wisconsin Law Enforcement Training Standards Board within one year of employment?	Edit Delete Copy
Miscellaneous	Do you have any felony convictions or domestic abuse convictions?	Edit Delete Copy
Miscellaneous	Do you possess CPR certification? (if yes, please attach certification to the application)	Edit Delete Copy
Miscellaneous	Do you possess EMT certification? (if yes, please attach certification to the application)	Edit Delete Copy
Miscellaneous	Do you possess First Aid certification? (if yes, please attach certification to the application)	Edit Delete Copy

Type	Item	Action
Miscellaneous	Do you possess Paramedic certification? (If yes, please attach certification to the application)	Edit Delete Copy
Miscellaneous	Do you possess your Law Enforcement certification? (if yes, please attach certification to the application)	Edit Delete Copy
Miscellaneous	Do you understand that you will need to schedule your written law enforcement exam through empco.net by October 11, 2014 or your application will not be considered?	Edit Delete Copy
Miscellaneous	Have you ever been disqualified from any other Law Enforcement hiring process? If so, when and which agency/agencies?	Edit Delete Copy
Miscellaneous	If not certified, are you certifiable to be a police officer? This means you have completed a law enforcement academy in Wisconsin (or are currently attending) or have law enforcement experience in another state which qualifies you to be certified in Wisconsin.	Edit Delete Copy
Summary of Work Experience	Are you certified to be a police officer in Wisconsin?	Edit Delete Copy
Summary of Work Experience	Do you have five (5) years of experience in emergency management?	Edit Delete Copy
Summary of Work Experience	Do you have five (5) years of supervisory experience?	Edit Delete Copy
Summary of Work Experience	Do you have ten (10) years of progressively responsible experience in the police service?	Edit Delete Copy
Summary of Work Experience	Do you hold any certifications as an instructor in law enforcement? (e.g. BAAT, EVOC, etc)	Edit Delete Copy

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