

POLICE DEPARTMENT

1901 Delafield Street

Waukesha, Wisconsin 53188-3633

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DANIEL P. THOMPSON

Chief of Police

NOTICE TO THE APPLICANT

We thank you for your interest in joining the Waukesha Police Department. It is extremely important that you follow all instructions on the application form and as outlined in this notice. **ANY PORTION OF THE APPLICATION THAT IS NOT PROPERLY AND COMPLETELY FILLED OUT, OR MISSING ANY OF THE BELOW REQUIRED DOCUMENTS, WILL RENDER THE ENTIRE APPLICATION VOID. YOU WILL NOT BE CONTACTED FOR CORRECTIONS.**

We accept lateral transfers and those that pass the initial application screening will be on an accelerated hiring process timeline with other certified candidates compared to non-certified candidates. (i.e. Based on the number of certified/certifiable candidates applying, there will be an earlier testing date for these applicants.)

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➔ **IMPORTANT:** The online application process is ongoing (i.e. no deadline).

1. "APPLY" for the Police Officer opening.
2. Attach a current resume (**completing the application is not considered a "resume"**)
3. Complete/Attach your answers to Questions 8, 9 and 10.

PROCEDURE:

Completed applications and required documents will be screened for accuracy and completeness. **Successful applicants will be notified VIA EMAIL** and must submit to a physical agility test and a written examination. The time and location for the physical and written testing will be detailed once determined in the invite email.

Applicants completing the physical agility and written testing will be notified of a time and date for interviews conducted by the Waukesha Police Department and the Waukesha Police and Fire Commission. Successful applicants will then be included in an eligibility pool. **THANK YOU for your patience while we are contacting applicants during this entire recruit process.**

Applicants must agree to, and be able to pass, a polygraph test (if applicable), a complete physical and medical examination, including a drug screen, and a psychological assessment prior to the time of hiring. If hired, you must successfully complete a one-year probationary period to become a regular employee of the Waukesha Police Department.

REMINDER: COMPLETED APPLICATIONS MUST BE COMPLETED AND "SUBMITTED" BY MIDNIGHT ON AUGUST 14, 2024.

Revised: 3/6/2024

REQUIRED PERFORMANCE STANDARDS

All exercises are pass/fail. A candidate who cannot perform the required standard for **each** exercise will be excused from further participation in this hiring process.

YOU WILL BE REQUIRED TO PERFORM THESE EXERCISES WITHIN THE FOLLOWING STANDARDS:

<u>EXERCISE</u>	<u>CERTIFIED/CERTIFIABLE</u>		<u>NON-CERTIFIED</u>	
	<u>STANDARD</u>	<u>TIME LIMIT</u>	<u>STANDARD</u>	<u>TIME LIMIT</u>
Vertical Jump	N/A	N/A	14 inches	N/A
Agility Run	N/A	N/A	19.5 seconds	19.5 seconds
300 meter dash	71 seconds	71 seconds	68 seconds	68 seconds
Sit-ups	29 sit-ups	60 seconds	30 sit-ups	60 seconds
Push-ups	20 push-ups	N/A	23 push-ups	N/A
1.5 Mile Run	16 min 57 sec	16 min 57 sec	16 min 57 sec	16 min 57 sec

VERTICAL JUMP

1. Applicant stands under the apparatus and reaches up as high as possible to mark his/her standing reach.
2. Applicant steps back with either foot, steps forward then jumps as high as possible and strikes the tabs OR the participant may jump with both feet and not take a step.
3. Score is the inches jumped to the nearest ½ inch.
4. The best of three (3) trials is the score OR it may be a pass/fail.

300 METER DASH

1. Applicants will be required to run a distance of 300 meters within the time limit noted above.
2. Times will be strictly monitored. Run will be conducted on an indoor track.

SIT-UPS

1. Applicant starts by lying on their back, knees bent, and heels flat on the floor. Fingertips stay behind the ears.
2. An assistant holds applicant's feet to the floor.
3. The applicant then performs as many correct sit-ups as possible in one minute.
4. In the up position, the applicant must touch or extend past the knees with the elbows, then return the shoulders to the ground before starting the next sit up. The applicant may rest momentarily in the 'up' position.
5. The applicant cannot raise the buttocks from the ground and when returning to the down position the shoulder blades must touch the ground.
6. An applicant's score is the total number of correct sit-ups completed in 1 minute.

1.5 MILE RUN

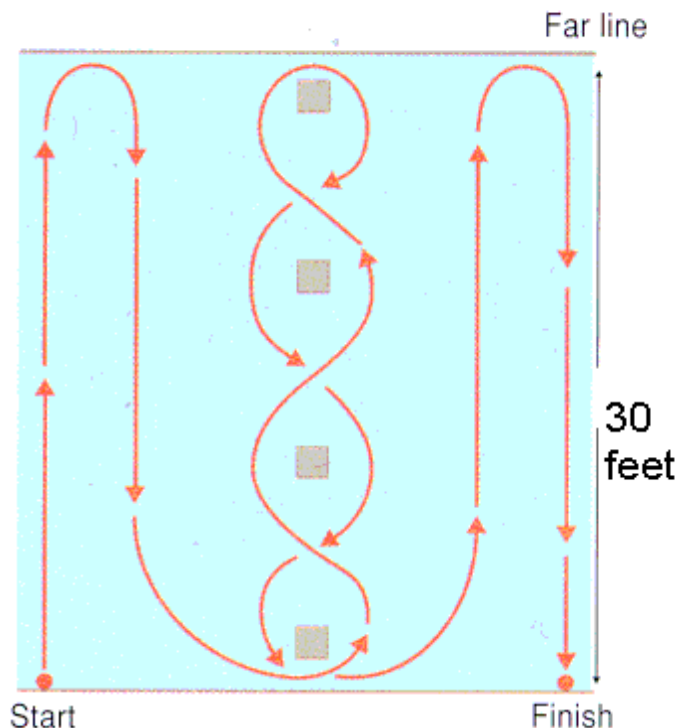
1. Applicants will be required to run/walk a distance of 1.5 miles within the time limit noted above.
2. Times will be strictly monitored.

PUSH-UPS

1. Applicant starts in the “Up” position by placing hands on the ground, slightly wider than shoulder width apart, fingers facing forward. The back, buttocks, and legs must be in a generally straight line from the head to the heels. The feet may be together or up to twelve inches apart.
2. When instructor says, “GO,” applicant lowers their body by bending elbows until the tops of the upper arms, shoulders, and upper back are aligned and parallel to the ground.
3. Applicant will return to the starting position by soft-locking their elbows. This constitutes 1 repetition.
4. Applicant may rest momentarily in the “Up” position but every effort should be made to move continuously throughout the test period.
5. Applicant must keep body straight from their heels to their shoulders and soft-locking elbows or they will receive a warning. For any subsequent violation, the repetition will not count.
6. The test will be considered over when the applicant returns to a standing position or if one or both knees make contact with the ground.
7. There is no time limit. Your score is the correct number of push-ups.

AGILITY RUN

1. Applicant lies on the ground with fingertips behind the start line.
2. At the “GO” start, applicant gets up, sprints to the forward line (30 ft. away), places one foot over the line, and sprints back to the starting line.
3. Applicant makes a left turn around the first cone then zig zags in a figure eight fashion around the four cones and back to the start line.
4. After reaching the start line, applicant sprints to the forward line and back to the start line as described in (2).
5. The clock stops when any part of the body crosses the finish line. If applicant knocks over a cone, misses a turn, or fails to touch the line when turning, the instructor will stop applicant and have him/her restart.
6. Time recorded will be in seconds and tenths.
7. Applicant will get 2 attempts at this event with the lowest time recorded.





2024-2 Recruitment Process Timeline

Present – August 14, 2024	Applications available on HR website, WILENET, Facebook, MilwaukeeJobs.com
August 14, 2024 Midnight	Deadline to Submit Applications for testing on Aug. 17
August 17, 2024*	Written Exam & Physical Agility*
Week of September 9, 2024	Internal Interviews w/ all Eligible Applicants
October 28, 2024	PFC Interviews (Nov/Dec PFC may be combined)
October 31 & November 1, 2024	Chief's Interviews
November 25, 2024 (tentative)	PFC Approval (Nov/Dec may be combined)
November 26, 2024	Certifiable Candidate(s) see Human Resources (if PFC meeting is on November 25)
November 27, 2024	Start Date for Certifiable Candidates (if Nov. 25 PFC)
December 17, 2024	Candidate(s) that need Certification see Human Resources
January 6, 2025	Start Recruit School for Candidates that need Certification (January 6 – May 9, 2025)
May 12, 2025	Start Date for Candidates that Attended Recruit School

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