

POLICE OFFICER - TRANSFER (LATERAL) OFFICERS

Recruitment #2411-2342-LAT

List Type	Original
Requesting Department	Milwaukee Police Department
Open Date	11/22/2024 12:00:00 AM
Filing Deadline	12/22/2024 11:59:00 PM
HR Analyst	Jordan Hendry

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INTRODUCTION

For a limited time, transfer officers may be eligible to receive a **sign-on bonus of up to \$10,000** as further described in this recruitment.

The Milwaukee Fire and Police Commission invites qualified individuals to apply for this challenging and rewarding position with the City of Milwaukee Police Department. This unique position provides the opportunity to help Milwaukee's citizens every day, while also focusing on the individual's educational, physical fitness, personal and professional development. The City of Milwaukee is dedicated to developing a diverse Police Department to serve the community's needs.

PURPOSE

Police Officers preserve public peace, protect life and property, work within the community to prevent crime, and enforce ordinances of the City of Milwaukee and the laws of the State of Wisconsin.

ESSENTIAL FUNCTIONS

Police Officers perform duties involved in the protection of life and property, including but not limited to:

- Enforce criminal laws; identify, detain, and process wanted individuals.
- Respond to calls for service.
- Conduct investigations of suspicious persons or situations and preliminary investigations of major crimes and criminal activity.
- Interview suspects and witnesses and prepare appropriate investigative reports.
- Prepare and testify in court as to the facts surrounding any criminal, departmental, or civil action.

- Patrol the City of Milwaukee in a police vehicle, motorcycle, bicycle, and/or on foot as directed.
- Communicate with mentally ill persons and contact or refer additional resources as appropriate.
- Operate a police vehicle in emergency situations involving speeds in excess of posted limits, in congested traffic, and in unsafe road conditions.
- Prepare accurate and complete reports of daily activities.
- Provide assistance to the community in the areas of crime prevention.
- Enforce motor vehicle laws to promote safety and reduce accidents, expedite traffic flow, and enforce Wisconsin State Statutes.
- Attend in-service training as mandated by the State of Wisconsin, or as directed.
- Perform duties in a special assignment capacity such as Motorcycle Unit, Office of Community Outreach and Education, and Narcotics Division, as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

WORKING CONDITIONS:

- Required to wear a uniform and carry a department-issued firearm and assigned equipment while on duty.
- Must successfully complete a 12-month probationary period.
- Will work a 40-hour work week, with rotating off-days by assignment; will be required to work most weekends and many holidays; mandatory overtime is often required (subject to contractual guidelines).
- After recruit training, Police Officers are typically assigned to the late (12:00 midnight to 8:00 a.m.) or early (4:00 p.m. to 12:00 midnight) shift; day-shift assignments are awarded to employees with seniority.
- Must earn or currently possess sixty (60) college credits within five (5) years of commencement of your law enforcement career.
- Must meet and maintain all training and certification requirements established by the Wisconsin Law Enforcement Standards Board.
- Must be able to comply with the Milwaukee Police Department Uniform Equipment and Appearances Standard Operating Procedures
- Must live within 15 miles of Milwaukee City limits within 6 months of hire. Boundaries can be found by clicking here: <https://city.milwaukee.gov/fpc/Residency-Map.htm>

MINIMUM REQUIREMENTS

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- Minimum age 20 at time of application. (Note: Must be age 21 at time of appointment.)
- Wisconsin Law Enforcement Officers must have attained certification through the State of Wisconsin's 720-hour law enforcement program.
- Completed probation with most recent or current law enforcement agency and have at least one year of law enforcement experience beyond academy.
- United States Citizenship.

- High School Diploma or Wisconsin GED or a GED from a different state that meets Wisconsin GED standards. A Home Education Diploma will be accepted provided the applicant can provide copies of form PI-1206 filed with the Department of Public Instruction for applicants who have completed a home school program in Wisconsin, or documentation that the education program has met the requirements of the Department of Education from the state where the home school program was completed.
- Valid Wisconsin driver license, or a valid driver's license from the state in which you reside, at the time of background investigation.
- Physically able to perform Police Officer training and job duties.
- Must successfully pass a Milwaukee Police Department Background Investigation.
- Must complete a paid police training course at the Police Academy with the length of time (minimum of 8 weeks/maximum of 28 weeks) to be based on the location of the agency you are transferring from.
- Must be in good standing with your most recent or current law enforcement agency.

DISQUALIFIERS: Your application will be rejected if any of the following are true:

- You have been convicted of a felony.
- You have been dishonorably discharged from any branch of the United States Military Service.
- You have been convicted of a misdemeanor crime of domestic violence.
- You have failed a Milwaukee Police Department background investigation within the last two years from the date of application.
- You have been discharged or resigned with charges or an investigation pending from a law enforcement agency within the last two years from the date of application.
- Applicants may also be disqualified on the basis of background standards, which are included on the application.
- Four or more convictions for misdemeanor crimes, at least one of which has occurred in the preceding three years.
- Two or more convictions for driving while under the influence or reckless driving, as defined by State Statutes, at least one of which has occurred in the preceding five years.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Able to read, understand, and explain Wisconsin State Statutes and City of Milwaukee ordinances.
- Ability to communicate effectively with a diverse population, in-person, via telephone, and in writing.
- Civil, courteous and customer-service oriented.
- Ability to write accurate and complete reports and accurately record information – by hand and using a computer, file records, and process paperwork.
- Ability to solve problems and make quick and appropriate decisions in stressful situations.
- Ability to maintain self-control and to take direction from supervisors.

- Ability to maintain a positive attitude, have good moral character, be honest, responsible and trustworthy.
- Ability to perform physical activities necessary to protect oneself and others.
- Motivated and able to complete the required educational and physical fitness programs.
- Ability to drive a motor vehicle.
- Ability to work long hours for an extended period of time.

CURRENT SALARY

Transfer officers will be placed at a wage rate in Pay Range 4B (801), \$63,564.75 upon graduation from the Academy and increases to a maximum of \$84,743.87 (subject to contractual guidelines) and equivalent to the officer's years of service. When receiving training at the Police Academy, an officer's wage rate will be 75% of the equivalent rate while the officer is in the academy.

The city offers a generous benefit package that includes:

- Two weeks of paid vacation after one year of service
- 12 paid days off in lieu of holidays
- 15 days paid sick leave per year
- Health, dental, and life insurance
- Tuition and textbook reimbursement

Transfer officers **hired in 2025** may be eligible to receive a \$10,000 sign-on bonus, subject to the following:

- The transfer officer is hired pursuant to this recruitment (#2401-2342-LAT)
- The transfer officer is appointed to the Police Academy in the year 2025;
- The transfer officer signs a written agreement with the City, requiring in part that the officer repay all or a portion of the sign-on bonus if the officer resigns, retires, or otherwise voluntarily terminates employment with the Milwaukee Police Department before the officer attains four (4) years of continuous service from the date of appointment; and
- The transfer officer agrees to all other terms in the agreement.

SELECTION PROCESS

The examination process will include:

- A redacted police report attached to your application,
- A state-mandated physical readiness test (an informational video regarding this exam is available at [Officer Training, Employment, and Reciprocity | WILENET \(widoj.gov\)](#) **Candidates must meet the exit standards.** (Further instructions will be sent to eligible candidates)
- A structured oral interview.
- A background investigation. **PHQ must be submitted by January 17, 2025.** PHQ is available [HERE](#).

All phases of the examination must be successfully completed in order to continue in the selection process. Failure in any segment of the examination disqualifies an

applicant. Qualified candidates will be notified of the time and location of the written examination.

ELIGIBLE LIST: Candidates who successfully pass the examination process will be placed on an eligible list for Police Officer, with ranking based upon the test scores plus any applicable preference points (see below).

PREFERENCE POINTS: Preference points may be added to the final passing score in accordance with State Statutes and Fire and Police Commission Rules.

- **Veterans:** Qualified veterans will receive military preference points added to the final passing score; a DD-214 is required as proof of service.
- **City Residents:** Preference points will be added to the final passing score, if you are a bona fide resident of the City of Milwaukee when you apply; proof of residency must be provided.
- **Education:** Preference points will be added to the final passing score, if you possess an Associates or Bachelor's degree in a related field when you apply; unofficial transcript from an accredited institution from which you received your diploma must be provided.

In order to receive military veteran points, you must submit your undeleted DD-214.

In order to receive residency preference points you must submit copies of two (2) documents that verify you live at the City of Milwaukee address that you claimed on your application. Both document(s) submitted must include all of the following: First and last name, Complete numbered street address (post office boxes will not be accepted), City, state and zip code. At least one (1) of the document(s) you submit must verify that you lived at this address during the application period.

In order to receive education preference points, you must submit your unofficial transcripts from an accredited institution proving you have earned a degree in a related field (e.g. criminal justice, law enforcement, police science.)

The preference points may be claimed via the online application, and the necessary supporting documentation may be uploaded to the online application or emailed to fpcjobs@milwaukee.gov. Supporting documentation must be received by the close of the application period.

Pre-employment Medical Examination, Psychological evaluation and drug test: Individuals offered employment must pass a pre-employment medical examination, psychological evaluation, and drug test as a condition of employment. Psychological exam results are valid for one year from date of exam regardless of outcome.

TRAINING:

- Must complete a paid police training course at the Police Academy with the length of time (minimum of 8 weeks/maximum of 28 weeks) to be based on the location of the agency you are transferring from. Reciprocal certifications and out of state transfers will complete a full 28-week academy.
- After successfully completing the training course, will be assigned to a district police station for field training.

ADDITIONAL INFORMATION

The application process must be completed online. Further information may be obtained from www.milwaukee.gov/jobs or by calling (414) 286-5000. Online applications may not be submitted after the deadline, unless extended.

If you will be unavailable for one or more portions of the examination due to military service or training, you may be eligible for a make-up examination pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA). In order to qualify for a make-up examination, you must meet USERRA eligibility requirements, including the requirement to provide advanced written or verbal notification to the Fire and Police Commission. For more information about your rights and responsibilities under USERRA, please visit the U.S. Department of Labor website at www.dol.gov. You must contact FPC Human Resources Representative Jordan Hendry at (414) 286-5038, via email at jhendr@milwaukee.gov, via fax at (414) 285-5050.

SELECTION PLAN

Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee. The names of successful candidates will be placed on the eligible list in a rank determined by the final score without reference to the date of the examination.

Prospective timeline:

Redacted Police Report (recently written)	Attached to Application
Personal History Questionnaire (PHQ)	DUE JANUARY 17, 2025 CLICK HERE TO PRINT PHQ
Oral Board Interviews	February 2025

Physical Readiness Test (PRT) - Must meet exit standards	PRT taken after January 8 Instructions will be sent to eligible candidates
Pre-Employment: Background Interview, Medical, Psychological	April/May 2025
Appointment (Hire)	Summer 2025

*Timeline is subject to change. Eligible candidates will receive email communications from the FPC with updates and required testing components. Once a candidate is disqualified, they will cease to receive communication regarding future events.

CONCLUSION

EEO 401

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.