

Police Aide (Ages 17-20)

Recruitment #2209-2343-001

List Type	Original
Requesting Department	Milwaukee Police Department
Filing Deadline	11/18/2022 4:45:00 PM
HR Analyst	Molly Kuether-Steele

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INTRODUCTION

The City of Milwaukee Police Department is an Equal Opportunity Employer

The Milwaukee Fire and Police Commission invites qualified 17-20 year-olds to apply for this exciting full-time employment opportunity that may lead to a career as a Police Officer 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 successful candidates' 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 Aides are uniformed civilian employees who serve in an apprentice-style program designed to prepare them for a career as a Police Officer. Duties include administrative and clerical functions and processing of department arrestees. The assignments are widely varied so that the Police Aide will gain a broad range of operational and administrative experience. Police Aides are required to meet established criteria by completing a prescribed course of college curriculum and a physical fitness program prior to being considered for appointment to Police Officer.

ESSENTIAL FUNCTIONS

Police Aides perform a variety of administrative, clerical and other support functions as prescribed by the supervisor. At no time is a Police Aide permitted to act independently while conducting law enforcement activities. Duties include, but are not limited to:

- Participate in and complete academic and physical training program in preparation for future Police Officer duties, including cultural competency classes and activities.
- Answering and directing phone calls.
- Assisting citizens via telephone and in-person.
- Operating radio console.
- Performing administrative/clerical duties such as typing, filing, data entry.
- Assisting with special projects as assigned.
- Assist with safety education, community and recruitment events

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

- A 40-hour work week, with off-days by assignment.

- Must complete 24 college credits and maintain a minimum 2.0 GPA on applicable credits
- Must adhere to the rules and regulations and code of conduct of the Milwaukee Police Department

NOTE: Effective October 11, 2016, Police Aides will be subject to the residency requirement for the City of Milwaukee. This means that within six months of being hired, the candidates must establish an actual and bona fide residence within 15 miles of the city of Milwaukee's jurisdictional border. For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: <http://city.milwaukee.gov/DER>. Please call 414-286-5000 if you have questions regarding your individual circumstances as part of the application and/or selection process.

MINIMUM REQUIREMENTS

- Must be at least 17 years old at time of the application deadline; and may not be more than 20 years old on the starting date of the Police Aide class which is scheduled for July 24, 2023.
- Individuals born after November 18, 2005 -or- born before July 24, 2003 do not qualify.
- Graduation from an accredited high school or completion of a G.E.D., high school equivalency certificate or State of Wisconsin home school certificate prior to July 1, 2023.
- United States citizenship, or must have resided in the United States for at least five years immediately prior to the date of application and be legally authorized to work for any employer in the United States. Non-citizen applicants should request information regarding Fire and Police Commission rules and citizenship requirements at time of application. [FPC Rule VI.4.(b). and Rule XI.2.(a)]
- Must possess a valid State of Wisconsin driver's license within one year of date of hire, and at the time of appointment to Police Officer.
- Physically able to perform Police Aide – and eventually Police Officer – training and job duties.
- Must successfully pass a Milwaukee Police Department Background Investigation.
- Must successfully pass a pre-employment medical and psychological evaluations, and drug screening.

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 terminated / discharged or resigned with charges pending from either the Milwaukee Police Department or Milwaukee Fire Department within the last two years from the date of application.
- Admission of or documented use, possession, sale, furnishing, or manufacturing of illegal drugs or controlled substances (excluding cannabis) within the preceding one year for Police Aide applicants may result in disqualification.
- Falsification, willful misrepresentation, or intentional omission of material information will result in disqualification.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Willingness and aptitude to learn the skills necessary to communicate effectively with a diverse population, in person and via telephone.
- Willingness and aptitude to learn excellent customer-service skills.
- Ability to accurately record information – by hand and using a computer, file records, and process paperwork.
- Ability to take direction from supervisors.
- Possess good moral character exhibiting honesty, responsibility, and trustworthiness with a positive attitude.
- Motivated and able to complete the required educational and physical fitness programs.

CURRENT SALARY

The current annual starting salary is \$32,778.72 for City of Milwaukee residents. The non-resident annual starting salary is \$31,824. The city offers a generous benefits package including 12 days of vacation, 11 paid holidays and 12 days paid sick leave per year; plus, health, dental, and life insurance, and tuition and textbook reimbursement.

SELECTION PROCESS

The examination process will include a written test, an oral interview, a writing sample exercise, a physical readiness test, and background investigation. 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. The test is based on the Police Officer job, since Police Aides who successfully complete the program may be appointed as a Police Officer. Qualified candidates will be notified of the time and location of the written examination, which has tentatively been scheduled to be held in January 2023. Candidates who successfully complete the written examination will receive information about the date, time, and location of the other testing components. If you will be unavailable for one or more portions of the examination due to military service or training, you must provide written notification to the Fire and Police Commission, City Hall Room 706 prior to the examination.

ELIGIBLE LIST: Candidates who successfully complete all phases of the examination will be placed on an eligible list that expires on December 31, 2023. Persons offered employment must pass a pre-employment medical examination, psychological evaluation, and drug test as a condition of employment.

APPOINTMENTS: Final appointment as a Police Aide is contingent upon passing all pre-employment components, the number of vacancies, and approval by the Fire and Police Commission.

PREFERENCE POINTS: Preference points may be added to the final passing score in accordance with State Statutes and Fire and Police Commission Rules. Qualified veterans will receive military preference points added to the final passing score; a DD-214 is required as proof of service. Preference points may 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.

In order to receive military veteran or residency preference points, the DD-214 or proof of residency must be provided as part of the application. The preference points may be claimed via the online application, and the necessary supporting documentation may be uploaded to the online application, mailed to the Fire and Police Commission at Room 706, City Hall, 200 E. Wells Street, Milwaukee, WI 53202-3554, or emailed to fpcjobs@milwaukee.gov. Supporting documentation must be received or postmarked by 4:45 p.m. on **November 18, 2022**.

APPLICATION PROCESS: The application process must be completed online. The online application will be available on **September 2, 2022** and accepted through **November 18, 2022 by 4:45 pm**. 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.

ADDITIONAL INFORMATION

Prospective Timeline*

Application period	September 2, 2022 – November 18, 2022 at 4:45 pm
Preference Point documents due by	November 18, 2022 at 4:45 pm
Notice to Qualified Candidates for Written test	December 2023
Written Test	January 2023
Notice to qualified candidates for interviews	February 2023
Oral Board Interviews and Writing Sample Exercise	March 2023
Physical Readiness Test	April 2023
Pre-employment (top 50 only) Background, Medical, Psychological	May 2023
Appointment (hire)	July 2023

*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.

POLICE OFFICER HIRE: A Police Aide may become eligible for appointment to the next Police Officer recruit class upon meeting all of the following:

- United States citizenship.
- Favorable recommendation of the Chief.
- Reaching the age of 21 years.
- Serving in the program a minimum of two years (maximum of four years).
- Satisfactorily completing the approved training program.
- Earning the required 24 college credits (which may count toward the 60 college credits that all Police Officers must have within five years of appointment).
- Possession of a valid State of Wisconsin driver's license.
- Passing a Police Officer medical examination, psychological evaluation, drug screen test, physical readiness test and updated background investigation prior to appointment to Police Officer.