



Dear Applicant:

Thank you for your inquiry about the position of patrol officer with the City of Rhinelanders Police Department. We are in the process of recruiting **Entry Level Patrol Officers** as well as **Lateral Entry Patrol Officers** to fill vacancies and create an eligibility list for future vacancies.

In the attached documents you will find:

1. Instruction Sheet
2. Application Process
3. Supplemental Information Form/Check-off list
4. Rhinelanders Police Department Application
5. Affidavit Authorizing the Release of Information
6. Waiver and Physician Statement (Brought to Physical Abilities Test)

All paperwork must be completely filled out and either typed or clearly printed in **Black Ink**. Failure to complete any form in its entirety will result in disqualification of the application.

All Paperwork must be returned to the **Chief's Administrative Assistant** by: **4:30 p.m. on Friday, December 29, 2017.**

Please Contact the Rhinelanders Police Department with any questions regarding this process. Thank you for your interest in becoming a Rhinelanders Police Officer.

*Good Luck!*

*Lloyd J. Gauthier  
Chief of Police*

**Officer Hiring Process  
Anticipated Timeline and Procedure  
2018**

<b>November 14, 2017</b>	Post Officer Position
<b>December 29, 2017</b>	Application Deadline - All interested Candidates must have resume and cover letter and DJLE 303 submitted to Administrative Assistant Ashlea Olson 4:30 pm.
<b>January 3, 2018</b>	Screen applications
<b>January 5, 2018</b>	Mail and email invitations for exam with all important dates.
<b>January 13, 2018</b>	9:00 am – Written Exam 12:00 pm – Physical Abilities Test
<b>January 14, 2018</b>	9:00 am – Interviews w/ Captain & Det. Sgt. followed by FTO interviews - Tally scores against pre-determined criteria, rank, notify candidates.
<b>January 15, 2018</b>	8:00 am – Police and Fire Commission Interviews / Ranking – E-mail all background information
<b>January 22, 2018</b>	Background materials returned by e-mail to Detective Sergeant. Background materials also submitted by mail for signatory page.
<b>January 23-31, 2018</b>	Background Investigation
<b>February 5, 2018</b>	Medical Exam – Rhinelander
<b>February 6, 2018</b>	Psychological Exam – Waupaca
<b>February 12, 2018</b>	First day (Actual date to be determined)

**(Dates may be subject to change with minimal notice)**

**INSTRUCTION SHEET**

**RETURN OR SEND TO:** Rhinelander Police Department  
ATTN: Chief's Administrative Assistant Ashlea Olson  
201 N. Brown Street  
Rhinelander, WI 54501  
Tel: (715) 365-5300

1. You must provide copies of high school and college transcripts.
2. You must provide copies of all military discharges and separations.
3. You must provide a copy of your birth certificate and driver's license.
4. You must provide a letter of interest.
5. The application must be filled out accurately and completely or it may not be accepted and may be grounds for disqualification.

# Rhineland Police Department

## Application Process

### What are we looking for in an applicant?

The Rhineland Police Department strives to attract and retain people who reflect the diversity of our community. We attempt to recruit applicants with good communication skills, both verbal and written. Furthermore, we seek individuals who will enforce the laws of the State of Wisconsin while protecting Constitutional Rights. The Rhineland Police Department is committed to hiring energetic and enthusiastic individuals that will work cooperatively with the public to preserve the peace, reduce the fear of crime, and provide for a safe environment.

### Entry Level Police Officer Minimum Qualifications

To become a Rhineland Police Officer, you must:

1. Be a high school graduate
2. Be at least 21 years of age
3. Be able to earn (60) College Credits within one year of employment (Preference given to those that have (60) College credits at the time of hire)
4. Certification or capacity to meet certification requirements established for police officers under Sec. 165.85(4) Wis. Stats.
5. Possess a valid Wisconsin Driver's License
6. Have no criminal record

### Lateral Entry Patrol Officer Minimum Qualifications

To qualify for a lateral entry police officer position, you must:

1. Be currently employed as a full-time police officer and have a minimum of three (3) years full-time, continuous service in this capacity. Academy time does not count toward this three years of experience.
2. Have an exemplary work history
3. Be certified by the State of Wisconsin Law Enforcement Standards Board
4. Be 21 years of age at the time of application
5. Be a high school graduate
6. Have (60) College credits at the time of hire
7. Possess a valid Wisconsin Driver's License
8. Have no criminal record

Lateral Entry Patrol Officer Positions receive an additional compensation package that credits previous full-time experience. Basically, full-time police officer experience of an officer at another department will be credited toward the pay and vacation time available in the Rhineland Police Union Contract. All other items, like departmental seniority, remain the same. Further, an experienced officer could receive up to 19 vacation days with 11 years of full-time experience at another police department. This additional pay and/or vacation is not effective until the officer successfully completes their probationary period with the Rhineland Police Department.

## The Hiring Process

The Rhinelander Police Department selection process is a fair and equitable competition that results in the best candidates being offered employment. 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:**

1. **Application for employment:** The application may be obtained by requesting one from the Rhinelander Police Department (715) 365-5300, or on our website [www.rhinelanderpd.com](http://www.rhinelanderpd.com). Applications are screened for completeness and minimum qualifications.
2. **Written Examination:** Following a review of your employment application form and preliminary background investigation to ensure minimum requirements are met, you may be invited to take a written exam. This exam will measure a variety of proficiencies necessary to be a police officer.
3. **Physical Abilities Test:** Those candidates who advance in the hiring process will be asked to participate in a physical abilities test.
4. **Department Panel Interviews:** An oral interview and oral testing phase will be administered by members of the Rhinelander Police Department. The interviews are focused on competencies required for a policing career as well as your suitability to fit within our organization. This information is used to assess how you likely will perform on the job as a police officer.
5. **Ride-Along:** A group of applicants may be selected to continue in the selection process by completing a ride-along with a Sergeant.
6. **Police and Fire Commission Interview:** The Police and Fire Commission is comprised of appointed members of the community. Candidates will have a personal interview with the Rhinelander Police and Fire Commission.
7. **Background Investigation:** A thorough and detailed background investigation is completed on the top candidate who successfully passes the Police and Fire Commission Interview. When completing the background investigation forms, it is critical that you provide honest, complete and accurate information.
8. **Conditional Offers of Employment:** A condition of employment with the Rhinelander Police Department is the successful completion of the psychological examination, medical examination, and drug test.
9. **Final Offer of Employment:** Final offers of employment are made and candidates are notified of a tentative start date.

## The Physical Ability Test

The physical ability test is a non-discriminatory, systematic exam with standards that have to be met. The physical ability test is administered to all police applicants as part of the total selection process. The purpose of the test is to determine if an applicant has attained the minimum physical fitness level required for the position of police officer.

The physical ability test consists of a series of job related activities designed to evaluate physical capabilities. In addition, exercises are suggested that will assist you in preparing for each test. It is recommended that applicants begin preparing for this prior to it being administered. The amount of preparation depends on the physical condition of the individual. Superior performance in all areas will be considered as an overall factor in our competitive process.

### **1.5 Mile Run- Weather Permitting** (This test measures aerobic capacity or cardio respiratory fitness.)

An applicant will run a distance of 1.5 miles as fast as possible. During the administration of the test, the applicants will be informed of their lap times. The applicants finish times will be called out and recorded. Upon completion of the test, a mandatory cool down period will be enforced. The applicants should walk slowly for about 5 minutes.

**15:00 minutes** will be the acceptable time limit for the test.

**Job Relatedness.** Police Officers must pursue fleeing suspects often times for a sustained period of time. Police Officers must be capable of using force for extended periods of time.

**Test Preparation.** Interval Training (speed training)

**Obstacle Course.** *In lieu of 1.5 Mile Run in the event of inclement weather.* This test item consists of running a prescribed course of one-quarter (1/4) mile while negotiating through and around physical barriers. An applicant will scale a six (6) foot fence, run around three (3) cones, climb under an 18 inch high bar, and leap a five (5) foot long prescribed area. This test must be completed in under three minutes and thirty seconds. This test simulates a foot pursuit.

**Job relatedness.** Police officers must pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting squad cars; climbing over and pulling one's self over obstacles through openings (doors and windows); jumping from elevated surfaces, over ditches and streams; crawling in confined areas; balancing on uneven or narrow spaces and using body force to gain entrance through barriers.

**Test Preparation.** Run short shuttle sprints, practice running with hurdles

### **One Minute Push Up Test-** (This test measures muscular endurance of the upper body.)

An applicant will place hands slightly wider than shoulder width apart, with fingers pointing forward. The administrator places one fist on the floor below the subject's chest. If a male is testing a female, a 3 inch sponge should be placed under the sternum to substitute for the fist. The feet cannot be braced against the wall. Starting from the up position the applicant must keep back straight at all times and lower the body to the floor until the chest touches the administrator's fist. Resting should be done only in the up position. Both hands must remain in contact with the floor at all times. No piking or arching is allowed at any time; the back must be kept straight. The total number of correct push ups in one minute is recorded as the score. A minimum of **25 pushups** will be the acceptable standard.

**Job Relatedness.** Police Officers must push, pull, crawl, lift, and carry different things, objects, and subjects while performing their duties.

**Test Preparation.** Resistance training (progressive use of resistance)

**One Minute Sit Up Test-** (This test measures abdominal muscular endurance.)

The applicant starts by lying on their back with their knees bent, feet flat on the floor, with fingers interlaced and held behind the head. The buttocks must remain on the floor with no thrusting of the hips. A partner holds the feet down firmly using their hands. In the up position, the applicant should touch elbows to knees and then return until the shoulder blades touch the floor. Any resting should be done in the up position. The neck remains in the neutral position and applicants shouldn't pull on the head or neck. A minimum of **32 sit ups** will be the acceptable standard.

**Job Relatedness.** Police Officers must use core abdominal strength while pulling, pushing, dragging, lifting, carrying, or using force for sustained amounts of time.

**Test Preparation.** Sit ups, resistance training.

**Vertical Jump Test-** (This test measures jumping or explosive power.)

Applicant should stand with one side toward the wall and reach up as high as possible to mark their reach on the yardstick. Applicant then jumps as high as possible and marks the spot on the wall above their standard reach mark. Prior to the jump, one foot must remain stationary on the floor. The applicants score is the difference between the standard reach and top of the jump mark, to the nearest ½ inch. The best of three trials is the score. A minimum of **15.5 inches** will be the acceptable standard.

**Job Relatedness.** Police Officers must often jump, vault, or dodge while performing their duties.

**Test Preparation.** Squats, jumping exercises

Candidates taking the physical agility examination are required to furnish their own physical fitness attire and towel. The recommended clothing includes tennis shoes, sweat shirt or T-shirt, shorts, sweat pants, or a running suit.

Should the applicant fail any one of the events, the entire test must be retaken. One additional attempt may be given after a failure.

AN EQUAL OPPORTUNITY EMPLOYER

The City of Rhinelander is committed to the practice of equal employment opportunity for all prospective applicants. Selection decisions are based on the match between the individual's qualifications and the requirements of the job. These decisions are made without regard to a person's age, national origin, race, sex, political affiliation or religion. In addition, these characteristics are not considered when making decisions with respect to promotion, compensation or training.

**For more information, call  
Chief Lloyd Gauthier  
Rhinelander Police Department  
201 N. Brown Street  
Rhinelander, WI 54501  
(715) 365-5300**

## Supplemental Information Form/Check-off list

In addition to information provided in the application, please complete the following supplemental contact information listed below.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street/PO Box                      City                      Zip

Home Telephone: (\_\_\_\_) \_\_\_\_\_

Work Telephone: (\_\_\_\_) \_\_\_\_\_

Cellular Telephone (\_\_\_\_) \_\_\_\_\_

Other Telephone: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

2<sup>nd</sup> E-Mail Address: \_\_\_\_\_

Pager Number: \_\_\_\_\_

### Check Off List

Please ensure you have completed and submitted all information contained in the following list. All paperwork must be completely filled out and either typed or clearly printed in **Black Ink**. Failure to complete any form in its entirety will result in disqualification of the application.

- Letter of Interest
- Rhinelander Police Department Application
- Affidavit Authorizing the Release of Information
- High School and College Transcripts
- Military Discharges and Separations
- Birth Certificate
- Copy of Driver's License
- EEOC Recruitment Information Sheet



## Rhineland Police Department

**NOTICE:** All questions must be answered. Incomplete or illegible applications will not be considered. If the space provided is insufficient for complete answers or you wish to furnish additional information, please attach additional pages.

### 1. PERSONAL INFORMATION

Name (Last, First, Middle)			Social Security # (xxx-xx-xxxx)
Address (Apartment, Street, P.O. Box)			Home Telephone Number
City	State	Zip Code	Work Telephone Number
Email Address			Cell Phone Number

Have you successfully completed the basic training required for certification (i.e. 520-hour law enforcement academy)? Yes  No

If yes, what type(s) of basic training have you successfully completed? Law Enforcement  Jail  Secure Juvenile Detention

If applicable, include the name of the school where you completed basic training and the date that training was completed:

\_\_\_\_\_

Are you at least 18 years old? Yes  No

Are you a United States citizen? Yes  No

Do you have a high school diploma, GED or HSED? Yes  No

Do you have an Associate Degree or 60 associate degree level credits or higher from an accredited college or university? Yes  No

If No, were you employed as a law enforcement officer prior to February 1, 1993? Yes  No

The college credit requirement as written in Wisconsin Administrative Code § LES 2.01(1)(e), pertains to law enforcement and tribal law enforcement officers first employed on or after February 1, 1993.

Have you ever been convicted of a felony? Yes  No

Have you ever been convicted of a misdemeanor crime of domestic violence? Yes  No

Are you prohibited by state or federal law from possessing a firearm? Yes  No

Do you possess a valid Wisconsin driver's license or a valid driver's license from another state? Yes  No

### 2. EDUCATION

Name of School(s)	Dates		Degree, Diploma, or Credits Earned
	From (mm/yyyy)	To (mm/yyyy)	
<b>High School(s)</b>			
<b>College(s)</b>			

### 3. EMPLOYMENT

Begin with current or most recent employer. List chronologically all employment, including summer and part-time employment while attending school. To furnish additional employment information, attach sheets of the same size and format as this application.

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> <input type="checkbox"/>	Annual Salary/Wages:
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position and kind of work:	Reason for Leaving:	

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> <input type="checkbox"/>	Annual Salary/Wages:
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position and kind of work:	Reason for Leaving:	

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> <input type="checkbox"/>	Annual Salary/Wages:
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position and kind of work:	Reason for Leaving:	

**4. MILITARY SERVICE**

Branch of Service	From (mm/yyyy)	To (mm/yyyy)	Active Duty or Reserve	Highest Grade	Skill Specialty or Primary Duty

Honorably Discharged from Military Service?    Yes     No     Not Applicable

**5. REFERENCES**

Give three references (not relatives, or present employer; avoid listing members of the clergy).

Name:  
 Position/Title/Profession:  
 Number of Years Acquainted:  
 Address:  
 City/State/Zip:  
 Telephone Number:

Name:  
 Position/Title/Profession:  
 Number of Years Acquainted:  
 Address:  
 City/State/Zip:  
 Telephone Number:

Name:  
 Position/Title/Profession:  
 Number of Years Acquainted:  
 Address:  
 City/State/Zip:  
 Telephone Number:

**6. GENERAL**

**\*\*Please complete the essay questions below and include with your application.**

- A. Why have you chosen to apply for this position?
- B. Discuss things you have done which have contributed to your life experience. Be sure to include information regarding volunteer work with civic, school, or professional organizations. Be specific about names and dates.
- C. Why do you believe you could relate to and/or work with people of different races, genders, cultures, ages, socio-economic groups, and educational levels?

**APPLICANT PLEASE READ CAREFULLY AND SIGN BELOW**

Information provided and statements made as part of this application may be grounds for not employing you or for dismissing you after you begin work. All information and statements made are subject to verification.

**CERTIFICATION**

ALL INFORMATION PROVIDED AND STATEMENTS MADE BY ME AS PART OF THIS APPLICATION, OR AS PART OF ANY ADDITIONAL INFORMATION PROVIDED IN SUPPORT OF THIS APPLICATION, ARE COMPLETE, CORRECT, AND TRUE TO THE BEST OF MY KNOWLEDGE.

I UNDERSTAND THAT IF I AM EMPLOYED, FALSE INFORMATION PROVIDED OR FALSE STATEMENTS MADE AS PART OF THIS APPLICATION MAY BE CONSIDERED AS CAUSE FOR DISMISSAL.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date Signed

Under the provisions of § 19.36, Wis. Stats., I request that my identity as an applicant for this position not be revealed without my consent or until required under law.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date Signed

## Affidavit Authorizing Release of Information

I, \_\_\_\_\_, hereby verify that:

1. I am an applicant for employment with the Rhinelander Police Department.
2. The job for which I have applied is a position of trust and responsibility which requires the highest standards of good character and work performance.
3. To assure maintenance of these high standards, certain background information pertaining to me is required. Including, but not limited to, the information which is authorized for release in Paragraph 5.
4. I do hereby empower an employee of the Rhinelander Police Department to, within two years of the date of this affidavit, obtain information and records pertaining to me from any or all of the sources listed in Paragraph 5.
5. These sources include, but are not limited to:
  - a. The Selective Service System
  - b. Any banking institution
  - c. Any places of business with which I have indicated a past relationship or wherein I had a any employer/employee relationship
  - d. Credit rating bureaus or institutions maintaining individual credit rating files
  - e. Any school, college, university or other educational institution
  - f. Any office, clinic or hospital where illness, injuries and/or deterioration (physical and/or mental in nature) are diagnosed and treated
  - g. Any Police Department or other Law Enforcement entity
6. I hereby release any individual or institution; including it's officers, employees or related personnel, both individually and collectively; from any and all liability for damages of whatever kind, (including actions brought under ss.895.50, Wisconsin Statutes [the Privacy Act] which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information or any attempt to comply with it.
7. A photocopy of this affidavit will have the same force and effect as an original.

I have read the above and know it to be true and correct to the best of my knowledge.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
My commission expires \_\_\_\_\_

**This form is to be brought to the physical abilities test. Any expenses incurred to complete this form are the candidate's responsibility.**

**WAIVER AND PHYSICIAN STATEMENT FOR PHYSICAL SURVEY TESTING**

APPLICANT'S NAME: \_\_\_\_\_

**This form must be completed, notarized and presented prior to testing.**

Physical survey testing is administered by members of the Rhinelander Police Department and consists of three (3) separate parts designed to assess the applicant's physical condition. It also provides the applicant an opportunity to demonstrate the minimal agility, strength, coordination, and endurance as it relates to the trainability for job performance in the police service.

The physical survey exercises may prove to be strenuous for some applicants and it is not advisable for everyone to participate if they have had recent surgery or have any other restrictive physical condition(s) (See Physical Agility descriptions).

The decision to participate in these exercises rests solely with the applicant and he/she assumes full responsibility for injury or harmful effects that may result from participation. **Applicants not presenting this form, in a fully completed manner, will not be permitted to participate in this physical survey and will be removed from further consideration for this applicant process.**

**WAIVER OF LIABILITY**

I have read the above statements and understand them. My signature releases and holds harmless the City of Rhinelander, the Rhinelander Police Department and its personnel from any and all claims of responsibility which may result from my participation in the Physical Survey Testing Exercises. This waiver **must** be signed in the presence of a notary.

NOTARY PUBLIC:

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Applicant's Signature

Notary: \_\_\_\_\_ Commission Expires \_\_\_\_\_  
Signature and Seal

**STATEMENT OF APPLICANT'S PHYSICIAN**

I have examined the named applicant and found no contradictions which would prevent him/her from participating in any of the exercises outlined on the enclosed form.

NAME OF PHYSICIAN (type or print) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE: \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ DATE OF EXAM: \_\_\_\_\_

SIGNATURE OF PHYSICIAN: \_\_\_\_\_

**DEPARTMENT USE ONLY**

Form reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ ACCEPTED/REFUSED

Identity verified by: \_\_\_\_\_

Photo ID Card \_\_\_ Photo Driver's License \_\_\_ Failed to present proper photo identification

Remarks: \_\_\_\_\_

