

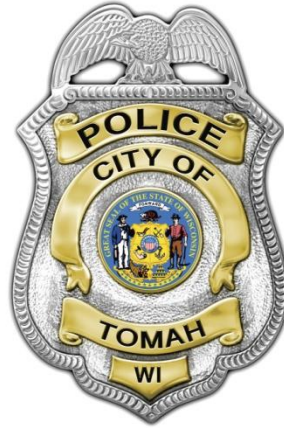
# Tomah Police Department

805 Superior Avenue

Tomah, Wisconsin 54660

608-374-7400

Employment Application Packet



Mark D. Nicholson, Chief of Police

[TOMAHPD@TOMAHPOLICE.COM](mailto:TOMAHPD@TOMAHPOLICE.COM)

The Tomah Police Department exists to serve the community by protecting life and property, by preventing crime and enforcing the laws and by maintaining order for all citizens.



**Mark D. Nicholson**  
Chief of Police

# Tomah Police Department

805 Superior Avenue  
Tomah, Wisconsin 54660  
Phone (608) 374-7400  
Fax (608) 374-7413  
TOMAHPD@TOMAHPOLICE.COM

Dear Applicant:

In order to expedite the processing of your Application of Employment, please provide the following information:

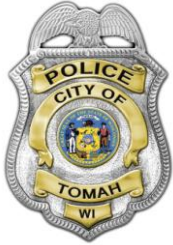
1. Your date of birth.
2. A copy of your driver's license.
3. A copy of your certificate, if you are state certified or certifiable.
4. A copy of your college transcripts.
5. Applicants **must** complete questions A – C on the DJ-LE-330 form.

Sincerely,

TOMAH POLICE DEPARTMENT

A handwritten signature in black ink, appearing to read "Mark D. Nicholson".

Mark D. Nicholson  
Chief of Police



**Mark D. Nicholson**  
Chief of Police

# Tomah Police Department

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## The Police Department

The Tomah Police Department provides a 24-hour a day public protection service to the citizens and community of Tomah. The department serves about 9,405 residents and patrols approximately 9.0 square miles within the city limits. The city is a main artery for transportation that includes Interstates 90 and 94, US Highway 12, State Highways 16, 21 and 131, County Highways ET, CA and CM. The city has Greyhound bus services, along with an Amtrak train depot and a city owned airport. The 2016 total dispatched calls for service was 15,437, which is an increase from the 2015 calls for service of 14,308 calls. These calls include phone calls/complaints from dispatch, counter complaints, in person reporting of incidents, Community Police contacts, self initiated contacts and traffic stops.

The department is staffed by a Chief of Police, two Lieutenants (one in charge of operations and one in charge of support services), five Sergeants who act as shift supervisors, nine Patrol Officers, one School Resource Officer, two Investigators, and a clerical staff of four. The Police Department's office is open Monday thru Friday 8:00 AM to 8:30 PM (except holidays).

The department is equipped with four marked Ford SUV Police Interceptors, one marked Police Tahoe (K-9 vehicle), one un-marked sport utility vehicle (Supervisor's vehicle), four un-marked squads (Chief's take-home truck, two Investigator's vehicles and a training car). The Tomah Police Department also has a Tactical Unit van, MRAP armored vehicle, a marked Nuisance Abatement Vehicle and two mountain bikes. Each patrol vehicle is equipped with a variety of equipment including a shotgun, patrol rifle, water rescue devices, road spikes and radar. Each officer is also assigned a take-home portable radio. The department provides an extensive initial issue of equipment to include duty uniforms, jackets, duty belts, and bulletproof vests to each officer along with a yearly clothing allowance. Applicants will be required to acquire a personally owned handgun consistent with department policies for duty purposes.

Training is encouraged by the department. Career progression is tracked and training is provided to officers who express an interest in specialized areas including crime scene processing, firearms, EVOC, Basic SWAT and drug investigations. The department also sponsors a four hour training session every-other-month. Several officers serve as members of the Monroe County Combined Tactical Unit. Approximately one-third of the nineteen sworn officers have a bachelor's degree. Supervisory officers have extensive management training, to include the University of Wisconsin's Certified Public Manager Program, IACP Leadership in Police Organizations and the Wisconsin Law Enforcement Executive Development Course.

Visit [WWW.TOMAHPOLICE.COM](http://WWW.TOMAHPOLICE.COM) for more information.

# Qualifications

The following qualifications and standards are established to ensure hiring the best candidates for employment. The minimum requirements are:

- Must be a citizen of the United States and a resident of the State of Wisconsin upon hire.
- Must be at least 18 years of age.
- Must possess a valid Wisconsin Driver's License at the time of employment.
- Must possess a minimum of 60 semester hours/credits from an accredited institution of higher learning.
- Must be of good moral character as determined by a thorough background investigation.
- Must be of sound mind as determined by a psychological evaluation.
- Vision corrected to 20/20.
- Wisconsin Law Enforcement Standards Board Certification or the ability to attain certification is preferred. However, applicants that have not yet attended a Basic Police Academy, are encouraged to apply as the Tomah Police Department **MAY** sponsor a successful candidate to attend a Wisconsin Law Enforcement 720hr Police Academy.
- No felony or domestic abuse related convictions.
- Military veterans who have served in a similar capacity as Law Enforcement and who are certified/certifiable as a result of taking the Wisconsin Training and Standards Reciprocity Test. For more information about Wisconsin's Reciprocity Test please contact the Wisconsin Department of Training and Standards, 608-266-8803.

# Application Selection Process

Applicants must submit a comprehensive letter of application, a current resume, a DJ-LE-330, and provide the additional information as noted on page two of the application packet. Applications for employment may be made to:

E-Mailed applications for employment may be sent to:  
LIEUTENANT SCOTT HOLUM  
E-MAIL: [SHOLUM@TOMAHPOLICE.COM](mailto:SHOLUM@TOMAHPOLICE.COM)

Written and faxed applications for employment may be made to:  
ADMINISTRATIVE ASSISTANT RHONDA CULPITT  
TOMAH POLICE DEPARTMENT  
805 SUPERIOR AVENUE  
TOMAH, WI 54660  
PHONE: (608) 374-7400  
FAX: (608) 374-7413  
EMAIL: [RCULPITT@TOMAHPOLICE.COM](mailto:RCULPITT@TOMAHPOLICE.COM)

Applications are screened and those who appear to meet the minimum requirements will be invited to take a physical fitness exam (see [WWW.TOMAHPOLICE.COM](http://WWW.TOMAHPOLICE.COM) for the physical fitness test requirements). Those applicants who successfully complete the fitness test will be required to successfully complete the following steps:

- A written test.
- A Personnel Evaluation Performance test.
- An oral interview with the members of the Police Department Staff.
- An oral interview with Police and Fire Commission.
- A comprehensive background investigation.
- A psychological and medical examination, to include a drug screen. This step is performed after a conditional offer of employment has been made.
- A 12 month probationary period is required for new applicants. This may be extended if needed.

All testing is provided at no expense to the applicant; however travel expenses are not reimbursable. Any step in the process may eliminate an applicant. Completion of all steps does not guarantee employment. The Tomah Police Department is committed to conducting a fair and non-biased employment process.

## **An Equal Opportunity Employer**

The City of Tomah and its Police Department are committed to the practice of equal employment opportunity for all perspective 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.

# Benefits

## Benefits - New Employee

The information provided below is subject to negotiated change and based upon the 2017-2018 Tomah Professional Police Association union contract. This is may not be a complete list of benefits provided to employees. Other benefits include accrued compensatory time, an option to participate in the Wisconsin Deferred Compensation program, call-in pay, court time, shift premium, overtime assignments, and training opportunities.

### Salary

- Beginning base pay for a Police Officer is \$48,422.40 per year (July 1, 2017). The City has the ability to start a new employee at a higher rate than entry level based on the qualifications and experience of the applicant. Top patrol pay is \$52,686.40 (July 1, 2018) after 10 years of service.

### Vacation

- After one year of service, employees receive 5 days, 10 days after two years, 15 days after eight years, 20 days after twelve years, 25 days after twenty years, and 30 days after 25 years of service.

### Paid Holiday

- 8.5 paid holidays per year, along with two floating holidays.

### Sick Leave

- Employees receive one (1) day of sick leave per month upon hire.

### Personal Day

- Employees receive one (1) day per year to be used from their accumulated sick leave.

### Medical Insurance

- Insurance premiums for single coverage is up to 15% of City premium per month. There is no deductible.

- Insurance premiums for family coverage is up to 15% of City premium per month. There is no deductible.

### Retirement

- Normal retirement is at age 53 with 25 or more years of service. A contribution of 7.0% (changes upon WRS) to the State Retirement System (WRS) is required for new employees.

### Uniforms and Uniform Allowance

- The Department provides initial issue of all uniforms, duty belt, and ballistic vest.

- Applicants will be required to acquire a personally owned handgun consistent with the Department policies for duty purposes.

- At the beginning of the first full year, Officers are allowed a \$600 uniform allowance per year.

### Shifts

- Uniformed Officers work 8.5 hour days on a yearly fixed shift with four days on, two days off. Shifts are picked annually by seniority. Current shifts are 6AM to 230PM, 10AM to 630PM, 2PM to 1030PM, 7PM to 330AM, 10PM to 630AM.

### Educational Incentive

- College level courses taken with a degree-producing program are reimbursed up to 50% of one course per semester.

### **Other Incentives**

- An in-house fitness center with the ability to use 30 minutes to work out on duty.
- We allow the purchase and use of personally owned rifles and off duty weapons.
- The Department has a competitive and flexible time off policy amongst industry standards.
- A liberal tattoo policy that allows visible tattoos which are not on the face, neck or hands.
- We allow neatly groomed facial hair.
- We allow many uniform options as the assignment dictates, including external vest carriers for Patrol Officers.
- The City has an Employee Assistance Program that is being put in place for 2018.
- We have some of the latest equipment used in Policing, including AXON 2 body cameras and AXON Fleet in car cameras for our Patrol vehicles.

### **Career Opportunities**

- Field Training Officer
- DARE / GREAT Officer
- K-9 Officer
- Investigator
  - Assignment to the Monroe County Joint Task Force
  - Assignment as the Department Investigator for in depth cases including crimes against children
- Promotions or Supervisor Opportunities
- Assignment to the Monroe County Combined Tactical Unit
  - Specialties include: Team Leader, Breacher, Sniper, Negotiator, etc.

Thank you for your interest in employment with the Tomah Police Department.

Visit [WWW.TOMAHPOLICE.COM](http://WWW.TOMAHPOLICE.COM) for more information.



## APPLICATION FOR EMPLOYMENT LAW ENFORCEMENT, JAIL OR SECURE JUVENILE DETENTION OFFICER

**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. 720-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 college credits or higher? **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:	<i>Full-Time</i> <i>Part-Time</i>	<i>Annual Salary/Wages:</i>
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes                      No	
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:	<i>Full-Time</i> <i>Part-Time</i>	<i>Annual Salary/Wages:</i>
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes                      No	
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:	<i>Full-Time</i> <i>Part-Time</i>	<i>Annual Salary/Wages:</i>
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes                      No	
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**

**COMPLETE IF INSTRUCTED TO DO SO BY EMPLOYING AGENCY.**

**Attach no more than one additional page for each answer.**

- 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