



Neenah Police Department

On-Going Recruitment Process – Patrol Officer

Thank you for expressing interest in employment opportunities with the Neenah Police Department. Our flexible organization breaks from tradition and employs creative methods of Community policing through the utilization of self-directed teams. Employees enjoy a competitive salary and fringe benefit package that is commensurate with experience, an attractive 12-hour work schedule, and exciting career development opportunities.

The Neenah Police Department is seeking innovative professionals for the position of Patrol Officer who have the ability to interact with people, problem solve, and communicate effectively. Applicants should exhibit good character, sound judgment, honesty, reliability, and integrity characteristics that blend together with a philosophy for community oriented policing, along with a desire to serve the interests of the citizens of the City of Neenah.

Typical duties of a police officer include: routine patrol, responding to calls for service, maintaining order, enforcing criminal and traffic laws mandated and authorized by State and local laws, ordinances and codes; respond to and investigate citizen complaints, report writing, courtroom presentations, operation of standard police equipment/techniques/use of force options, assist/cooperate with other law enforcement/government agencies, problem solving, communication with the citizens of Neenah.

Qualifications on an Entry Level Police Officer:

1. United States Citizen
2. 18 years of age
3. Possess a valid driver's license with a good driving record.
4. High school diploma or equivalent.
5. 60 post-high school credits at an accredited university or technical college at hire date.
6. **NO** felony or domestic abuse related convictions
7. Good verbal and written communication skills.
8. Mental and physical ability to perform all essential functions of a police officer
9. Ability to successfully pass each phase of the recruitment process.

Individuals who meet these qualifications, especially minorities, bilingual persons, and those with diverse life experiences in other fields looking for a career change, are encouraged to apply. No previous training or experience is necessary. All majors welcome!

The City of Neenah Police Department is committed to the practice of equal employment opportunity for all prospective applicants. Selection decisions are made without regard to a person's age, national origin, race, sex, political affiliation or religion. Furthermore, these characteristics are not considered when making decisions with respect to promotion, compensation, or training. **The City of Neenah is an Equal Opportunity/Affirmative Action Employer.**

We hope that you will take the time to read through all of the information provided on our website including the downloadable forms at the end of this section. If you have any questions or comments, feel free to contact:

Captain Howard Fuerst – 920-886-6012 – HFuerst@ci.neenah.wi.us

Administrative Assistant Brenda Mathison – 920-886-6016 – BMathison@ci.neenah.wi.us.

RECRUITMENT PROCESS

The City of Neenah Police Department conducts an on-going recruitment process where applications are always accepted and processed on an ongoing basis throughout the year. Careful selection is key to our success in achieving the goals and objectives of the Neenah Police Department. Any step in the recruitment process may serve to eliminate a candidate. Selection decisions are based on the match between a candidate's qualifications and the requirements of the job. Completion of all steps does not guarantee employment.

1. Submission of Application Materials

Please read and follow all directions for application submission. All forms should be typed or clearly printed in ink. All questions must be answered as completely as possible. If a question does not apply to your circumstance, please indicate N/A. You may attach extra sheets if additional space is required; please number accordingly. Remember to sign and date all application materials where indicated. Failure to do so or leaving any of the information blank will result in your application not being considered. **Note: Faxed or e-mailed applications will not be accepted.**

ALL APPLICATIONS MUST INCLUDE:

- a. Application Form DJ-LE-330 (*Please answer Questions A-B-C on Page 3*),
- b. Current Resume
- c. Copies of All Grade Transcripts including High School and College/Tech Schools
- d. Copy of Driver's License
- e. Copy of Civil Service Discharge paperwork if applicable
- f. (Optional) City of Neenah Supplementary Application Information Form.
- g. Please note the best time of day for our recruiter to call you next to your phone number on application.

Application packets are available by request at the Neenah Police Dept. 2111 Marathon Ave., Neenah, 920-886-6000 or by download from the employment section on our website at: www.ci.neenah.wi.us

Send completed applications to:

**Neenah Police Department-Recruitment
2111 Marathon Avenue, Neenah, WI 54956-4771**

**Applications missing any of the above required information are considered incomplete.
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

2. Multi-Test Day

- a. Objective Written Exercises
- b. Physical Aptitude Testing
- c. Communication Assessments

3. Comprehensive Interviews

During the hiring process you will be scheduled for multiple interviews at various stages of our process. These interviews will be with various Police Department staff, City of Neenah Human Resources Department staff, and members of the Police Commission.

4. Extensive Background Investigation including Submission of a Personal History Statement and Credit History Check

5. Conditional Offer of Employment

This offer is based on the successful completion of:

- a. Medical / Physical Exam including drug testing and vision screening.
- b. Psychological Exam

6. Final Offer of Employment