



## **POLICE DEPARTMENT**

### **Town of Linn**

W3728 Franklin Walsh St, Zenda, WI 53195

Phone: (262) 275-6194

[www.townoflinnpolice.com](http://www.townoflinnpolice.com)

## **LATERAL POLICE OFFICER INFORMATION PACKET AND EMPLOYMENT APPLICATION**

The Town of Linn accepts for employment and promotes its employees without regard to perceived or actual race, color, religion, sex, national origin, sexual orientation, age, marital status, military status, physical or mental handicap unrelated to ability to perform the essential job functions or any other status or class protected by federal, state, or local law. The Town of Linn Police Department bases its hiring practices and promotions on merit, experience, education, and other qualifications applied to all applicants and in accordance with the principles of equal employment opportunity and as required by any other applicable federal, state, or local law. The Town of Linn complies with the Americans with Disabilities Act (ADA). Persons needing accommodations in the recruitment process should notify the Town of Linn Human Resources Department in advance.

All information contained in or connected with your application will be considered personal and confidential and used only in conjunction with your possible employment by the Town of Linn.

An applicant may be disqualified from further processing if he/she intentionally makes a false statement of a material fact, practices or attempts to practice any deception or fraud in his/her application process, or examination for appointment. Any false statements will be considered sufficient cause for dismissal. Any misrepresentation whether actual or by omission may disqualify you for consideration of employment by the Town of Linn.

See the [Minimum Requirements and Qualifications](#)

You cannot be considered for the position unless you meet these requirements.

Any questions concerning the employment process should be directed to the Town of Linn Police Department, attention Chief Jon Albrecht, W3728 Franklin Walsh St, (262) 275-6194 x32.

### **Minimum Requirements and Qualifications**

Applicants for certified eligible Police Officer Appointments must meet the following minimum qualifications and requirements at the time of applications:

- United States Citizen
- Have been employed, whether currently or in the past, for at least (1) year as a full-time, sworn law enforcement officer by Federal, State, County, or local law enforcement agency in which they served. Applicants must be in good standing with the agency in which they

served. (Part-time certifications as a law enforcement officer does not meet this requirement).

- Individuals must be at least 21 years old.
- Education – Must possess a high school diploma or equivalent and sixty (60) college credits from an accredited University or College.
- Certified or certifiable (through reciprocity examination) by the Wisconsin Law Enforcement Standards Board.

### **Selection Process**

**Each phase of the process is pass/fail and required to proceed to the next.**

- Review of application materials.
- Interview.
- Background investigation.
- Post-offer examinations, including but not limited to psychological assessment; medical examination; functional capacity evaluation; and drug screening.

### **Lateral Transfer Police Officer Candidate Pool**

- A lateral transfer Police Officer candidate pool will be established from qualified applicants that submit the required application materials.
- Inclusion in the lateral transfer candidate pool shall be based upon the relative excellence of the applicants.
- The candidate list of lateral transfer Police Officers will be maintained by department personnel.
- If the selection process identifies applicants who have certain knowledge, skills and abilities that make those applicants more desirable for the position sought to be filled, the Town of Linn Board may choose to appoint those applicants.
- Applications will be valid for one year from the date of acceptance by the Town of Linn. Such applications for lateral transfer will be acceptable as needed and determined by the Town.

**Town of Linn  
Job Description**

**Position Title: Police Officer**

**Classifications: Full-Time**

**Reports To: Chief of Police**

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**Job Summary:** The position of Police Officer is the entry level rank in the Department and shall be a non-exempt employee and may choose to be a member of the collective bargaining unit.

Under general supervision, the Police Officer performs a wide variety of duties including the enforcement of laws and the prevention of crimes; controls traffic flow and enforces state and local traffic regulations; issues citations; participates in and conducts a variety of criminal investigations; makes arrests; provides support and assistance to special crime prevention and law enforcement programs; and performs a variety of technical and administrative tasks in support of law enforcement services and activities.

**Essential Duties and Responsibilities**

- Patrol designated areas of the Town to preserve law and order, discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances; protect real and personal property by providing security checks of residential, business, and public premises; maintain awareness of and remains alert for wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators, and crimes in progress; issue warnings and citations.
- Respond to calls for the protection of life and property, the enforcement of laws and ordinances, public service calls, and complaints including those involving automobile accidents, traffic hazards, misdemeanor and felony incidents, domestic disturbances, property control, civil complaints, and related incidents; investigate complaints and takes appropriate action, which may include the use of deadly or nondeadly force; use sound judgment under adverse, stressful conditions.
- Conduct investigations at scenes of incidents to which summoned, or incidents observed; determine what, if any, crime has been committed; identify, collect, preserve, process, and book evidence; locate and interview victims and witnesses; identify and interrogate suspects.
- Work in partnership with the Municipal Court Officer and District Attorney's Office to obtain and file local and criminal complaints on arrested subjects.
- Prepare and serve search and arrest warrants; apprehend and arrest offenders for crimes committed under state and local laws and codes; control and mitigate people under the influence of drugs or alcohol or other potentially hostile situations.
- Serve as liaison and public relations officer to the public; establish and preserve good relationships with the public; answer questions from the public concerning local and

state laws, procedures, and activities of the department; make presentations before a variety of public groups to promote crime prevention activities and to enhance public understanding of Police activities.

- Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses; may respond to requests for assistance from agencies outside the Town for mutual aid in the suppression of civil disturbances, apprehension of criminals, or other related requests.
- Participate in continuous training to enhance law enforcement skills including firearms proficiency, defensive driving skills, apprehension and arrest techniques, investigative skills, and general law enforcement skills.
- Perform a variety of administrative and other types of duties in support of law enforcement services, programs, and activities; attend meetings; maintain and calibrate specialized equipment including preliminary alcohol screening devices.
- Initiate and complete reports, legal documents, and other required paperwork; prepare a variety of reports including those on activities, operations, arrests made, and unusual incidents observed; prepare investigative reports and case information.
- Testify in courts and at hearings; prepare and present case evidence; respond to mandatory court calls during irregular hours.
- Direct traffic at fires, special events, and other emergency situations; provide traffic and crowd control at events; provide security at Town Board meetings and other Town functions.
- Enforce parking regulations; issue citations; request vehicles to be towed that are in violation of codes.
- Perform related duties as required.

### **Experience and Qualifications**

- Sixty (60) credits from an accredited University or College.
- Certification by the Wisconsin Law Enforcement Standards Board (successful completion of a Wisconsin Basic Law Enforcement Recruit Academy.
- As established by the Wisconsin Department of Justice Training and Standards Board and the Town of Linn.

### **Physical Demands/Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Town of Linn has adopted the following physical demands for all sworn Police Officers: standing, walking, sitting, lifting/carrying (Max. an injured or ill individual), pushing, pulling, pulling hand-over-hand, climbing stairs, climbing – use of legs/arms, balancing, stooping, kneeling, repeated bending, crawling, reaching high/low/level, finger movement/repetitive, repetitive twisting or pressure involving wrists or hands, both hands required, both legs

required, ability for rapid mental/muscular coordination simultaneously, oral communication – ability to speak clearly in English, hearing/conversation, near/far visual requirements, depth perception, color vision: distinguish basic shades, color vision: distinguish basic colors, operation of a police vehicle.

**Work Hours**

The Town of Linn Police Department operates twenty-four hours a day, seven days a week. The Police Officer position will be required to work night, weekends, and holidays and some overtime. The shifts are 8.5 hours in length and follow a 5-on, 2-off, 5-on, 3-off rotating schedule.

## Wages and Benefits

### Starting Wage

Lateral transfer Police Officers with at least (1) year as a full-time, sworn law enforcement officer by Federal, State, County, or local law enforcement agency in which they served shall be compensated based on the following wage schedule:

<b>Transfer Years of Service</b>	<b>Effective 1/1/2023</b>
(1) year of service	Up to \$30.56 hourly
(2) years of service	Up to \$32.31 hourly
(3) or more years of service	Up to \$33.60 hourly

### Health, Dental, and Vision Insurance

The Town of Linn shall provide surgical and medical insurance, dental insurance, and vision insurance. The Town of Linn will pay eighty-eight percent (88%) of the average premium cost of qualified tier-one health plans in Walworth County Plans with the employee paying the difference, if any. The employee may choose from the following health insurance plans:

#### **2023 Employee Family Health Insurance Rates**

<b>Plan</b>	<b>Yearly Premium</b>	<b>Monthly Premium</b>
Dean Health Plan	\$2,582.29	\$352.42
MercyCare Health Plans	\$2,374.74	\$196.48
Quartz Central	\$13,429.42	\$1,119.12
Access Plan – Dean	\$11,485.18	\$957.10

#### **2023 Employee Single Health Insurance Rates**

<b>Plan</b>	<b>Yearly Premium</b>	<b>Monthly Premium</b>
Dean Health Plan	\$1,710.62	\$142.55
MercyCare Health Plans	\$962.06	\$80.17
Quartz Central	\$5,390.78	\$449.23
Access Plan – Dean	\$4,612.94	\$384.41

Health Savings Account (HSA)

Effective January 1, 2015, and thereafter, the Town shall establish a Health Savings Account (HSA) covering surgical and medical insurance, dental insurance, and vision insurance for each employee with a bank as designated by the Town.

For 2023 the Town will deposit \$3,000.00 (12 monthly payments) into the HSA for employees enrolled in a family health insurance plan and \$1,500.00 (12 monthly payments) for employees enrolled in a single health insurance plan.

Term Life Insurance

The Town of Linn shall provide Wisconsin Group Life Insurance to full-time employees. The Town of Linn shall pay the entire premium for each employee enrolled in the plan. The coverage shall be equal to twenty-five thousand dollars (\$25,000.00) term life insurance.

Retirement Contribution (WRS)

The Town of Linn shall make one hundred (100%) percent of the employer contributions and the employee shall make one hundred (100% of the employee contributions toward the Wisconsin Retirement Fund. Each employee shall be a participant in the Wisconsin State Retirement plan as provided by the Wisconsin Statutes and rules promulgated by the Wisconsin Retirement Fund Board.

Vacation

One week of vacation shall be provided at the time of hire and during each full year thereafter. The period of vacation earned shall be taken during the following year in which it is earned and prior to the employee's anniversary date. Vacation shall be earned as follows:

- During first year ..... One (1) week.
- During second year ..... Two (2) weeks.
- During fifth year ..... Three (3) weeks.
- During tenth year ..... Four (4) weeks.

Holidays

Full time employees shall receive ten (10) paid holidays as follows:

- |                    |                        |
|--------------------|------------------------|
| New Year's Day     | Memorial Day           |
| Easter             | Labor Day              |
| Fourth of July     | Thanksgiving Day       |
| Christmas Eve Day  | Christmas Day          |
| New Year's Eve Day | Day after Thanksgiving |

For those holidays listed above on which an employee does not work, he/she will receive an additional eight and one-half (8½) hours pay. If he/she works, he/she will receive an additional

eight and one-half (8 ½) hours pay, and scheduled work will be paid at the rate of time and one-half (1½).

#### Sick Leave

Each employee shall earn and accumulate 8.5 hours of sick leave with pay at his/her regular rate of pay for each one (1) month of employment. Sick leave may be accumulated on account to a maximum of one thousand twenty (1,020) hours.

Upon retirement or resignation, all employees shall receive, in a lump-sum payment, the current rate of pay per day for fifty percent (50%) of each day remaining in their sick-leave account.

#### Uniforms

The Town of Linn shall provide each newly hired employee with uniform clothing. On January 1 of each year, the Town of Linn shall make available, to each employee, seven hundred and fifty dollars (\$750.00) for the replacement, repair or purchase of work-related uniforms and equipment.

#### Protective Body Armor

The Town of Linn shall provide each employee a protective body armor vest of minimum threat level IIIA. The Town shall be responsible for fifty percent (50%) of the purchase price, with a cap of five hundred dollars (\$500.00), and the employee responsible for fifty percent (50%). If a grant is secured to pay a portion of the protective body armor, the grant should be considered part of the employee's portion of the cost.