



# CITY OF KEWAUNEE POLICE DEPARTMENT

401 Fifth Street  
Kewaunee, Wisconsin 54216  
Telephone: 920-388-5010  
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## POLICE OFFICER RECRUITMENT NOTICE

February 06, 2020

The City of Kewaunee, Wisconsin, is accepting applications to fill the position of Police Officer. This full-time position is a member of the police bargaining unit. Successful candidates will also be selected to create an eligibility List and may also be offered positions of Part Time within the Kewaunee Police Department.

### **The City**

The City of Kewaunee is nestled along the shores of Lake Michigan which makes us an area of visiting fishermen to launch their boats or cast their lines from the Harbor Wall. Being located on the Northwestern shores of Lake Michigan, the City of Kewaunee provides recreational activities to local residents, as well as tourists from all over the Midwest. Most popular activities include boating, sport and commercial fishing, hiking, and touring of its historic district. The City maintains a very comprehensive park system and is located in eastern Kewaunee County, which is situated on the Door Peninsula, along Lake Michigan's famed "Schooner Coast". Located just 30 minutes east of Green Bay and 30 minutes south of Sturgeon Bay, The City of Kewaunee most recent population estimate stands at 2,848 (2018).

### **The Department**

The Police Department is responsible for "the maintenance of order, the enforcement of laws and the ordinances and regulations of the City, the prevention of crime, and the protection of life and property." Full-time staff includes the Police Chief, Assistant Chief, and four officers (including an SRO and K9 Officer). The department also employs 5 part time officers.

### **The Position**

Acting under the supervision of the Police Chief and Assistant Chief, the Police Officer is required to possess a complete knowledge of Department policies, procedures, and job methods relating to work assignments. This position is to maintain the most effective enforcement of Federal and State laws and ordinances for the preservation of public peace, prevention of crime, protection of life and property, and the apprehension and arrest of offenders. Work is performed in accordance with prescribed regulations and is reviewed by a supervisor through conferences, inspections, observation of results, through oral and written reports, and a performance review.

### **Required Certifications, Education, and Experience**

- Be certified as a Law Enforcement Officer by the Wisconsin Department of Justice, Law Enforcement Standards Bureau, (successfully completed academy) or must be currently enrolled in a training academy with graduation prior to date of appointment;
- Possess high school diploma, and a minimum of 60 college credits, or an Associate Degree in criminal justice, police science, or a closely related field.
- Must possess a valid Wisconsin Driver's license, along with a good driving record.

### **Probationary Appointment**

The individual appointed to serve in this position shall be subject to a probationary period of one year.

### **Residency Requirement**

Police Officers shall reside within a fifteen (15) minute response time from their place of residence to the Police Department. If a police officer does not meet the criteria when hired, the officer must comply within six (6) months after the conclusion of the probationary period.

### **Salary**

\$25.20 with increases per Union Contract; 6 DAYS ON / 3 DAYS OFF.

### **Benefits:**

- Medical, Dental and Life Insurance
- Sick Leave
- Wisconsin Retirement Fund
- Paid Vacation
- Holidays
- Uniform Allowance

### **The Recruitment Process**

Interested applicants **MUST** submit the following items to the address noted below:

- A completed City of Kewaunee Police employment application (DJ-LE-330) **Including questions A, B, and C on page 3 of DJ-LE-330.**
- A letter of interest and current resume detailing qualifications for this position
- A list of three (3) work-related references

An employment application, along with a detailed position description, can be found on the Police Officer Recruitment announcement under the "Employment" tab at [www.cityofkewaunee.org](http://www.cityofkewaunee.org). The application form may also be obtained by contacting the Police Chief at [police@cityofkewaunee.org](mailto:police@cityofkewaunee.org) or by phone at (920) 388-5010.

**The application deadline is 4:30 p.m. on Friday, February 28, 2020.** The application review process will begin on March 02, 2020, and the position is expected to be filled by March 23, 2020.

Application materials should be placed in a sealed envelope, addressed as follows, and either mailed or hand-delivered by the deadline noted above to:

### **Police Officer - Recruitment**

City of Kewaunee  
c/o Karen Muchowski, City Clerk  
401 Fifth Street  
Kewaunee, WI 54216

Applicant names are subject to release pursuant to Wisconsin Statutes, unless confidentiality is requested in writing. Confidentiality cannot be guaranteed for finalists.

Selected candidate shall be offered the position subject to successful completion of a criminal and financial background investigation, medical examination, psychological profile and drug screening to determine the candidate's fitness for duty.

Additional questions on this position or on application procedures should be directed to the Chief of Police at [police@cityofkewaunee.org](mailto:police@cityofkewaunee.org) or 920-388-5010.

### **Equal Opportunity Employer**

The City of Kewaunee is an *Equal Opportunity and Affirmative Action employer seeking a diverse and talented workforce.*