VERONA POLICE DEPARTMENT

111 Lincoln Street
Verona, Wisconsin 53593-1520

(608) 845-7623
Fax: (608) 845-0960
Web Site: www.ci.verona.wi.us

BERNARD J. COUGHLIN
Chief of Police

RECRUITMENT CORRESPONDENCE

TO: Applicants for Employment

FROM: Bernard J. Coughlin, Chief of Police

DATE: January 2017

RE: Full-Time Police Records Clerk Application Packet and Instructions

Thank you for your interest in employment with the City of Verona Police Department. Included in the Application Packet are the following documents:

1. Department Overview;
2. Employment Opportunity Announcement;
3. Job Description;
4. Application for Employment Form VPD-271; and
5. Authorization for Release of Information Form VPD-254.

Please submit the Application for Employment and Authorization for Release of Information forms by February 13, 2017, at 4:30 p.m., Central Standard Time.

After the recruitment deadline, applications for employment will be screened and scored. Several candidates will be invited to participate in an assessment center to measure their competency in Microsoft Word, Microsoft Excel, typing, 10-key, and transcription. Successful candidates will be invited to a personal interview and may be required to submit to a background investigation, medical examination including a vision and hearing test, a drug screening, and psychological assessment.

AN EQUAL OPPORTUNITY EMPLOYER

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Chief of Police

CITY OF VERONA POLICE DEPARTMENT
Department Overview and Information
2017 Full-Time Records Clerk

The Verona Police Department is a full service, 24-hour police agency which embraces community-oriented policing and neighborhood problem solving.

The City of Verona is located adjacent to the City of Madison, Wisconsin, on U.S. & State Highways 18/151 in Metropolitan Dane County, and has been among the fastest growing communities in the state. The Department of Administration's 2015 reported population was 11,871. This is a 58% increase in population over the past fourteen years, as the 2001 population was 7,502.

The Verona Police Department has an authorized strength of twenty-three full-time equivalent sworn positions and two part-time patrol officers. The department's 2016 authorized staffing levels consist of the Police Chief, two Police Lieutenants, three Police Sergeants, two Detectives, fifteen full-time Patrol Officers, two part-time reserve Patrol Officers, a Business Office Manager, one full-time Records Clerk, one permanent part-time Records Clerk, one limited part-time Records Clerk, and twenty School Crossing Guards.

The most recent (Year 2012) Uniform Crime Report shows Verona's total number of violent offenses as ranking 17 lowest among 27 reporting Dane County police agencies and 19 lowest in property offenses. Verona's 2012 clearance rate of violent crimes reported was 80%, as compared to the Dane County average of 55%. Verona's 2012 clearance rate of crimes reported was 55%, as compared to the Dane County average of 39%.

In October 2008, the Verona Police Department moved into a newly constructed facility; a $7.5 million City Center building which includes City Hall, Municipal Court/Council Chambers and the Police Department. The entire complex is 43,100 square feet of which 26,200 square feet are dedicated to the police department. Included in the new police department is a booking area, training room, emergency operations center, evidence processing room, a drive-through garage and sally port, individual desk and work spaces for officers, a fully equipped fitness room, spacious locker rooms, and state of the art surveillance and audio-visual recording equipment.

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Chief of Police

EMPLOYMENT OPPORTUNITY

Job Classification - Police Records Clerk: The City of Verona is accepting applications to staff a full-time Police Records Clerk position. Preference will be given to those candidates who will be available to work a flexible schedule to include weekday, weekend, day and evening hours.

The Verona Police Department is a professional, 24-hour full service agency, which embraces community oriented policing and problem-solving.

Salary: The starting salary is $16.69 to $20.74 per hour.

Fringe Benefits: Benefits include social security, health insurance, vacation, holidays, sick leave, and Wisconsin Retirement System benefits.

Qualifications: United States citizen; high school graduate or GED equivalent; no criminal or arrest record which substantially relates to the work of a police records clerk. Additionally, candidate must possess the skills, knowledge and ability to perform the job function of a police records clerk; including basic computer application skills in word processing, document transcription, database entry, and general business office duties.

Selection Process: The selection process includes, but is not limited to; a demonstration of competency in computer skills such as Microsoft Word, Excel, typing, 10-key, and transcription; oral interview(s); a character and background investigation; medical examination; psychological evaluation; and drug test. A probationary period of twelve months is required.

Application Process: Apply to the Verona Police Department, 111 Lincoln Street, Verona, WI 53593, with application material to be **received no later than February 13, 2017, at 4:30 p.m.**, Central Standard Time. An application kit is available from our website at www.ci.verona.wi.us. Questions can be directed to Business Office Manager Nilles at 608-845-0924.

An Equal Opportunity Employer

VERONA POLICE DEPARTMENT

JOB DESCRIPTION

POLICE RECORDS CLERK

GENERAL STATEMENT OF DUTIES: Under general supervision, the Police Records Clerk is responsible for maintaining official police records; various communications responsibilities including operation of a police radio base station, answering the telephone, and performing a wide variety of responsibilities and complex legal clerical duties necessary to the operation of the police records function; and related work, as required.

The Police Records Clerk position is considered to be a responsible clerical and records keeping position, whose functions include secretarial, computer, and service-related tasks. A job function requires the ability to transcribe voice dictation. The work requires the exercise of judgment and the application of established directives, policies, and procedures relating to both critical and non-critical police matters. Considerable judgment is required in establishing or adapting work procedures to new situations, while performing various clerical and minor administrative activities. Work is reviewed through the day-to-day observation of the skills, knowledge and abilities - related to the duties and responsibilities required of the job.

DISTINGUISHING FEATURES OF THE CLASS: The Police Records Clerk is responsible for the receipt and transmission of emergency police radio, telephone, and wide-area computer messages, and must possess the ability to carry out special instructions to meet unusual circumstances or emergencies.

EXAMPLES OF WORK PERFORMED: A specific and detailed classification specification is on file in the Office of the Chief of Police and Office of the City Clerk.

- transcribe recorded dictation of police reports and related matters;
- file and index police reports, correspondence, memoranda, reports, etc.;
- enter data into various police software packages to manage calls for service;
- retrieve and print reports from various police software packages;
- answer, screen and refer incoming calls to appropriate personnel;
- answer general inquires which do not require an officer's attention;
- operate various office machines incidental to an office work environment;
- act as a receptionist in the police department's business office;
- collect fines and process payments of citations, parking tickets, police reports, etc.;
- word process various documents;

- sell bicycle licenses;
- maintain police radio contact with officers in the field or on assignment;
- interpret various Department of Transportation forms and associated protocols;
- make inquiries on a Dane County wide-area police computer network;
- verify, enter, and cancel wanted persons in a state-wide criminal database;
- make computer inquiries relating to driver and vehicle files at WisDOT.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Demonstrated knowledge of the principles, practices and methods of a general business office environment. Good knowledge of office terminology, procedures, equipment, business arithmetic and use of the English language. Some knowledge of elementary bookkeeping. Ability to transcribe dictation. Ability to use computer software applications related to police operations.

Ability to make and interpret minor decisions relating to ordinances, statutes, regulations and established directives. Ability to get along with others. Ability to exercise good judgment, tact, and courtesy. Skill in the use of the police radio equipment and associated procedures. Ability to speak clearly in a well-modulated voice. Ability to maintain complex clerical records. Ability to think clearly and act quickly in an emergency situation.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

1. Two to four years of responsible accounting/bookkeeping/clerical experience which includes the use of word processing, database, accounting and spreadsheet computer software applications;

2. High School diploma or equivalent;

3. One to two years of Business/Vocational/Technical training in accounting, secretarial, or office automation is preferred, or any equivalent combination of experience and training which provides the knowledge, skills and abilities to perform the work.

ESSENTIAL JOB FUNCTIONS: While performing the duties of this job, the employee is frequently required to sit, talk or listen for long periods of time; use hands and fingers; handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee must be in attendance at regularly scheduled hours and occasionally may be required to work long hours, beginning in the morning and continuing into the evening. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The employee should have vision corrected to be able to decipher 8-point type.

POSITION ACCOUNTABILITY: This job classification reports to the Business Office Manager.

C:\Job Descriptions\Records Clerk.wpd

Approved by the Personnel Committee: May 23, 2000
Approved by the Common Council:

APPLICATION FOR EMPLOYMENT

VERONA POLICE DEPARTMENT
111 Lincoln Street
Verona Wisconsin 53593
(608) 845-7623

This application must be completely filled out and clearly printed in black ink or typewritten. Your answer to any particular question may not necessarily eliminate you from consideration. Failure to complete this form may result in disqualification of this application. If a question does not apply to you, write "N/A" in the space provided. The Verona Police Department requests this information to complete the employment background verification. The information obtained is used exclusively for the purpose of employment consideration. Any falsification on this form will result in disqualification of your application or, if discovered after employment, may be grounds for discharge. Conviction of a felony, misdemeanor or ordinance violation will not necessarily preclude employment of an applicant, unless the circumstances substantially relate to the requirements of the job classification for which you are applying. If the application sections are insufficient to include your response, please use additional sheets to supplement the information.

The City of Verona complies with the Americans with Disabilities Act and fully supports the concepts of Equal Employment Opportunity and Affirmative Action. Those applicants requiring accommodation to the application and/or interview process should contact the City Administrator's Office.

Today's Date: _____

Position Desired (check all that apply): ☐ Full-Time Police Records Clerk ☐ Part-Time Police Records Clerk

Legal Name: Last _____ First _____ Middle _____

Social Security Number: _____ Age, if under 18: _____

Residence Street Address: _____

City: _____ State: _____ Zip Code: _____

Mailing Address, if Different: _____

County of Residence: _____ Are you a United States citizen? Yes ☐ No ☐.

Primary Phone: (circle) Home Cell Work (_____) _____-_____

Secondary Phone: (circle) Home Cell Work (_____) _____-_____

Email Address: _____

List all nicknames and aliases by which you have been known at any time: _____

_____

Are you available to work on weekends: Yes ☐ No ☐.

Do you have the skill, knowledge, and ability:

- to use a computer for word processing? Yes ☐ No ☐.
- to enter data into a database program? Yes ☐ No ☐.
- to transcribe recorded dictation into a written document? Yes ☐ No ☐.
- to provide clerical and business office transactions? Yes ☐ No ☐.

RESIDENCE HISTORY

List chronologically, starting with the most recent address, all of your residences during the past fifteen years. Include addresses while attending school, if away from home, and all military addresses.

Date (Month/Year) From	To	Street Address (Apt. No.), City, State AND Zip Code	If rented, give name, address and phone of person responsible for the collection of rent

REFERENCES

List three professional references (not relatives, former employers, fellow employees, or school teachers) who are responsible adults:

Name AND Address	(Area Code) Personal Phone Number	(Area Code) Work Phone Number	Best Time to Contact

Provide three social acquaintances, not listed above:

Name AND Address	(Area Code) Personal Phone Number	(Area Code) Work Phone Number	Best Time to Contact

List two law enforcement officers with whom you are acquainted, if any:

Name	Department	City and State	(Area Code) Phone Number

USE OF ALCOHOL OR DRUGS AS AN ADULT

Do you currently use alcoholic beverages? Yes ____ No ____.
If no, have you ever used alcoholic beverages? Yes ____ No ____.
If yes to either, please describe your current and/or previous use of alcoholic beverages, including the date of last use:

_____

_____

Do you currently use marijuana? Yes ____ No ____.
If no, have you ever used marijuana? Yes ____ No ____.
If yes to either, please describe your current and/or previous use of marijuana, including the date of last use:

_____

_____

Do you currently use non-prescription illegal drugs, such as opiates, heroin, cocaine, ecstasy, and/or methamphetamines? Yes ____ No____. If no, have you ever used non-prescription illegal drugs, such as opiates, heroin, cocaine, ecstasy, and/or methamphetamines? Yes ____ No ____. If yes to either, please describe your current and/or previous use of non-prescription illegal drugs, including the date of last use:

_____

_____

Prior to hiring, an applicant tentatively selected will be required to submit to a drug test at City expense. Will you consent to such a test? Yes ____ No ____.

JOB PERFORMANCE

Do you know of any reason why you would not be able to perform (with reasonable accommodation) any job-related task or function as specified in the job description? Yes ____ No____.
If yes, please explain:

_____

_____

_____

JUDICIAL ACTION

Have you ever been charged or convicted of ANY felony, misdemeanor, or ordinance violation, including traffic law, other than parking tickets? Yes ☐ No ☐. If yes, complete the following:

Date (MM/DD/YYYY)	Location	Charge/Violation	Final Disposition	Comments (Agency and Court)

Are you now, or have you ever been involved (as an adult) as a plaintiff, defendant, petitioner or respondent, in any civil court action? Yes ☐ No ☐. If yes, please include when, where, name and location of court, circumstances, and disposition:

_____

_____

_____

MILITARY SERVICE

Have you served in the United States Armed Forces? Yes ☐ No ☐. If yes, complete the following:

Name Used During Service (Last, First and Middle)	Social Security No.	Date of Birth	Place of Birth

If yes, indicate Active Duty, Past and Present:

Branch of Service	Dates of Active Service		Check One:		Service Number During this Period
	Date Entered	Date Released	Officer	Enlisted	
			☐	☐	
			☐	☐	

National Guard Membership (Check One): ☐ Army ☐ Air Force ☐ None

Branch of Reserves	Dates of Membership		Check One:		Service Number During this Period
	Date Entered	Date Released	Officer	Enlisted	

EMPLOYMENT HISTORY

List all employers, beginning with the most recent and work back. Include all part-time employers. Account for all time periods. Make additional copies of this page, if necessary.

Employer Name and Address (If unemployed, indicate dates)	Date (Mo/Yr) From	To	Position Held (PH) Duties (D) Reason for Leaving (RL)	Salary Beginning	Ending	Hours Per Week	Supervisor Name and Telephone	May we Contact (Y/N)
			PH: D: RL:					
			PH: D: RL:					
			PH: D: RL:					
			PH: D: RL:					
			PH: D: RL:					
			PH: D: RL:					

EDUCATIONAL HISTORY

Check highest level of education:

- ☐ High School Graduate / GED
- ☐ Hours of college credit (no degree)
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ Doctoral Degree

High School Name AND Address	Date (Mo/Yr) From	To	Diploma Granted (Mo/Yr)	Credits Earned

College or University City AND State	Date (Mo/Yr) From	To	Major Field of Study	Degree Granted (Mo/Yr)	Credits Earned

Miscellaneous Schools Name, City AND State	Date (Mo/Yr) From	To	Major Field of Study	Degree/ Diploma Granted (Mo/Yr)	Credits Earned

CERTIFICATION

I certify, to the best of my knowledge, this application is true and complete. I understand that any misstatement forfeits my consideration for employment for the position for which I am applying, and may affect future consideration for other positions in the department.

_____

(Applicant Signature and Date)

VPD-271 (12/16)

Authorization for Release of Information

(for official use only, not to be released to unauthorized persons)

VERONA POLICE DEPARTMENT
111 Lincoln Street
Verona, Wisconsin 53593

Employing Agency

I hereby authorize and empower an employee of the Verona Police Department or other authorized representative thereof bearing this release to, within one year of its date, obtain information and records pertaining to me from any or all of the following sources:

1. *Municipal, State or Federal law enforcement agencies*
2. *Any current or previous landlord or place of residence contacts*
3. *Any banking or financial institution*
4. *Any place of business (for purposes of obtaining credit or employment data)*
5. *Credit rating bureaus or institutions maintaining individual credit rating files*
6. *Any previous employer or military service contacts*
7. *Present employer*
8. *Any school, college, university or other educational institution*
9. *Any individual law enforcement or jail officer*

Exceptions to this blanket authorization

1. *Any medical information in the possession of any source named above until subsequent to a conditional offer of employment (per Americans with Disabilities Act).*
2. _____
3. _____

This release is executed to authorize the City of Verona Police Department, as a prospective employer, to obtain the above information. It is understood that said information shall be used only in consideration of my employment and shall not be further disseminated for any purpose.

Applicant: _____
(Please Print)

Date: _____ *Date of Birth:* _____ *Sex: Male* ____ *Female* _____

Address _____
Street and Number *City* *State* *Zip*

Signature: _____

Witness: _____

VPD-254 (Rev 11/00)