

**MILWAUKEE POLICE DEPARTMENT
POLICE AIDE
CAREER INFORMATION BOOKLET**

You may be thinking, "Why was I given a Police Officer Candidate Preparation Guide instead of a Police Aide Preparation Guide?"

The examination process for Milwaukee Police Aides is the same as for Milwaukee Police Officers since Police Aides who successfully complete the Police Aide program will become Police Officers.

Pages 1 through 4 in the Police Officer Candidate Preparation Guide pertain to the Police Officer position. However, the information on those pages should be useful to you since your ultimate goal is to become a Milwaukee Police Officer.

Since you are applying for the Police Aide position at this time, this booklet replaces pages 1 through 4 in the Police Officer Candidate Preparation Guide.



**CITY OF MILWAUKEE
FIRE AND POLICE COMMISSION**

2011

INTRODUCTION

Since you have requested a Police Aide employment application, you probably have many questions about the Police Aide program and the selection process. This booklet will answer many of your questions. If you have additional questions, please call the City of Milwaukee Fire and Police Commission at 286-5071.

This is an informational booklet only, not an official rule book. All of the following information is accurate as of this date, but is subject to change.

POLICE AIDE PROGRAM

The Police Aide program is an excellent opportunity for individuals who are considering a law enforcement career. As a Police Aide, you would perform a variety of work assignments in various departmental divisions. These assignments will rotate on a regular basis, offering maximum exposure to the operations of the department. Some possible work locations are:

Criminal Investigation Bureau: This division investigates all serious crimes which occur in the city.

Police Academy: This division trains recruit Police Officers and also provides on-going training for experienced officers.

Patrol Bureau: This division utilizes uniformed personnel in 7 district police stations to serve the community.

Administration Bureau: This division is responsible for police communications, data processing, and evidence identification.

As a Police Aide, you must obtain 24 prescribed college credits prior to becoming eligible for appointment to the position of Police Officer. Classes necessary to fulfill this requirement are offered during off-duty hours. Tuition and textbook costs must be pre-paid, and are eligible to be reimbursed according to current labor contract terms, pending successful completion of your courses. Police Aides must maintain a minimum of a 2.0 grade point average each college semester. The State of Wisconsin requires 60 college credits within five (5) years of becoming a Police Officer. The credits earned as a Police Aide will count toward this requirement.

A Police Aide must also possess a valid Wisconsin driver's license (regular or probationary) within one (1) year of hire date **and** at the time of appointment to Police Officer.

Physical training is also an important part of the Police Aide program. On a regular basis, Police Aides report to the Safety Academy to participate in a physical training program designed in preparation for the required physical training of a Police Officer recruit. Additionally, a regular assessment of your endurance and physical strength will be conducted. Based upon these evaluation sessions, you should participate in an individual training program that will improve your physical fitness and prepare you for Police Officer physical training.

After you have been a Police Aide with satisfactory work performance for at least two (2) years, have reached the age of 21, have successfully completed specified academic courses, and have passed required physical fitness evaluations, and meet other requirements for the position, you may be appointed to the position of Police Officer. The exact date of appointment is dependent upon the recruit training school schedule.

Eligible List – Candidates must pass a written test in order to be placed upon an eligible list. Preference points may be added to the final passing scores of candidates who are bona fide City of Milwaukee residents at the time of application. The testing process also includes a physical ability test, a one and one-half mile run, an oral interview, a writing sample exercise and a background investigation. Candidates must successfully complete every phase of the testing process in order to remain on the

eligible list.

Background Investigation – According to Wisconsin Law Enforcement Standards Board regulations, all law enforcement applicants must be thoroughly investigated concerning their suitability for police service duty. The background investigation is conducted by the City of Milwaukee Police Department's Background Investigation Unit and will explore, but is not limited to, the following areas:

- High School Academic Performance and Attendance Record – A careful review of the positive and negative elements present in each candidate's academic record. Inquiries into this topic are
- High School Academic Performance and Attendance Record (continued) -

important since college course work is a Police Aide program requirement. Some examples of positive behavior are: Good grades in high school and/or college, and a consistent record of attendance in school. Some examples of negative behavior are: Poor grades in high school and/or college, evidence of a pattern of absenteeism and/or tardiness in school.

- Employment History – A Police Aide must display good work habits, including proper attitude and attendance. Therefore, previous employment records will be thoroughly reviewed. Some examples of positive behavior are: Positive recommendations from previous employers, a record of not being absent; of showing up on time for work; and the ability to get along with supervisors, co-workers and the public. Examples of negative behavior: Termination with cause from a job; a record of absenteeism and/or tardiness in the workplace; and inability to get along with people at work.
- Motor Vehicle Driving Record, if Applicable – Police Aides must obey City of Milwaukee Ordinances and the laws of the State of Wisconsin. Police Aides may be required to operate Police Department vehicles. In addition, after appointment to the position of Police Officer an individual will be expected to operate a squad car. For these reasons, a candidate's traffic record will be reviewed. Examples of positive behavior: Possession of a valid driver's license with no traffic violations and no license revocation(s) or suspension(s). Examples of negative behavior: Moving violations (speeding, reckless driving, etc.), license revocation(s) or suspension(s), and failing to properly register motor vehicles.
- Criminal History – Convicted felons and persons convicted of a misdemeanor crime of domestic violence are ineligible for law enforcement careers. An arrest and/or conviction record is not an automatic bar to employment. Each application will be individually considered on its own merits in light of job requirements. Examples of positive behavior: Behaviors that do NOT indicate criminal activity, a propensity for violence, aggression, or lack of honesty and integrity. Examples of negative behavior: Behaviors that reflect negatively on one's honesty (theft, etc.) or propensity for violence (battery, etc.).
- Credit History – This topic will be reviewed since it is an indication of a candidate's maturity, honesty, and trustworthiness. Examples of positive behavior: Paying debts on time. Examples of negative behavior: Failing to pay debts on time, failing to pay court ordered payments.
- Military Record, if Applicable – This topic will be reviewed since the Department is a paramilitary organization. Examples of positive behavior: Evidence of good conduct and performance while in the military. Examples of negative behavior: Failure to adapt to military system, reduction in rank due to misconduct.
- History of Use of Controlled Substances or Alcohol Abuse – The use of, possession of, selling of, furnishing of, or manufacturing of illegal controlled substances is inconsistent with police service duty and state and city laws. Incidents of the above stated may disqualify a candidate.

Conditional Employment Offer - After a candidate has passed all phases of the examination process, including a background investigation, a conditional offer of employment may be made. The candidate will then be scheduled for a medical examination, a psychological evaluation, and a drug screen test.

These examinations are to determine your medical and psychological fitness to perform all the tasks required for successful Police Aide service.

If appointed to a Police Officer position, you will be required to pass a second medical examination, psychological evaluation, and drug screen test to determine your medical fitness to perform all the physical tasks required for successful Police Officer service.

Police Aide training will be a demanding, but rewarding, experience that will be a foundation for your police service career.

In academics, you will receive training in:

- Communication and writing skills
- Computer courses
- Legal subjects, including civil rights, arrest, search and seizure, rules of evidence, and probable cause
- Psychology and sociology, involving human relations, effective communications, and how to recognize and handle abnormal people
- History and Philosophy of Policing
- Organization and Administration

There will be a regular program of testing to gauge your competency in prescribed training subjects.

In the area of physical training, you will be trained in basic physical conditioning exercises which include running, machine weight lifting, and calisthenics to prepare you for Police Officer recruit physical training. Each Police Aide is encouraged to pursue an individual fitness program that includes good nutritional habits to help increase aerobic capacity, strength, and endurance. Each Police Aide is also expected to achieve and maintain an adequate level of health wellness and physical fitness so he/she can perform and meet physical requirements/standards of the Police Officer recruit training program.

Salary, Fringe Benefits, and Working Conditions. Your total compensation package will be competitive with the salaries and benefits received by law enforcement employees in major cities throughout the nation. Your exact salary will be determined by your departmental rank and length of service. See the examination announcement bulletin for the current Police Aide salary range.

In addition to your salary, you will receive the following fringe benefits:

- **Vacation:** After one year of service, Police Aides receive 10 days of vacation per calendar year.
- **Sick Leave:** Police Aides earn sick leave at a rate of one-and-one-quarter day per month of service.
- **Insurance:** Police Aides participate in a group life insurance program. You will also be protected by comprehensive health and dental insurance programs. The cost of insurance may be fully paid by the city, or shared between you and the city, dependent upon the program you choose.
- **Holidays:** Police Aides receive 12 paid holidays off in lieu of regular holidays.
- **Uniform Allowance:** Law enforcement employees may receive a uniform maintenance allowance.

Police Aides work a 40-hour week, with off days according to schedule. This means you may have to work on weekends and holidays. In addition, the Police Department is a quasi-military organization. Consequently, you must follow all departmental rules and regulations, including those dealing with personal grooming and clothing standards. All Police Aides must also reside in the City of Milwaukee. Finally, Police Aides are continuous probationary employees. Your job performance will be periodically evaluated according to established standards.