

**CITY OF GREEN BAY
POLICE CADET**



the path to a
law enforcement
career

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INTRODUCTION

Everyone has some ideas as to what a Police Officer does, based in part on personal contact, seeing officers on patrol, or watching television and movies. Our images can be somewhat distorted, however, without actually spending time in a police station, with officers while on patrol or involved with other duties. Unfortunately, this isn't always practical or possible. Essentially Police Officers in the performance of their duties maintain order, keep the peace, enforce the law, and serve the public. As a career, law enforcement can be very rewarding and personally satisfying. The choice should not be made lightly, however, but should be the result of careful thought and deliberation.

The purpose of this booklet is to help provide information that a prospective applicant can use to help decide if a career in Law Enforcement is for them. It is an information pamphlet only and is not intended as an official rule book. All of the information contained on the following pages is subject to change by the rules and regulations governing the Green Bay Police Department and by the City of Green Bay Police and Fire Commission.

We hope that the material contained on the following pages will help answer any questions that you may have concerning the recruiting policies and procedures as they apply to persons seeking the position of Police Cadet.

CITY OF GREEN BAY
PERSONNEL DEPARTMENT

THE NATURE OF POLICE WORK

The duties of a Police Officer are many and varied, ranging from the routine of regular patrol to the hazardous and unpleasant dealings with violent people and the victims of violence. The specific duties depend to a large extent on the nature of your assignment.

The dangerous aspects of being a Police Officer are a significant factor to consider. A Police Officer will, at times, have no choice but to "put their life and personal safety on the line" for the safety and well-being of the community and its citizens. While not necessarily a part of the everyday working situation, potential hazards are always a possibility as an officer performs their duties.

A significant part of police work that is often underemphasized is the public and community relations aspect. A large percentage of a Police Officer's time is spent dealing directly with citizens. This might be in the form of answering requests for a variety of types of assistance, handling family disputes and fights, directing and managing traffic, handling traffic accident victims and dealing with the victims of crimes.

Another area of police work which is extremely important but may be overlooked by those not familiar with police work is paperwork. As with most jobs, the Police Officer must accurately and completely fill out a variety of forms dealing with many aspects of his duties. This area of police work includes the taking down of information from witnesses and victims of crimes and the thorough searching and noting of evidence in any crime situation.

Your training as a Police Officer does not end when you complete your Cadet training. There is no end to the need for training. Within law enforcement, concepts, theories, philosophies, practices and procedures are constantly changing to meet current social needs. Police Officers must keep up with these changes so that they can better perform their duties and more effectively serve the community. A portion of a Police Officer's regularly assigned duties will be to attend regularly scheduled training sessions in the form of in-service training, as well as more informal training periods during their entire police career.

Police Officers, in the course of their duty, often develop a strong feeling of fellowship and camaraderie with their fellow officers which extends beyond the normal working hours. Police Officers frequently get together during their off-duty time and form teams which compete in various athletic activities such as baseball, golf, bowling and basketball. This good fellowship is something a new member of the Department can share and become an active participant in, after a surprisingly short period of time on the job.

THE CADET PROGRAM

Green Bay has an educational standard for the position of Police Officer that requires a minimum of a two year Associate Degree in Police Science or a bachelor's degree in Criminal Justice, Law Enforcement or a closely related field.

Green Bay also has a Cadet Program designed to assist those persons interested in becoming Green Bay Police Officers who do not meet the educational requirements.

In 1978, the selection and the hiring procedures for police officers was revised so that:

1. Vacancies in the Police Department are filled from an eligible list of Police Cadets who have met all of the requirements for Police Officer.
2. Persons will be hired as cadets with the approval of the Police and Fire Commission in accordance with Wisconsin Statutes 62.13(4)(a). "The Chief shall appoint subordinates subject to approval by the Board. Such appointments shall be made by promotion when this can be done with advantage; otherwise, from an eligible list provided by examination and approval by the Board and kept on file with the Clerk."

Cadets will be placed on the Police Officer Eligible List when they earn their degree in Police Science.

Those persons who have their degree prior to being hired as a cadet are placed on the Police Officer's Eligible List as soon as they are hired as cadets. (Again, in accordance with their ranking on the cadet list.)

This procedure has, so far, resulted in a continuous eligible list of cadets for the position of Police Officer. A residual benefit has been that the Wisconsin Training and Standards Board has allowed this department to send cadets, that are on the Police Officer Eligible List, to recruit school. The city receives reimbursement for the recruit training after the cadet has been appointed to the position of Police Officer. Thus, when a police officer vacancy occurs, we usually have a cadet who has met all of our police officer requirements, has received 320 hours of recruit training, and can be placed in the field immediately as a certified police officer.

The Cadet Program has five goals:

1. To recruit and select interested and competent young adults into the Green Bay Police Department.
2. To create and continue a valid educational curriculum and on-the-job experience that will specifically prepare individuals for employment as police officers.
3. To give those persons not meeting the educational requirements of the Green Bay Police Department an opportunity to earn an Associate Degree in Police Science.
4. To establish a core of trained para-professionals who can be used to relieve police officers of lesser duties and miscellaneous tasks.

5. To give police administrators time and opportunity to evaluate each cadet before the final hiring recommendation for the position of Police Officer is made to the Police and Fire Commission.

GOALS OF THE CADET PROGRAM

1. To Recruit And Select Interested And Competent Young Adults Into The Green Bay Police Department

- A. Recruitment

Newspaper advertisements and the distribution of job announcement bulletins sent to schools offering Associate and Baccalaureate degree programs in Police Science and Criminal Justice represent the two major recruitment sources. Members in the department also appear on radio and television shows during recruiting drives to stimulate interest in the department. In addition, recruiters participate in area high school "Career Days" to explain the cadet program.

- B. Minimum Qualifications to Become a Police Cadet

The following are minimum education, background, and experience required for the position of Green Bay Police Cadet.

1. High school graduation or a GED equivalency certificate.
2. Not less than 18 years of age at the time the Eligibility List is certified.
3. A valid driver's license and above average driving record.
4. While residency in the City of Green Bay is not required at the time of application, it is required by the time the cadet has completed one year of satisfactory service in the program.
5. United States citizenship at the time of filing application for this position.
6. Conviction of any federal felony or of any offense which if committed in Wisconsin could be punished as a felony rejects an applicant from further consideration unless such person has received an unconditional pardon for such conviction.

If you can meet all of the above requirements, then you are probably qualified to fill out an application form for the position of Police Cadet and to participate in the examination given for that position.

The Personnel Department of the City of Green Bay administers the written and physical ability tests. The oral examination is conducted by the Personnel Department with members of the Police and Fire Commission serving as assessors.

All tests are job related and based upon an analysis of the duties, responsibilities, and knowledge, skills, and abilities required for police work.

Background investigations are conducted by Green Bay Police Officers under the direction of the Administrative Division. Recommendations for rejection of a person for the position of Police Cadet are submitted to the Police and Fire Commission for final approval.

Persons who qualify in each of the evaluation procedures are then placed on the eligible list in the rank order of their final score. Sixty percent of the written test score is added to forty percent of the oral examination test to achieve the final score. The eligible list is approved by the Police and Fire Commission and is valid for two years.

Prior to the time of appointment to police cadet, cadets must successfully complete a medical examination. Failure to meet medical standards will result in rejection.

2. To Create And Continue A Valid Educational Curriculum And On-The-Job Experience That Will Specifically Prepare Individuals For Employment As Police Officers

The objective of the training and development program is to insure that police cadets acquire a basic understanding of the fundamentals of police work, are adequately prepared to successfully fulfill their role as a police cadet, and develop their potential as a future police officer.

To accomplish these objectives, cadets are assigned to various duties in different areas of the department; such as, patrol, detective division, photo-identification section, firearms range, and the crime prevention section.

PATROL

Cadets will be assigned to patrol to provide them with an understanding of fundamental patrol functions through the experience of street operations.

Cadets will be expected to demonstrate a knowledge of the following patrol duties and achieve satisfactory performance of them:

1. Patrol tactics
2. Defensive driving
3. Accident scene assistance
4. Complaint investigation
5. Reporting procedures
6. Public relations
7. Radio procedures
8. Park Police duties
9. Funeral escorts
10. Animal control
11. Lost/stolen bicycles
12. Missing persons reports
13. School crossing guard assignments
14. Abandoned vehicles/assist motorists
15. Assist Fire Department

Additionally, while assigned to patrol, cadets will be responsible for learning city streets, block numbers, location of parks, schools, and city buildings, as well as points of interest in the community.

DETECTIVE DIVISION

Cadets are assigned to the Detective Division to provide the cadet with a broader perspective of police work through participation in detective operations. Cadets respond to calls of a minor nature (calls that are minor to the Detective Division but are of utmost importance to the citizens; such as, vandalism, stolen bicycles, petty thefts, etc.).

Cadets will not be involved in the actual gathering of evidence but should be familiar enough with procedures so as to be able to provide assistance to the detectives.

PHOTO-IDENTIFICATION SECTION

Cadets assigned to this section assist with filing of fingerprints, photographic lab work, fingerprinting and photographing prisoners, processing of various license applicants, and recovered property management.

FIREARMS TRAINING

Cadets assist the rangemaster in reloading ammunition, maintaining emergency equipment, cleaning weapons assigned to vehicles, and various other duties. Cadets assigned to the range are allowed to practice with firearms under the supervision of the rangemaster. It should be noted, however, that cadets are not assigned to the range unless they have earned their degree. There is some controversy in the area of teaching firearms to police cadets as they will not be issued weapons until they become sworn officers. We must be cognizant of the fact, however, that cadets could find themselves assisting an injured police officer and should have enough proficiency with firearms to protect the officer and themselves from further harm.

CRIME PREVENTION

Cadets assist the Crime Prevention Director in setting up displays, conducting home and business security checks, assisting the elderly with operation identification, and installing Varda alarms.

3. To Give Those Persons Not Meeting The Educational Requirements Of The Green Bay Police Department An Opportunity To Earn An Associate Degree In Police Science

Police Cadets attending 15 hours or more of classes per week towards an Associate Degree in Police Science are scheduled for 25 hours per week on the 4:00-12:00 shift with the 15 hours of academic training being part of their total work week. During summer vacation cadets work a full 40 hour week. Cadets are required to receive their degree in three years.

The City of Green Bay maintains a tuition assistance program for police cadets. Police science courses required for the Police Science Degree will be paid for upon proof of completion with a minimum of a 2.0 grade average. If the cadet resigns or is terminated before completing two years as a Police Officer, the individual is required to reimburse the city for all tuition paid.

Through the cadet training and development program, cadets are given close academic support by the Cadet Coordinator in the training division. The program emphasizes learning as a priority with the development of the cadet into a competent and professional police officer as it's ultimate goal.

4. To Establish A Core Of Trained Paraprofessionals Who Can Be Used To Relieve Police Officers Of Lesser Duties And Miscellaneous Tasks

To insure proper development of cadets, accessibility for cadets and other members of the force when advice or counsel is needed, and routine direction of the program, a Cadet Coordinator has been appointed. In addition to other assigned duties, that person's responsibilities include the coordination of the cadet development program, liaison with the Deputy Chiefs to develop and maintain meaningful training experience in each division, the rotation of work and training assignments, and training and evaluation record retention.

The Cadet Coordinator attempts to match the needs of the department with the training needs of the individual cadet. Thus the assignments to complaint desks, detective division, and patrol division, are primary assignments and the positions in the range, photo-identification and crime prevention sections are filled by cadets who have earned their degrees and are waiting to become police officers.

5. To Give Police Administrators Time And Opportunity To Evaluate Each Cadet Before The Final Hiring Recommendation For The Position Of Police Officer Is Made To The Police And Fire Commission

Cadets are to be probationary employees during the full term of their cadet employment and may be terminated at any time without the right of appeal. Cadets are evaluated semi-annually by commanders of units to which they were assigned. Commanders also receive information from the psychological evaluation and use that information to set specific employee self-improvement goals. Emphasis is placed on job interest, learning ability, emotional stability, academic performance, and quantity and quality of job performance.

CONCLUSIONS

1. The Cadet Program is a viable means of improving our recruiting and selection process.
2. Our tuition reimbursement program has attracted applicants who might never have had the opportunity for advanced schooling. Thus we hope to become a more attractive employer to members of minority groups.
3. The Cadet Program is an opportunity for young persons to participate in various aspects of our department and make decisions as to their interest in making law enforcement a career.
4. Management has an opportunity to train, evaluate, and counsel young employees while they are cadets and in a probationary status. Those employees that are unable or unwilling to meet department standards may be terminated without the rights of appeal.

THE WRITTEN EXAMINATION

Every person who is to be considered for the position of Police Cadet is required to participate in a series of exams as prescribed by the Board of Police and Fire Commissioners. The first part of the examination process is usually the written test.

The written test currently accounts for 60% of the candidate's final grade. The other 40% of the final grade is based on the oral interview. The written test is comprised of a series of multiple choice type questions (usually between 100 and 150 items) which cover different areas of knowledge, skills, and abilities. Below is a list of the six basic areas that the test will cover, as well as the weight given to each area.

1. Verbal Comprehension (37%)
2. English Grammar - sentence structure and spelling (16%)
3. General reasoning capability as related to police procedures and practices (16%)
4. Community and Interpersonal Relations (13%)
5. Memory for Detail (11%)
6. Miscellaneous (basic mathematics, first aid, self-defense) (7%)

We have included a short sample test of a written exam which covers all of the above categories and should give you some idea as to the type of questions you will be expected to answer. The answers to the questions may be found on Page 15, however, we suggest that you complete the entire test before you compute your final score. In the actual testing situation, you are allowed approximately 1-1/4 minutes to answer each question on the exam. Since this sample test contains 27 questions, you should allow yourself 34 minutes to complete it.

SAMPLE TEST

DIRECTIONS: Some of the questions below may appear to have more than one right answer. You should select the answer that best fits the question.

Read the following paragraphs below and answer questions 1 through 5.

By law, all motorists using Wisconsin highways are deemed to have consented, in given circumstances, to a blood, breath, or urine test for intoxication. An unconscious person will not be deemed to have withdrawn his/her consent. For the implied consent law to apply, the driver must have been placed under arrest and have been issued a citation for drunk driving. An attempt should not be made to give the test first and then issue a citation for drunk driving. The officer must inform the driver:

1. That he is deemed to have consented to a test.
2. Of the consequences of a refusal to take the test.
3. That he may have the alternative test administered also, at no cost to him/her or, at his/her cost, a test given by any qualified person of his own choosing.

The agency employing the officer must be prepared to administer two of the three tests mentioned above. Refusal to consent, if unreasonable, will result in a 60-day suspension of a Driver's License if it is shown at a hearing that the driver unreasonably refused to so consent. This suspension is automatic unless the driver requests the hearing, which must be requested within 60 days.

Although the blood test may not be administered first under normal circumstances, it may be administered first if there exists both probable cause and exigent circumstances. The alcohol content of blood is the sort of evidence recognized as "highly perishable". Assuming a crime, for example, a homicide involving a motor vehicle, the smell of alcohol presents probable cause, and the real or assumed unconsciousness of the driver, making it impossible to obtain consent, presents the exigent circumstance permitting the warrantless taking of a blood sample.

1. If a motorist refuses to consent to taking any of the tests for intoxication, which of the following actions will occur first?
 1. - His/her Driver's License will be revoked.
 2. - His/her refusal will be evaluated at a hearing.
 3. - His/her Driver's License will be suspended.
 4. - After 60 days, his/her license will be suspended.

2. The laws covering the tests for intoxication apply to which of the following?
 1. - All Wisconsin residents.
 2. - Any driver operating a car within the State of Wisconsin.
 3. - Motorists on any highway.
 4. - Wisconsin residents suspected of driving while intoxicated.

3. If a motorist gives his consent to be tested for intoxication, which of the following tests would not be given to him?
 1. - Test of physical coordination.
 2. - A urine test.
 3. - A breath test.
 4. - A blood test.

4. Which of the following persons will be deemed to have withdrawn his consent?
 1. - A person who has obviously not been drinking.
 2. - A person who has passed out because of intoxication.
 3. - An unconscious person.
 4. - None of the above.

5. Which of the following statements about the tests for intoxication is true?

1. - They must be administered within 60 minutes of the time the motorist is stopped.
2. - They must be administered by the officer at the nearest agency.
3. - They are valid for 60 days after they are administered.
4. - The officer's agency must be able to administer some of the tests.

--QUESTIONS 6 THROUGH 8 ARE BASED ON THE FOLLOWING PARAGRAPHS--

The basis of entrapment is encouraging the commission of a crime by a person who had no intent to commit a crime until induced or persuaded to do so by the law enforcement officer. The critical element is whether the defendant was predisposed to commit the type of crime in question. Arranging the opportunity for the commission of crime is not entrapment so long as the idea to commit the crime comes from the person arrested and not from the officer.

Recent Federal Court decisions have enlarged the entrapment aspect in certain respects. One decision held that, if the "contribution" to the illegal enterprise consists of contraband, there is entrapment. The contraband must be received by the defendant from an officer to constitute entrapment. An intervening third party will remove the entrapment.

6. The key factor in determining whether entrapment occurred or not is:

1. - A defendant's inclination to commit the specific type of crime.
2. - The defendant's general motivation.
3. - The defendant's reaction to the entrapment set up.
4. - The defendant's past record of crimes similar to the entrapment situation.

7. Which of the following statements is not true concerning entrapment?

1. - An officer may set up an opportunity for a crime to be committed.
2. - An officer may encourage a person into an entrapment situation.
3. - Entrapment does not occur if a person has a tendency toward a specific crime.
4. - An officer may not plant an idea in a person to commit a crime.

8. The essential idea to be remembered from the above paragraph is:

1. - Entrapment is usually determined by the officer's motivation.
2. - A case for entrapment will usually result when a defendant was not predisposed to commit the crime.
3. - A law enforcement officer must be very careful not to entrap a potential criminal.
4. - Arranging the opportunity for the commission of a crime can be an effective means of discovering true criminals.

--FOR QUESTIONS 9 THROUGH 27, SELECT THE BEST OR MOST CORRECT RESPONSE--

9. If Bill saved more money from his salary than Joan and Joan saved less than Andy and Andy saved more than Paula, which of the following could not be true?
1. - Joan saved more than Andy.
 2. - Joan saved more than Paula.
 3. - Andy saved less than Bill.
 4. - Joan saved less than Bill.
10. Mandatory is to optional as bondage is to which of the following?
1. - Closure.
 2. - Laxity.
 3. - Cleavage.
 4. - Freedom.
11. Which of the following is grammatically incorrect?
1. - As I entered the front door of the store, the suspect fled through a window.
 2. - The suspect fled through a window as I entered the front door of the store.
 3. - As I entered the front door of the store; the suspect fled through a window.
 4. - Upon my entrance through the front door of the store, the suspect fled through a window.
12. Which of the following is grammatically correct?
1. - The Police Sergeant took us through the crime lab, explaining all the instruments and procedures.
 2. - The Police Sergeant took us through the crime lab; explaining all the instruments and procedures.
 3. - The Police Sergeant took us through the crime lab explaining all the instruments and procedures.
 4. - The Police Sergeant took us through the crime lab. Explaining all the instruments and procedures.
13. Choose the word that is spelled correctly.
1. - Liscense.
 2. - Lisence.
 3. - Lisense.
 4. - License.

14. Choose the word that is spelled incorrectly.

- 1. - Resede.
- 2. - Receive.
- 3. - Recess.
- 4. - Recite.

15. Which of the following should not be capilalized?




- 1. - Battle of Gettysburg.
- 2. - City Officials.
- 3. - Ten Commandments.
- 4. - Bill of Rights.





16. If Location A is east of Location B and Location C is southwest of Location B, then in all cases, Location C is in what direction of Location A?

- 1. - C is North of A.
- 2. - C is Southeast of Location A.
- 3. - C is South of Location A.
- 4. - C is Northwest of Location A.

17. If you walked 15 yards up Lake Street, turned left and walked 30 yards down Bellview Avenue, turned right and walked 20 yards on James Street, turned right again and walked 30 yards down another Avenue, turned to the right again and walked 20 yards down another Street, turned to the left and walked 5 yards, which of the following Streets or Avenues would you be located on?

- 1. - Bellview Street.
- 2. - James Street.
- 3. - An unnamed street.
- 4. - Lake Street.

18. This  is to this  as this  is to which of the following?

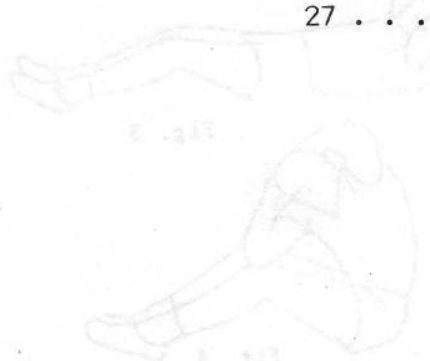
- 1. - 
- 2. - 
- 3. - 
- 4. - 

19. Robert is Sue's father. Carol is Sue's brother's wife. John is Sue's son. Marvin is Carol's brother. What relation is John to Marvin?
1. - John is Marvin's nephew.
 2. - John is Marvin's brother-in-law.
 3. - John is Marvin's cousin.
 4. - John is none of the above relation to Marvin.
20. While at work one evening, you overhear two of your fellow Police Officers criticizing your work behavior. Which one of the following actions would you least likely take?
1. - Inform your co-workers that you don't like them criticizing you, especially behind your back.
 2. - Inform your Sergeant about the nature of your co-workers discussion and ask him/her to speak with them about this matter.
 3. - Speak with each of your co-workers separately. Ask each one to justify the criticisms that they made regarding your work behavior.
 4. - Say nothing to either of your co-workers or your Sergeant.
21. One of your fellow Police Officers has just called in sick. However, you just saw him/her 15 minutes before roll call coming out of a bowling alley. Which one of the following actions should you take?
1. - Tell your Sergeant what you observed.
 2. - Say nothing of what you observed to your Sergeant, but talk to your co-worker regarding his actions.
 3. - Since the matter does not really involve you, say nothing to either your Sergeant or your co-worker.
 4. - Upon his/her return to work, inform your co-worker that if he/she doesn't tell the Sergeant the real reason for his/her absence, you will.
22. Suppose that you are a Police Officer. While at work one day your Sergeant assigns another Police Officer to a duty that he/she had previously promised to let you do. Which one of the following actions should you take?
1. - Inform the other Police Officer that the Sergeant had promised you the specific duty and that you should have first chance at it.
 2. - Ask the Sergeant if you may assist the other Police Officer at this duty.
 3. - Assert yourself and confront the Sergeant and tell him/her that he/she is being unfair because he/she had promised to let you be assigned to this duty.
 4. - Say nothing to either the other Police Officer or to the Sergeant. Ask to speak with the Chief to discuss this matter before you start duty.

23. Suppose that a new Sergeant has been appointed as your supervisor. During his/her first day on the job, he/she assigns you to assist another Police Officer in completing a task, which under your old Sergeant, had been a one man duty. What would usually be the best thing to do?
1. - Tell the Sergeant that in the past only one officer needed to be assigned to this duty.
 2. - Say nothing to the Sergeant regarding past practices. Perform the duty as it has been assigned to you.
 3. - Suggest that the Sergeant review this assignment, as it seems rather unnecessary to have two persons on this duty.
 4. - Inform your Sergeant that the duty will be completed. Have the other Police Officer complete the duty while you continue your routine duties.
24. A Ford patrol car can travel 273 miles on a 15 gallon tank of gas. How far could this same Ford patrol car travel on 8 gallons of gas?
1. - 145.6 miles.
 2. - 147.9 miles.
 3. - 149.6 miles.
 4. - 151.4 miles.
25. Which number should come next in the series? 13, 22, 40, 76, ?
1. - 148
 2. - 112
 3. - 158
 4. - 169
26. At the rate of 45 miles per hour, how far can a squad car go in 7-1/2 minutes?
1. - 6.415 miles.
 2. - 5.625 miles.
 3. - 5.875 miles.
 4. - 4.925 miles.
27. Which of the following actions would you not take in attending to an unconscious person who has had an apparent heart attack?
1. - Notify the victim's personal doctor.
 2. - Move the victim to a comfortable position.
 3. - Give the victim oxygen.
 4. - Get the victim to drink some fluids.

ANSWERS TO THE SAMPLE TEST

<u>QUESTION NUMBERS</u>	<u>CORRECT ANSWER</u>
1	3
2	2
3	1
4	4
5	4
6	1
7	2
8	2
9	1
10	4
11	3
12	1
13	4
14	1
15	2
16	3
17	1
18	2
19	4
20	4
21	2
22	2
23	2
24	1
25	1
26	2
27	4



THE PHYSICAL ABILITY EVALUATION

The Physical Ability Evaluation is the second stage of the examination process. The purpose of the evaluation is to determine if a candidate has the minimal strength, stamina, speed and ability to carry out duties a Police Officer will be expected to perform on the job.

The Evaluation consists of seven rated items conducted in five stages. Each item is scored on a pass/fail basis. With the exception of the Obstacle Course and Body Transport exercises, all items must be passed in order to pass the evaluation. Those individuals who do not pass the Obstacle Course and Body Transport must do so prior to receiving an appointment as a Police Officer. All items will be explained or demonstrated before beginning.

The evaluation takes place approximately two weeks after the written test. Individuals should wear gym clothes or work clothes that do not restrict movement of arms and legs. Tennis or running shoes will be the most suitable foot gear. No one will be tested barefoot. All individuals should come dressed for the test since dressing rooms will not be available.

Candidates should not judge the weather at the test location by the weather at their home. The evaluation will be postponed only if it is raining at the test site. In the event of a rainout, the test will be rescheduled by the Personnel Department.

All of the exercises that you will be required to perform are related to those a Police Officer might have to perform in the course of duty. Listed below is a description of the exercises currently being used in order to test a candidate's physical ability.

1. Flexibility Exercises

The flexibility exercising consists of three exercises that are indicative of total body flexibility. The exercises are: squat thrust, sit-ups, and deep knee bends. Exercise is timed separately.

- A. Sit-Ups - Candidate must complete 20 in 5 minutes. Job Relatedness: It is often necessary to lift weights such as tools and equipment used in Police work and to do bending at accident scenes.

Sit-up-20 repetitions in 5 minutes.

Starting Position:

Lying on back, hands clasped behind head, knees slightly bent, feet spread 12 - 18 inches apart. (Figure 3)

Count one:

Raise the trunk to a sitting position and touch the left elbow to the right knee. (Figure 4)

Count Two:

Return to starting position. (Figure 3)
Alternate left elbow to right knee with right elbow to left knee.

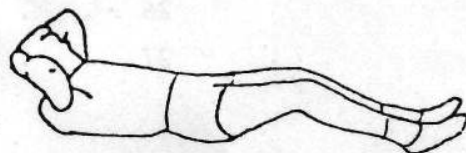


Fig. 3



Fig. 4

B. Deep Knee Bends - Candidate must complete 5 in 1 minute. Job Relatedness: Deep squatting position necessary at accident scenes for squad work, first aid, rescue work, etc.

Deep Knee bends - 5 repetitions.

Caution: Speed is not as important as the demonstration of ability to balance and squat. To avoid possibility of injury participate at a moderate speed.

Starting position: Standing, arms at sides.

Count one: Drop to a squatting position while extending the arms straight out in front of the body. (Figure 5)

Count Two: Return to standing position, simultaneously lowering arms to sides.

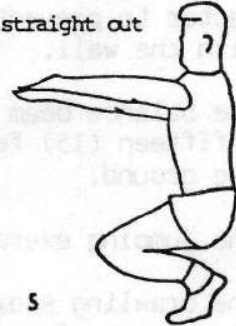


Fig. 5

C. Squat Thrust - Candidate must complete 20 in 1 minute. Job Relatedness: Crouched or prone position is needed in Police Officers, while hauling equipment or tools and in rescue or first aid work.

Squat Thrust - 20 Repetitions in 1 Minute

Starting position: Standing

Count One: Drop down to a squatting position, palms flat against floor, arms straight. (Figure 1)

Count Two: With weight supported on hands, kick backward so that your legs are extended fully. (Figure 2)

Count three: Immediately kick forward to squatting position. (Figure 1)

Count Four: Stand up.



Fig. 1

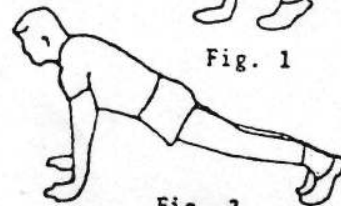


Fig. 2

2. Body Transport

(21 feet - 12 seconds)

This exercise involves lifting, pulling as dragging, a life sized mannequin, weighing approximately one hundred-seventy five (175) pounds, a distance of 21 feet. Total time allowed is twelve (12) seconds.

3. Obstacle Course

The Obstacle Course consists of four exercises: a wall climb, walking a balance beam, jumping to the ground from a height of four feet, and crawling through and under an obstacle. Total time allowed is twenty-three (23) seconds.

The wall climb exercise involves a solid, six (6) foot high wall. The candidate must climb over the wall in a manner of their choice, as long as it is a solo effort. There is a ten foot approach limitation as a safety factor to prevent a full speed approach and possible injury from collision with the wall.

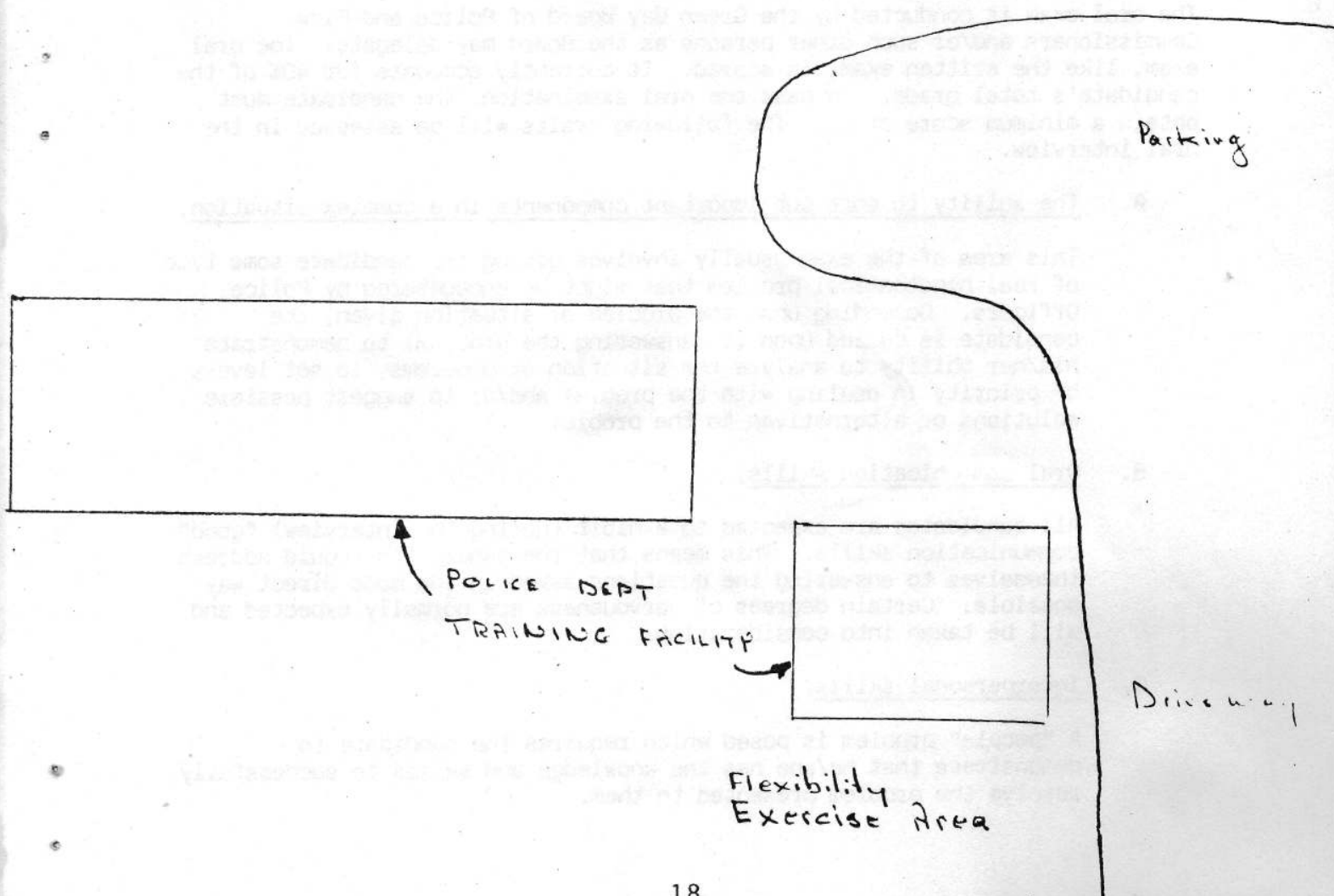
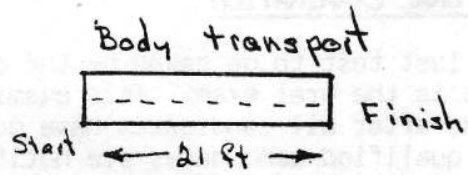
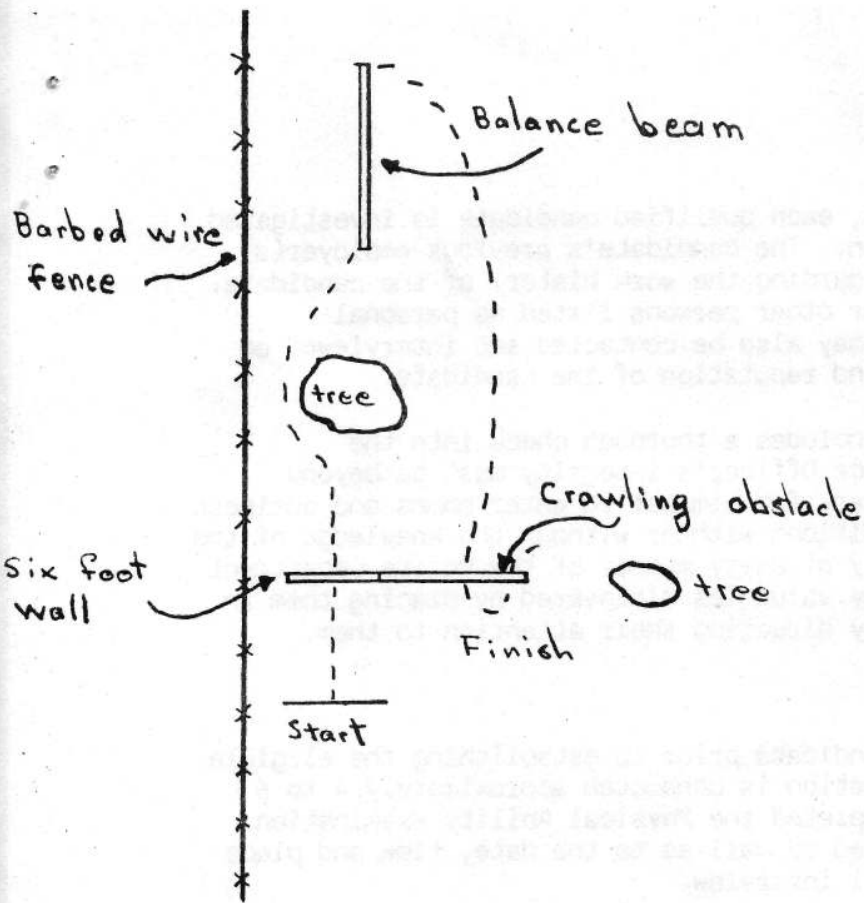
The balance beam is a balancing test requiring the candidate to walk along a fifteen (15) feet long, six (6) inch square beam mounted four feet above the ground.

The jumping exercise is simply jumping off the end of the balance beam.

The crawling exercise consists of crawling through an obstacle no more than twenty-four (24) inches square, and under an obstacle twenty-four (24) inches at ground level.

Experience has shown us that candidates who practice and prepare themselves for this portion of the exam by doing general exercises, such as weight lifting, push-ups, pull-ups, jogging, running in place and deep breathing, usually have a better chance of passing the exam than those who have not prepared.





THE BACKGROUND INVESTIGATION

Following the Physical Ability Test, each qualified candidate is investigated as to their character and reputation. The candidate's previous employer(s) may be contacted for information regarding the work history of the candidate. Friends, neighbors, teachers, and/or other persons listed as personal references on the application form may also be contacted and interviewed on matters relating to the character and reputation of the candidate.

The background investigation also includes a thorough check into the candidate's police records. A Police Officer's integrity must be beyond reproach because it is often necessary for him/her to enter homes and business establishments under emergency conditions with or without the knowledge of the owners or occupants. It is the duty of every member of the Police Department to take special precautions with any valuables discovered by placing them in the hands of a company officer or by directing their attention to them.

THE ORAL EXAMINATION

The last test to be taken by the candidate prior to establishing the eligible list is the oral exam. This examination is conducted approximately 4 to 6 weeks after all candidates have completed the Physical Ability examination. All qualified candidates are notified by mail as to the date, time and place that they are to appear for the oral interview.

The oral exam is conducted by the Green Bay Board of Police and Fire Commissioners and/or such other persons as the Board may delegate. The oral exam, like the written exam, is scored. It currently accounts for 40% of the candidate's total grade. To pass the oral examination, the candidate must obtain a minimum score of 70. The following traits will be assessed in the oral interview.

A. The ability to sort out important components in a complex situation.

This area of the exam usually involves giving the candidate some type of real hypothetical problem that might be encountered by Police Officers. Depending upon the problem or situation given, the candidate is called upon (in answering the problem) to demonstrate his/her ability to analyze the situation or problems, to set levels of priority in dealing with the problem and/or to suggest possible solutions or alternatives to the problem.

B. Oral communication skills.

All candidates are expected to exhibit (during the interview) "good" communication skills. This means that the candidates should address themselves to answering the questions asked in the most direct way possible. Certain degrees of nervousness are normally expected and will be taken into consideration.

C. Interpersonal skills.

A "people" problem is posed which requires the candidate to demonstrate that he/she has the knowledge and skills to successfully resolve the problem presented to them.

D. Motivation and interest.

Candidates will be assessed as to their interests in Police work as a career.

YOUR GRADES ON THE EXAMINATIONS

After each section of the examination is completed, all candidates will be notified by mail as to whether or not they have qualified. After completing the examination process (either by failure in a component or successful completion of all components) candidates will receive information regarding all scores they received.

To qualify for the eligibility list, a candidate must receive an overall score of 70 or better. The overall score is based upon the grades received in both the written and oral section of the exam. Candidates must pass each examination component separately.

In accordance with State Statute (230.16 (7)), five (5) points will be added to the final ranking scores of honorably discharged veterans. If you have served between August 27, 1940 to July 25, 1947 or June 27, 1950 to January 31, 1955 or August 5, 1964 to July 1, 1975 and were honorably discharged from the U.S. Army, Navy, Marine Corps, Coast Guard or Air Force, you can claim veterans points. Time of service generally must be at least 181 consecutive days. Persons who have served in the National Guard or a Military Reserve unit shall not receive military credit unless they were activated into regular service for a period of at least 181 consecutive days. If you wish to claim these veterans points, you must provide us with a copy of your DD Form 214 and indicate to us in writing that you are claiming points. Again, these points may be applied only to the total final eligible list score of all the recruitment stages. Points are not added to any individual segment of the exam for the purpose of passing a candidate.

MEDICAL STANDARDS

Immediately prior to hiring, candidates must successfully complete a medical examination given at City expense. This exam, like the Physical Ability Exam, is not scored. A candidate either qualifies or does not qualify.

Listed below are a few of the more basic medical standards that must be met by a candidate. This list is in no way all inclusive. Should you have any question regarding your physical status as it relates to our medical standards, you may contact us for assistance.

1. Height and Weight Requirements

There is no minimum or maximum measurement standard. Weight must be in proportion to height. An individual will be reported as medically unacceptable when the medical examiner considers that the individual's weight in relation to the bony structure and musculature, constitutes either an overweight or an underweight condition of such a degree as to interfere with the satisfactory completion of prescribed training and performance of duty.

2. Vision

Visual acuity must be correctable to 20/20 with both eyes, 20/200 without correction, with both eyes. Color blindness may be cause for rejection if the deficiency in color perception is such as to preclude prompt and accurate identification of the colors of standard traffic signal lights. The eyes must be free from disease, inflammation of the eyelids and of the eye proper.

3. Speech

Must be understandable.

4. Dental

The applicant will be free from disease of the jaws or associated tissues which are not easily remediable, which will incapacitate the individual, and may prevent the satisfactory performance of duty.

5. Blood Pressure

This clause varies with the individual as to age, height, weight, and previous medical history in the presence or absence of any medical finding. Any uncontrolled abnormality is cause for rejection.

All conditions or diseases deemed correctable must be corrected and re-examined prior to appointment. All additional tests recommended by the examining physician will be done to clarify any uncertainties in medical judgement and recommendations. The cost(s) for any additional test may be borne by the applicant upon review by the Police and Fire Commission.

The findings of the examining physician are final. Candidates rejected by the examining physician are not permitted to be re-examined for the same examination.

APPOINTMENTS AND THE ELIGIBILITY LIST

Candidates whose final rating is 70 or more (based on the scores from the written and oral examinations) qualify in the overall examination. After the scores have been computed, an eligible list will be established which will be in effect for a maximum of two years. Candidates will be listed numerically on the list according to the grades they received on the exams. Appointments will be made in numerical order as vacancies occur.

Prior to appointments, a candidate must submit to a medical exam. All candidates appointed from the list must, within 12 months of their appointment, become City of Green Bay residents.

Those individuals who fail any components of the examination are not eligible for placement on the list established for the position of Police Officer. They are, however, eligible to participate in future examinations for this position. A candidate must take all of the examination components in a subsequent exam in which they participate.

GENERAL WORKING CONDITIONS

Police Officers work a schedule consisting of five work days, followed by two days off, followed by five work days, followed by three days off. This is commonly referred to as a "Five-two, Five-three" (5-2, 5-3) schedule. Upon the completion of training, Officers will be assigned to the late shift (midnight to 8:00 A.M.). Assignments are made to the other shifts according to seniority.

Police Officers work some Saturdays and Sundays as well as on holidays. Having off days during the middle of the week instead of at the end of the week does have its advantages. Parks, golf courses, beaches and other recreational areas are almost always uncrowded during the weekdays. A Police Officer may be called in to work during his off-duty time in cases of sudden and serious emergency.

SALARIES

Police Officers in the City of Green Bay receive a salary that is competitive to the salaries paid to other Police Officers in major cities around the country. Salary is based on length of service with the Police Department and rank within the Department.

For more information on salaries contact the City Personnel Office.

UNION PARTICIPATION

Police Officers in the City of Green Bay are represented by the bargaining unit of the Green Bay Police Department.

YOUR FUTURE IN LAW ENFORCEMENT

Your future in Law Enforcement is up to you. Once you have become a Police Officer, what then? Well, you may choose to remain a Police Officer for your entire career in the Police Department, as many persons do. If your interests lie in working with juveniles, in detective work, in becoming a supervisor or in special technical skill areas, the Green Bay Police Department will give you every opportunity to work toward these goals.

The progress and promotion of any member of the Police Department is dependent upon the Police Officer's knowledge, ability, motivation to assume additional responsibilities, and seniority. The quality of the member's performance in all areas of his/her duties, coupled with the probationary and periodic service ratings, will play an important role in future promotional opportunities.

SUMMARY AND CONCLUSION

A career in Law Enforcement demands a high level of dedication and professionalism from those who choose it as their career. The Police Officer represents both the Green Bay Police Department and the City of Green Bay to his/her fellow citizens and as such must bear in mind that the actions and behaviors displayed by Police Officers reflect back upon the entire Police Department and the City of Green Bay.

Police Officers must possess the courage and stamina to risk their lives for the sake of others. They must be continually learning and go through extensive periods of training to become good and efficient professional Police Officers. In return, the professional Police Officer is offered a life's work of challenging and exciting service to the community, job security and excellent opportunities for advancement.

At this point, if you have decided that you would like to compete in the examinations given for the position of Police Officer in the City of Green Bay, but would still like to have some further information, you may contact us in person at the City Personnel Office in City Hall between the hours of 8:00 A.M. and 4:30 P.M., Monday through Friday. We will be glad to assist you in any way we can.

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