



Police Officer Recruitment – Prescott Police Department

Qualification Scoring Worksheet

Candidate _____

Minimum Qualifications: See Appendix A for Minimum Qualifications **PASS** **FAIL**

Screeners 1 Score	Criteria	Weight in Points	Screeners 2 Score
	Military Experience	0-2 Points	
	Work Experience	5 Points per year, 10 max	
	Police Experience	0-5 Points	
	Bilingual	0-10 Points	
	Life Experience and training	0-10 Points	
	Cultural Diversity	0-10 Points	
	Extracurricular (School/Work/Community)	0-10 Points	
	College Degree	Up to 5 Points for BA,BS	
	Technical Quality of Application	0-10 Points	
	Total Points: Sum of Points from each screener		
	Average Score		

Appendix A

Scoring: Each Screener should read the instructions herein before scoring application. Applications to be scored shall be the City of Prescott Employment Application. The attached Prescott Police Department Application Essay questions MUST be answered as part of the application process.

Procedure: Upon the closing of the application period, a screening committee will be selected. This committee will consist of the City Administrator, Police Chief, a member of the police department, and any other individuals selected by the Police Chief and/or City Administrator.

Once the Screening Committee is selected, they will meet, review, and score the applications based on the scoring worksheet and the scoring requirements set forth in this document. The top thirty (30) scores will be asked to participate in the Police Department Interview Panel. This interview panel will be made up of no more than 5 interviewers and will consist of the Chief of Police, Patrol Sergeant, one Patrol Officer, and the Administrative Assistant. These interviews should take place within three (3) weeks from the closing of the application period.

The Police Department will forward the interview results to the Police and Fire Commission for them to select which candidates they would like to interview. The PFC will then forward a list of acceptable candidates to the Police Chief for hiring. The PFC interviews should be completed within two weeks of the Police Department interviews.

Minimum Qualifications Standards (Pass/Fail)

There are 8 questions for this section; each of the eight questions must PASS for the candidate to be qualified:

1. Yes, Candidate must be 18 years of age.
2. Yes, United States Citizenship is required by time of appointment.
3. Yes, possession of, or ability to obtain a valid Wisconsin Driver's license.
4. Yes, Wisconsin law enforcement certified/certifiable by date of hire.(if transferring from another state, must have reciprocity completed by application end date)
5. Yes, vision correctable to 20/20
6. Yes, legally able to possess a firearm.
7. Yes, must be able to perform all the essential functions of the job.
8. No, must not have a felony or domestic violence convictions



Prescott Police Department Application Essay Questions

Please answer each question, one page maximum, 12 pt font, double spaced, per question.

1. Please tell us about any bilingual skills you may have, and any cultural diversity experience you have
2. Please tell us about your life experience and any special training you may have
3. Please tell us about any extracurricular activities you have been involved in with school, work, or your community.

Scoring:

1. **Military Experience:** there will be no credit given for less than 6 months of military service or if the candidate was dishonorably discharged.
 - a. 0 Points for no military experience
 - b. 2 points for greater than 6 months of military experience and honorable discharge.

2. **Work Experience:** 5 points awarded per year of full time work experience with a maximum of 10 points. Part-time employment can be awarded points as discussed with the other screener in a prorated fashion.

3. **Police Experience:** Work experience as a police officer or deputy can be determined by the resume. Part time work can be awarded points, but only part time experience cannot be awarded the full 5 points.

4. **Bilingual in Spanish or sign language:** Should be answered in the essay question #1, part of the application. Points will be awarded on proficiency and length of time studying the language. 0 points for none, 2 points for some elementary exposure, 4 points for intermediate proficiency, 6 points for advanced, 8 points for functional proficiency, 10 points for full proficiency and some other language exposure.

5. **Life Experience or training:** Should be answered in essay question #2, part of the application. Range of experiences include none, 0 points, limited or isolated experience beyond high school (1 point), significant experience and or training while in high school or college, (5 points) significant work and life experience and career training not in protective service field (8 points), emersion for a prolonged period in personal relationships, school, work, social, community interactions (10 points).

6. **Cultural Diversity:** Should be answered in the Application essay Question #1. Cultural diversity refers to experience in successfully interacting with culturally diverse groups (race, ethnicity, language, nationality, religion, etc). Range of experience include non (0 points), limited isolated school/work/social/community interactions (1 point), significant interaction for a prolonged period in school/work/social/community interactions (5 points), emersion for a prolonged period in school/work/social/community interactions (8 points), emersion for a prolonged period in personal relationships/school/work/social/community interactions (10 points).

- 7. Extracurricular Involvement:** Should be answered in the Application essay question #3. School/Work/Community can be determined by the answer to the essay questions. Extracurricular refers to involvement outside regular academic curriculum or regular duties of a job or profession. Range of experience include none (0 points), limited, one time events (1 point), significant interaction for a prolonged period in school or community such as athletics or service organizations (5 points), immersion for a prolonged period in school or community, such as on going athletics or service organizations for multiple years (8 points), immersion for a prolonged period in school or community for multiple years and includes coaching others, peer leadership, or holding public office (10 points).

- 8. College Degree:** Points are awarded for one degree. Some college (1 point), Associates Degree (2 points) plus additional credits (3 points), bachelors degree (5 points)

- 9. Technical Quality of the Application:** Determined after inspecting consistency of application (1-3 points), considering how the written responses follow directions (1-3 points), organization (1-3 points), how well written and the presentation of application packet (1-3 points). Max of 10 points.



800 Borner St. Prescott, WI 54021 Phone 715-262-5544

{FOR OFFICE USE ONLY - DO NOT WRITE IN THIS AREA}

APPLICATION FOR EMPLOYMENT
 EQUAL OPPORTUNITY EMPLOYER
 DATE RECEIVED:
 APPLICATION NO.

We welcome you as an applicant for employment. Your application will be considered for the position you specify. Qualified applicants are considered for positions without regard to race, color, creed, religion, national origin, affectional or sexual orientation, marital or veteran status, disability, political affiliations, gender, age, or status with regard to public assistance.

PLEASE TYPE OR PRINT USING INK

Title/Kind of work applied for:			Date Available:		
Available to work:	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Seasonal/Temporary	<input type="checkbox"/> Shift Work	<input type="checkbox"/> Casual
PERSONAL INFORMATION					
LAST NAME		FIRST NAME		MIDDLE NAME	
PRESENT ADDRESS			CITY	STATE	ZIP CODE
CELLULAR OR MOBILE PHONE NUMBER ()					
HOME TELEPHONE NUMBER ()		WORK TELEPHONE NUMBER ()		BEST TIME TO CALL	
EMAIL ADDRESS:					

Data Practices Advisory

As an applicant for employment with the City of Prescott, I have voluntarily supplied true and complete data about myself which may be public and/or private in nature. I understand that, as part of the selection process, I am requested to supply this information. I understand that failure to provide accurate and adequate data may disqualify me from further consideration.

I further understand that this information will be used by the City of Prescott to aid in the determination of my suitability for employment.

I, therefore, waive my right to claim and hereby agree to hold harmless the City of Prescott and any of its agents or employees for any injury or damage which I may experience as a direct or indirect result of the intended use of this information.

It is understood and acknowledged that, unless otherwise defined by applicable law, labor union contract or other written agreement, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause.

I authorize investigation of all statements contained in this application (and accompanying resume, if any). I understand that the misrepresentation, or the omission of facts called for, will result in immediate termination or disqualification.

Signature

Date

Have you ever worked for the City of Prescott before? Yes No If yes, give date(s) _____

Are you legally eligible to work in the United States in the position for which you are applying?
(Proof of citizenship or work eligibility will be required as a condition of employment.) Yes No

Do any of your immediate family members (spouse, children, siblings, parents, grandparents, aunts, uncles, nephews, nieces or grandchildren) work for the City of Prescott? Yes No
If yes, his/her name and department _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

If "No," list reason here _____

Are you at least 18 years old? Yes No

Are you a Veteran of the Armed Forces of the United States? Yes No

If yes, Branch _____ Dates of Service _____ to _____

Type of Discharge _____

**ATTACH ADDITIONAL SHEETS IF NECESSARY
(Application MUST BE COMPLETED - Do Not Say "See Resume")**

Are you capable of adequately performing the essential functions of the position as described in the job description?

Yes No If No, the City will provide reasonable accommodation within the limits prescribed by law.

EDUCATIONAL INFORMATION

CIRCLE HIGHEST GRADE COMPLETED GRADE SCHOOL 1 2 3 4 5 6 7 8 HIGH SCHOOL 9 10 11 12 COLLEGE 13 14 15 16 POST GRADUATE 1 2 MA PHD

DID YOU GRADUATE FROM HIGH SCHOOL OR RECEIVE A GED? YES NO

NAME AND ADDRESS OF HIGH SCHOOL OR GED INSTITUTION (TEST SITE):

TYPE SCHOOL	NAME & MAILING ADDRESS OF SCHOOL	SCHOOL PHONE NUMBER	MAJOR	DEGREE
COLLEGE/ UNIVERSITY				YES NO
COLLEGE/ UNIVERSITY				YES NO
GRADUATE				YES NO
TECHNICAL				YES NO
TECHNICAL				YES NO
OTHER				YES NO
HONORS AWARDS				YES NO

LIST ANY CORRESPONDENCE COURSES, SPECIAL COURSES, SEMINARS, WORKSHOPS, TRAINING SESSIONS, LICENSES OR CERTIFICATES THAT RELATE TO THE POSITION APPLIED FOR.

**ATTACH ADDITIONAL SHEETS IF NECESSARY
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Personal Typing Skills

Keyboarding speed WPM	10 Key Calculator <input type="checkbox"/> Yes <input type="checkbox"/> No	Shorthand <input type="checkbox"/> Yes <input type="checkbox"/> No	Speed
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Personal Computer Skills				
<input type="checkbox"/> Word Processing	<input type="checkbox"/> Spreadsheet	<input type="checkbox"/> Graphics	<input type="checkbox"/> Programming	<input type="checkbox"/> Other

Please identify Software Program Proficiencies _____

LIST ANY PROFESSIONAL, TRADE, BUSINESS, OR CIVIC ACTIVITIES AND OFFICES HELD THAT ARE JOB RELEVANT. *(You may exclude memberships which would reveal gender, race, religion, national origin, age, ancestry, disability or other legally protected status.)*

	ORGANIZATION & PHONE NUMBER	HOURS PER MONTH	SKILLS LEARNED
1.			
2.			
3.			

SPECIAL SKILLS AND QUALIFICATIONS

SUMMARIZE SPECIAL JOB-RELATED SKILLS AND QUALIFICATIONS ACQUIRED FROM EMPLOYMENT OR OTHER APPLICABLE EXPERIENCE

**ATTACH ADDITIONAL SHEETS IF NECESSARY
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REFERENCES

GIVE NAME, ADDRESS, AND TELEPHONE NUMBER OF THREE REFERENCES WHO ARE NOT RELATED TO YOU AND ARE NOT PREVIOUS EMPLOYERS.

	NAME	ADDRESS	TELEPHONE
1.			
2.			
3.			

EMPLOYMENT EXPERIENCE

LIST A COMPLETE ACCOUNT OF YOUR WORK EXPERIENCE, GIVE YOUR PRESENT OR MOST RECENT EMPLOYMENT FIRST. APPLICANTS MUST IDENTIFY ALL JOB-RELEVANT EXPERIENCES. INCLUDE ANY JOB-RELATED MILITARY SERVICE ASSIGNMENTS OR UNPAID VOLUNTEER/INTERNSHIP EXPERIENCES. PLEASE USE ADDITIONAL SHEETS IF NECESSARY

1. Employer: _____

Address: _____

Your Title: _____ Supervisor: _____

Telephone Number: _____ Number & Title of positions

reporting to you: _____

Specific Duties: _____

Reason for seeking other employment: _____

Length of Employment

From: _____
 month year

To: _____
 month year

Total: _____
 years months

Hours per week: _____

Beginning Salary: _____

Ending Salary: _____

ATTACH ADDITIONAL SHEETS IF NECESSARY
(Application MUST BE COMPLETED - Do Not Say "See Resume")

2. Employer: _____

Address: _____

Your Title: _____ Supervisor: _____

Telephone Number: _____ Number & Title of positions reporting to you: _____

Specific Duties: _____

Reason for seeking other employment: _____

Length of Employment

From: _____
month year

To: _____
month year

Total: _____
years months

Hours per week: _____

Beginning Salary: _____

Ending Salary: _____

3. Employer: _____

Address: _____

Your Title: _____ Supervisor: _____

Telephone Number: _____ Number & Title of positions reporting to you: _____

Specific Duties: _____

Reason for seeking other employment: _____

Length of Employment

From: _____
month year

To: _____
month year

Total: _____
years months

Hours per week: _____

Beginning Salary: _____

Ending Salary: _____

**ATTACH ADDITIONAL SHEETS IF NECESSARY
(Application MUST BE COMPLETED - Do Not Say "See Resume")**

4. Employer: _____

Address: _____

Your Title: _____ Supervisor: _____

Telephone Number: _____ Number & Title of positions

reporting to you: _____

Specific Duties: _____

Reason for seeking other employment: _____

Length of Employment

From: _____
month year

To: _____
month year

Total: _____
years months

Hours per week: _____

Beginning Salary: _____

Ending Salary: _____

5. Employer: _____

Address: _____

Your Title: _____ Supervisor: _____

Telephone Number: _____ Number & Title of positions

reporting to you: _____

Specific Duties: _____

Reason for seeking other employment: _____

Length of Employment

From: _____
month year

To: _____
month year

Total: _____
years months

Hours per week: _____

Beginning Salary: _____

Ending Salary: _____

ATTACH ADDITIONAL SHEETS IF NECESSARY
(Application MUST BE COMPLETED - Do Not Say "See Resume")