

**CITY OF ALGOMA**  
416 Fremont Street  
Algoma, WI 54201  
(920) 487-5203

**CITY OF ALGOMA  
POLICE OFFICER  
RECRUITMENT NOTICE**

February 4, 2019

The City of Algoma, Wisconsin, is accepting applications to fill the position of Police Officer. This full-time position is a member of the police bargaining unit.

**The City**

The City of Algoma encompasses an area of approximately 2.51 square miles, and is located in northeastern Kewaunee County, which is situated on the Door Peninsula, along Lake Michigan's famed "Schooner Coast". Located just 30 minutes east of Green Bay, and 20 minutes south of Sturgeon Bay, the City is part of the Green Bay Metropolitan Statistical Area. Algoma is the largest city in Kewaunee County, and borders the townships of Ahnapee and Pierce. The City of Algoma's most recent population estimate stands at 3,126.

Overall, the City of Algoma is considered a family oriented community that has a "park-like" feel, with its grand Crescent Beach and boardwalk. The city features an attractive harbor and marina that is Wisconsin's #1 port for world class Salmon and Trout charter fishing for Chinook and Coho salmon, as well as Brown Trout, Lake Trout, and Steelheads. The city also offers an abundance of well managed parks, greenspace areas, and various recreational facilities, including the Ahnapee State Trail, and the Ice Age National Trail. The residents of the city are very active and take pride in their community. The City lies entirely within the Algoma School District, which provides educational services for students from the City, and the Towns of Ahnapee, Casco, Lincoln and Pierce. More information about the city is available on our website at <http://www.algomacity.org/>

**Algoma in Recent National and State Rankings**

Safest Place to Live in Wisconsin - Alarm System Reviews, 2016  
Wisconsin Most Beautiful Small Town - [Expedia.com](http://Expedia.com), 2017  
Robert Wood Johnson Foundation - "Culture of Health Prize" RWJF, 2017  
American Heart Association - Community Impact Award AMA, 2016  
#12 Top Vineyard All Around the U.S - Travel + Leisure, 2017

**The Department**

The Police Department is responsible for "the maintenance of order, the enforcement of laws and the ordinances and regulations of the City, the prevention of crime, and the protection of life and property." Full-time staff includes the Police Chief, a Sergeant, and three officers. The department also employs 3 part time officers.

**The Position**

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

**Required Experience**

The position is an entry level position in the City of Algoma Police Department.

**Probationary Appointment**

The individual appointed to serve in this position shall be subject to a probationary period of 12 months.

### **Residency Requirement**

Police Officers shall reside within a fifteen (15) minute response time from their place of residence to the Police Department. If a police officer does not meet the criteria when hired, the officer must comply within six (6) months after the conclusion of the probationary period. [City of Algoma Municipal Code, Chapter 4.19 Police Department Residency Requirement.]

### **Pay and Benefits**

Full-time Police Officers receive starting hourly wage of \$25.37, with further increases to \$28.20 per hour, \$500.00 uniform allowance, plus excellent benefits.

### **The Recruitment Process**

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

- A completed City of Algoma employment application
- A cover letter, and current resume detailing qualifications for this position
- A list of five (5) personal references

A printable PDF version of the application, along with a detailed position description, can be found on the Police Officer Recruitment announcement under the "Employment" tab on the left side of the main page of the City's website, <http://www.algomacity.org>. The application form may also be obtained by contacting City Administrator Jeff Wiswell via email at [jeff.wiswell@algomacity.org](mailto:jeff.wiswell@algomacity.org) or by phone at (920) 487-5203.

**The application deadline is 3:30 p.m. on Tuesday, March 5, 2019.** The application review process will begin on March 5<sup>th</sup>, and the position is expected to be filled by Wednesday, April 17, 2019.

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

### **Police Officer - Recruitment**

C/O Jeff Wiswell, City Administrator, City of Algoma, 416 Fremont Street, Algoma, WI 54201

Electronic submissions are acceptable and should be forwarded to [jeff.wiswell@algomacity.org](mailto:jeff.wiswell@algomacity.org). However, applicants must still provide an original signature on the Applicant's Statement on page 4 of the City of Algoma Employment Application. This page with original signature shall be either mailed, or hand delivered, in a sealed envelope to the address above.

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

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

Additional questions on this position or on application procedures should be directed to City Administrator Jeff Wiswell via email at [jeff.wiswell@algomacity.org](mailto:jeff.wiswell@algomacity.org) or by phone at (920) 487-5203.

### **Equal Opportunity Employer**

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