Board of Police and Fire Commissioners
414.302.8000

Mark Manthei
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Announcing recruitment for the position of:

POLICE OFFICER

The Board of Police and Fire Commissioners for the City of West Allis is accepting applications for the position of police officer from January 12th, 2026 through 4 p.m. on February 13th, 2026, to establish an eligibility list for current and future vacancies.

DUTIES:

This is responsible and specialized work in a semi-military type of organization which requires employees to take orders and perform all assigned duties quickly and effectively. Regular and predictable attendance is an essential function of this position. Typical duties include: Stop vehicles to investigate, cite or arrest occupants; investigate vehicle accidents; answer bank and burglar alarms; physically examine and test doors and windows of dwellings and businesses; direct traffic at accidents, parades, crime scenes and for emergency vehicles; conduct plain view searches and searches based on probable causes. Operate and maintain control of police vehicle under various conditions and engage in high-speed pursuits or emergency response driving. Push vehicles and remove hazards from obstructing traffic; request emergency assistance for traffic accidents; coordinate actions of other officers arriving as backups; package and transport property and evidence; collect evidence including trace, biological and personal property from crime and accident scenes; recover and inventory stolen property. Assist paramedics and EMTs with the treatment of injured or ill people; search unconscious or helpless persons in emergencies; administer cardiopulmonary resuscitation. Handcuff suspects or prisoners; subdue attacking or resisting persons; use chemical spray, baton, electronic control device, pistol, rifle or shotgun to defend self or others or during training exercises; conduct a frisk or pat down search of persons. Verbally communicate using portable and car radios; use computer keyboard for report writing. Respond to general information questions from the public; interview complainants, witnesses, drivers, etc.; explain the nature of criminal offenses to offenders; inspect driver's licenses; mediate civil disputes; interrogate or interview suspects; advise person of constitutional rights; testify in court or at other legal proceedings; issue a citation or summons to offenders in lieu of making a custodial arrest.

Support the Constitution of the United States, the Constitution of the State of Wisconsin and the Ordinances of the City of West Allis; actively support the policies and procedures, programs, objectives and philosophies of the Department; conduct thorough investigations on all assignments and submit complete reports in accordance with current departmental reporting procedures; take appropriate action on all matters requiring police attention, whether in response to a specific assignment, by personal observation while patrolling an assigned district, or performing the tasks associated with other general assignments; direct efforts toward the

development and reinforcement of good community-police relations; inspect all assigned equipment at the beginning of a tour of duty to assure its sufficiency and proper operation, and report any deficiencies to the supervisor; and be familiar with all possible aspects of an assignment and strive for excellence in performing the duties so assigned.

Possess the physical capacity to perform the duties of the position as identified under "Minimum Qualifications".

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:

Excellent knowledge of and ability to adapt to changing laws; excellent knowledge of problem solving techniques; ability to take control of a complicated incident and formulate a plan of action in order to respond properly; possession of good listening and comprehension skills necessary for gathering information; knowledge of how to exercise good judgment to resolve conflicts among individuals and groups; knowledge of how to adapt to the changing needs and roles of an ethnically diverse community group; knowledge of how to modify the ideas of a group and explore alternatives when appropriate; ability to facilitate a group discussion; knowledge of how to recognize and build upon the ideas of others; knowledge of how to follow a logical process when making a decision based upon a set of facts; ability to reach logical conclusions based upon evidence at hand and to then establish priorities; knowledge of how to assimilate a variety of information to reach a major decision; ability to verbalize concerns when presented with unrealistic solutions to problems; ability to constructively critique the behavior of others and to make recommendations for improvement; knowledge of precautionary measures to protect self, partner and the public; ability to establish and maintain effective working relationships with other employees and the public both individually and in groups; ability to function independently as well as with a work group.

Considerable skill in operating a motor vehicle under normal and adverse conditions while maintaining the ability to communicate and activate equipment within the vehicle; skill in recognizing the suspicious behavior of individuals and making specific recommendations on proper response; skill in remaining calm when confronted with stressful situations; skill in maintaining a professional demeanor when faced with verbal opposition and threats; skill in actively influencing events rather than passively accepting the results of the actions of others; skill in effectively communicating with individuals as well as groups in a clear, concise and articulate manner in a wide variety of problematic situations; skill in demonstrating sensitivity to the emotional state of others; skill in recognizing when communication is not working and ability to change or improve the quality of communication; skill in exhibiting good judgment in resolving conflicts, and skill in utilizing the information provided by others to quickly make decisions.

Ability to distinguish emergency from non-emergency situations and to think quickly under pressure; ability to physically apprehend and control a person; ability to follow a series of procedures with a minimal amount of supervision or instructions to accomplish a task; ability to remember and apply procedures and standards to a variety of situations; ability to inspire an attitude of confidence and command a presence; ability to remain calm and objective when confronted with physical and verbal challenges and to handle the unexpected; ability to quickly gain rapport with people in order to reason and solve problems; ability to remain alert to details and to recognize persons, objects and situations from descriptions and recall such from memory; ability to recognize suspects, vehicles and objects with altered appearances; ability to read and follow written and oral instructions; ability to communicate both orally and in writing; good knowledge of grammar, spelling, and punctuation; ability to transpose and summarize an oral interview into a legible written report clearly, concisely and accurately; ability to copy information with a minimum number of errors; ability to identify

personal errors and make the necessary changes; ability to perform basic mathematical computations; ability to visualize the end product from the productive steps; ability to explain abstract ideas; ability to reason spatially in order to calculate the shortest route between two points; and ability to work on more than one task at a time.

MINIMUM QUALIFICATIONS:

An applicant must meet minimum requirements for Police Officer at the time he/she applies:

1. **Age**

   21 years and over by date of hire (photocopy of Birth Certificate required).

2. **Citizenship**

   Must be a U.S. citizen.

3. **Education* and Certification**

   Applicants must possess from a nationally and/or regionally accredited university or college:

   A. Bachelor's Degree in Criminal Justice, or a closely related field, by July 1st, 2026
      OR
   B. Associates Degree in Police Science, or a closely related field, by July 1st, 2026
      OR
   C. Sixty college credits in Police Science/Criminal Justice, or a closely related field, as of July 1st, 2026

   NOTE: Certified College or University transcripts (no copies) must be included in a sealed envelope from the granting college or university with an application before it will be accepted and processed. Transcripts can also be sent electronically directly from the College or University to Deputy Chief Christopher Marks at cmarks@westalliswi.gov.

   If final transcripts are not available, a letter from the college or university Registrar's office is required. The letter, addressed to the City of West Allis Police Department, should include the following information: 1) Final grade point average or, if graduating by July 1st, 2026, grade point average thus far, 2) Confirmation that you have attained the required credits for graduation or, if graduating by July 1st, 2026, the number of credits attained thus far and the number of credits currently being pursued, 3) Program Description/Area of Emphasis.]

   *** Applicants are NOT required to have completed an approved State of Wisconsin police recruit academy to apply. If a candidate scores well in the process, the West Allis Police Department will send new hires to the police academy. ***

4. **Physical Requirement**

   A. Applicants must be physically able to perform job-related functions as specified by the Police and Fire Commission, AND

   B. As verified by a Police and Fire Commission appointed physician, AND

C. Meet the Exit Standards of the Wisconsin Law Enforcement Standards Board Physical Readiness Test, except for the push-up portion of the PRT. The WAPD will use the PRT entrance standard for the push-up portion in determining whether a candidate has met the WAPD's physical requirement.

The work requires a superior level of physical conditioning, endurance and agility as follows (refer to Activity Frequencies chart): ability to continuously wear heavy equipment up to approximately 30 lbs (duty belt, vest, etc.); ability to frequently lift objects up to and including 65 lbs; continuous repetitive motion/movements including, but not limited to, pulling, pushing, pulling hand-over-hand, running, standing, walking, jumping, climbing, stooping, kneeling, bending, crawling, squatting, reaching, twisting, or pressure involving wrists, hands, or fingers; continuous sitting and exiting/entering a police vehicle; continuous high level of mental and visual alertness; high level of hearing acuity; ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, and textures associated with job-related objects, materials and tasks; sufficient physical stamina to permit a full day of continuous motor vehicle operation under varying traffic conditions; ability to endure extended working hours; ability to withstand exposure to variable and unfavorable weather and working conditions including, but not limited to, temperature variations and extremes, odors, toxic agents, noise, vibrations, electrical current, vehicular traffic and/or dust; ability to continuously focus for long periods of time on projects or while working on computers.

ACTIVITY FREQUENCIES

Continuous	67 – 100% of workday
Frequent	34 – 66% of workday
Occasionally	1 - 33% of workday

5. **Driver's License**

Applicants must possess a valid unrestricted driver's license and be eligible for a Wisconsin driver's license at the time of application. [Restrictions as to physical reasons only, will not disqualify a person for issuance of an application, but may be a basis for rejection in the medical examination.]

6. **Good Moral Character**

A. An applicant shall have no felony conviction record, as this factor will prohibit him/her from lawfully carrying a firearm.
B. An applicant shall have no state misdemeanor conviction record for crimes involving moral turpitude, as this factor will jeopardize his/her credibility as a departmental witness.

MISDEMEANORS INVOLVING "MORAL TURPITUDE"

Wisconsin Statutes

946.74	Aiding inmate to escape from mental institution
943.37	Alteration of property identification marks
946.49(1)(a)	Bail jumping
940.19(1)	Battery
941.23	Carrying a concealed weapon
947.06(3)	Cause or participate in an unlawful assembly
946.67	Compounding crime
948.40	Contribute to the delinquency of a child
161.41	Controlled substance violations
943.13	Criminal trespass to dwelling
947.01	Disorderly Conduct
946.68	Distribution of fictitious court documents
868.075	Domestic Abuse
940.34	Duty to aid victim or report crime
946.46	Encouraging violation of probation or parole
943.11	Entry into locked vehicle
943.125	Entry into locked coin box
948.11(2)(b)	Exposing a child to harmful material
948.10	Exposing genitals or pubic area to a child for purposes of sexual arousal or sexual gratification
948.22(3)	Failure to support
946.32(2)	False Swearing
941.13	False fire alarm
946.41(2)(a)	False report to law enforcement
946.32(2)	False oath before a notary
946.69	Falsely assuming to act as public officer or employee
946.70	Falsely impersonating an officer
346.04(3)	Fleeing or attempting to elude an officer
948.60	Furnishing weapons/firearms to minors
944.20(2)	Indecent exposure
951.08(2)	Instigating fights between animals
940.42	Intimidation of witnesses
943.24	Issue of worthless check under $500.00
944.20	Lewd and lascivious behavior
948.21	Neglecting a child
941.10	Negligent handling of burning material
946.45	Negligently allowing escape of prison inmate
944.21	Obscene performance or writing, picture, sound recording or film

944.33	Pandering
948.61(2)(a)	Possession of a dangerous weapon on school premises
944.30	Prostitution
49.12	Public assistance fraud
946.40	Refusing to aid officer
946.41	Resisting an officer
943.50	Retail Theft
948.09	Sexual intercourse with a child age 16 or older
940.32	Stalking
943.46	Theft of cable services
943.20(3)(a)	Theft $500.00 or less
943.13	Trespass to land

C. An applicant shall have no second convictions for Operating While Intoxicated, Operating After Revocation, Operating While Suspended, or Operating Without License or a first conviction for any of these offenses within the past three years prior to application, as this factor will jeopardize his/her credibility as a departmental witness and may unreasonably subject the City to increased civil liability.

D. An applicant shall have no pending cases for any of A, B, C offenses at the time of application.

E. An applicant shall have no pending civil cases that may adversely affect job related responsibility.

Failure to meet A, B, C, D and E requirements shall be cause for rejection of application.

7. **Typing Ability**

Applicants shall be able to type at a minimum rate of 30 wpm.

RESIDENCY REQUIREMENT:

This recruitment is open to all qualified applicants; however, within eighteen months of employment, an appointee must establish residency within the City of West Allis or designated perimeter. [The perimeter for establishing non-residency is south of Highway 60, east of Highway P, south of Highway MM, east of Highway 67, north of Highway LO, east of Highway E, and north of Highway 20. The residence must have a postal address inside of the boundaries or on one (1) of the highways named.]

EXAMINATION DATA:

The first step in the selection process will be a review and evaluation of application materials to identify those applicants who appear to be qualified in terms of academic preparation, training and experience, and achievements as they relate to the duties and requirements of the position. To facilitate a fair and accurate evaluation of qualifications, applicants are encouraged to include in their applications clear and specific details about their qualifications.

Based upon application ranking, a representative number of applicants will be further evaluated in a physical readiness test, an assessment process, an oral interview with the Police & Fire Commission, and an extensive background check. Upon offer of employment, candidates will be required to pass a drug screen, medical examination, and psychological evaluation.

Applicants who have previously applied for a Police Officer position with the City of West Allis in the preceding 18 months and participated in the assessment center phase are not permitted to apply, unless permitted via a formal invitation from the Police Chief.

2026 SALARY:

The City of West Allis and the West Allis Professional Police Association have a current contract that began on January 1st, 2026, and will run through December 31st, 2029. The salary information below is provided from this contract and is effective the first full pay period following July 1st, 2026, when hiring is tentatively scheduled to occur.

The starting annual pay for Police Officers residing in the City of West Allis as of July 1st, 2026, is $65,884.06 and rises in five annual increments to $99,019.54. The perimeter starting annual salary is $64,662.69 and rises in five annual increments to $97,147.44. New hires will begin at Step 1 of the pay scale. With approval of the Police Chief and the Police and Fire Commission, applicants with prior law enforcement experience may be offered a starting wage that is higher than the starting wage listed. Employees are expected to participate in direct deposit of payroll checks.

Resident Pay Scale – Officers residing within the City of West Allis (as of July 1st, 2026):

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
$65,884.06	$76,263.89	$82,968.53	$89,652.94	$94,719.67	$99,019.54

Perimeter Pay Scale – Officers residing outside the City of West Allis (As of July 1st, 2026 - see perimeter requirements above):

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
$64,662.69	$74,836.61	$81,401.29	$87,961.54	$92,939.03	$97,147.44

BENEFITS:

Benefits include vacation accrual upon date of hire based on the vacation schedule; a sickness disability benefit plan; eleven (11) paid holidays; eligibility for health insurance the first of the month following thirty (30) days of service with choice of a PPO Plan or High Deductible Health Plan (with optional participation in a Health Savings Account) – both plans are contributory and cover the employee and his/her family; fully paid Dental Insurance covering the employee and his/her family, with eligibility the first of the month following six (6) months of service; a dual pension system comprised of the Wisconsin Retirement Fund* and Federal Social Security (both of which are contributory); a fully paid Life Insurance Program* with coverage in the amount of the employee's annual salary adjusted to the next highest one thousand dollars

with the option for additional coverage; an educational reimbursement plan for the pursuit of job related courses; and voluntary benefit programs consisting of Section 125: Flexible Benefits for Dependent Care and Medical Reimbursement, Section 457: Deferred Compensation, TreasuryDirect Payroll Savings Plan for Savings Bonds, Employee Assistance Program (EAP), Employee Wellness Program, Armed Services Reserve Training and Federal Loan Program.

*The Wisconsin Retirement Fund and Life Insurance Program benefits are provided according to plan guidelines of the State of Wisconsin, Department of Employee Trust Funds.

VETERAN'S POINTS:

Honorably discharged veterans who receive an overall qualifying rating will be awarded additional credit to be determined by the Police Chief upon presentation of proper proof of military duty.

POST-OFFER DRUG TEST/PHYSICAL & PSYCHOLOGICAL EXAM/PROBATIONARY PERIOD:

Persons offered employment must pass a post-offer drug test as a condition of employment. An appointee must also pass a thorough physical and psychological examination prior to appointment. All appointees who have completed an Accredited Law Enforcement Academy are subject to a probationary period of eighteen (18) months; appointees hired prior to completing an Accredited Law Enforcement Academy are subject to a probationary period of twenty-two (22) months. Any appointee who misses extended street duty during their probationary period, at the discretion of the Chief, may have their probation extended by the amount of time missed due to their extended absence. During the probationary period, employment may be terminated at any time if the employee is found to be unsuitable for any reason.

HOW TO APPLY:

Application materials are available online at www.westalliswi.gov. Completed applications must be received by the West Allis Police Department **NO LATER THAN 4:00 p.m. on February 13th, 2026.** Women, minorities, and candidates that are bilingual (English / Spanish speaking) are encouraged to apply. Visit our website at www.westalliswilgov for additional information on the City of West Allis.

Any deliberate falsification on an application will result in the disqualification of an application. If it is discovered that after an applicant begins employment that the applicant made a false statement, it may be grounds for discharge. Any changes in an applicant's information (legal name change, address, phone number, employment, higher education, etc.) must be provided to Deputy Chief Christopher Marks at cmarks@westalliswi.gov.

The City of West Allis is an Equal Opportunity / Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans status, gender, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its service, programs or activities.

Under reasonable notice, the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities and equal opportunity to participate in an to enjoy the benefits of a service, program or activity provided by the City.

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services or activities.

This recruitment process is TENTATIVELY expected to proceed as follows, and is subject to change:

Monday, January 12th, 2026
Application submissions open.

Friday, February 13th, 2026 (4:00 p.m.)
Application Deadline.

Week of February 23rd, 2026 (Specific dates & times to be determined)
Physical Readiness Testing – Candidates requiring successful completion of physical readiness testing will be scheduled for testing with the WAPD Training Unit during this time frame. Multiple testing dates may be offered to candidates, but this is not guaranteed. WAPD Training Unit will communicate this information to candidates.

Week of March 2nd, 2026 (Specific dates & Times to be determined)
Assessment Center – Successful candidates will be required to attend one assessment center session offered during this week (approximately 4 hours in duration).

Week of March 9th, 2026 (Specific dates to be determined)
Police and Fire Commission interviews.

Except for the application deadline, all dates listed are tentative. Applicants will be given notice of firm dates and times related to this process as they are determined. Eligibility list(s) will be established upon completion of Police and Fire Commission interviews.

Information provided by candidates during this recruitment process will be used to assist members of the West Allis Police Department throughout the process. Your file, in its entirety, will be forwarded to the Police and Fire Commission for review. Any negative facts in your background will be evaluated in terms of the facts and circumstances surrounding their occurrence. These facts will then be considered as to the degree of relevance they may have to the position of police officer.

Any written communications related to this recruitment process should be addressed to:

Deputy Chief Christopher Marks
West Allis Police Department
11301 W. Lincoln Ave.
West Allis, WI 53227
cmarks@westalliswi.gov

Supplemental documents and materials can be submitted in hard copy form at the West Allis Police department or electronically submitted to Deputy Chief Christopher Marks at cmarks@westalliswi.gov.



Christopher Marks
Deputy Chief of Police