



DATE: September 9, 2008

TO: Applicant for **Police Communications Operator**
Job Announcement Code: **07-00459**
UW-Madison, Police Department

RE: Special Application/Examination Materials

Thank you for your interest in the **Police Communications Operator** position located at the University Police Department at UW-Madison. Salary is \$ 34,452 annually (\$16.500 hourly), plus excellent benefits. For state employees, pay will be based on the rules that apply to compensation upon transfer, reinstatement, or voluntary demotion transactions; beginning pay will not be less than the minimum of the pay range. These positions are in pay schedule 36, range 42. A twelve-month probationary period is required.

A thorough background investigation (i.e. psychological, physical, credit history, driver's status and criminal history) will be conducted after a conditional offer of employment for anyone not currently employed by UW Madison Police.

The next step in the selection process for this position is an Objective Inventory Questionnaire (OIQ). An OIQ is a Civil Service Examination with the purpose of providing you and all other candidates with the same opportunity to describe your training and experience, which is most relevant to the requirements of this position. You will be notified of your exam results that will state that you are "Eligible" or "Not Eligible." All eligible applicants will be considered when there is a vacancy.

Instructions for Completion of the Objective Inventory Questionnaire (OIQ):

DO NOT make any additions, deletions or alterations to questions on this exam other than providing your response to each statement.

PLEASE SUBMIT THE FOLLOWING:

- **Completed objective inventory questionnaire responses.**
 - Do **not** submit a resume in lieu of response to the items in this questionnaire. Your eligibility to participate in the next step of the selection process will be based on your responses to the OIQ questions.
- **Application for State Employment (OSER DMRS-38) Form** which can be downloaded at (<http://oser.state.wi.us/docview.asp?docid=1121>),
- **Signed Affidavit**
- If you are eligible for Veterans Preference Points or Disabled Expanded certification please complete the appropriate form and return it with your other materials. These forms can also be downloaded at <http://oser.state.wi.us/docview.asp?docid=1240> (Veterans Preference Form) and <http://oser.state.wi.us/docview.asp?docid=1200> (Disabled Expanded Form).

Completed application/examination materials are accepted on a **continuous basis** and as vacancies occur, we will utilize this list to fill our positions. Materials can be sent to:

UW-Madison Police Department
Attn: Bernie Herbst
101 Police And Security Facility
1429 Monroe St
Madison, WI 53711
e-mail: bcherbst@wisc.edu
Phone: 608-890-0979

Please direct any questions about the application process to Bernie Herbst. Please direct any questions regarding the Police Communications Operator vacancy to Leeann Krieg, Police Communication Supervisor, at (608) 265-9531 or e-mail: lekrieg@facstaff.wisc.edu.

State of Wisconsin Department of Employment Relations
STATE APPLICATION INSTRUCTIONS

Search employment opportunities on-line at <http://wisjobs.state.wi.us>

General Instructions:

- These instructions are for use in completing the *Application for State Employment*, form OSER-DMRS-38.
- You **must** provide the following: **job announcement code, mother's maiden name, last name, mailing address, city, state, zip, type of employment, county(ies) where you will work, and your signature.**
- You must ensure that the completed, signed *Application* is received on or before the announced deadline date, at the specified location. We are not responsible for late, lost, misdirected or damaged mail.
- You may take clean photocopies of the *Application*, printed front and back on one sheet of paper, and submit that as the official application.
- As a veteran with an honorable discharge or a spouse of a veteran, you may be eligible to receive additional points on your civil service scores. Current state employees are not eligible for veterans points. Please view the Veterans Preference Supplement form OSER-MRS-38L, found on-line at <http://oser.state.wi.us/docview.asp?docid=1240>.
- Qualified disabled persons may be eligible for consideration in the interview process. Please complete the Disabled Expanded Certification form DER-MRS-159, found on-line at <http://oser.state.wi.us/docview.asp?docid=1200>.
- The Department of Employment Relations, Employment Services Center, is at 345 West Washington Avenue, Madison, WI 53703, telephone (608) 266-1731, e-mail <mailto:ESC@oser.state.wi.us>.

Step-by-Step Instructions:

1. **CIVIL SERVICE JOB TITLE**
Complete an Application for each job you apply for unless the job titles were announced together in the same single announcement. Enter the job title as it appears in the announcement.
2. **JOB ANNOUNCEMENT CODE(S)**
Job Announcement Code(s) are listed in the heading of the job announcement. **An accurate Job Announcement Code is required to process your application.**
3. **SCORE REUSE**
Check the Score Reuse box if you wish to use your score from the previously administered exam. See your Exam Results Notice from the previously taken exam or call the contact listed in the job announcement to see if your score can be reused. Refer to the *Current Employment Opportunities Bulletin* for more information.
4. **SOCIAL SECURITY NUMBER**
This information is required in order to process your application. Your social security number will help to ensure the accuracy of your application. Current state employees: Some information may be verified with state employment records to be sure your most current data is available with your application.
5. **MOTHER'S MAIDEN NAME**
This information is required in order to process your application. Enter your mother's maiden name or another name or word that will serve as an additional identifier to make your applicant record unique.
6. **HOW DO WE CONTACT YOU?**
You must provide your last name and complete mailing address for us to process your application. Notify us in writing of any changes to your address. Please print your contact information clearly.

State Application Instructions – page 2 of 4

7. LEGALLY AUTHORIZED TO WORK IN THE U.S.

Check YES only if you are one of the following: (1) a citizen or national of the United States, (2) a lawful permanent resident, or (3) an alien authorized to work in the United States.

8. WISCONSIN RESIDENCY

Indicate whether you are a permanent resident of the State of Wisconsin. Wisconsin residency is required only for Limited Term and Project positions.

9. EXAM CITY

Listed below are fourteen cities that host exam centers. If the job for which you are applying requires taking an exam at an exam center (see job announcement for examination requirements), choose only **one** of the locations listed below where you will take that exam. Transfer the code for that city to the *Application*.

<u>Code</u>	<u>City</u>	<u>Code</u>	<u>City</u>	<u>Code</u>	<u>City</u>	<u>Code</u>	<u>City</u>
AD	Ashland	KE	Kenosha	PL	Platteville	WA	Wausau
EC	Eau Claire	LX	La Crosse	RH	Rhineland	WR	Wisconsin Rapids
FD	Fond du Lac	MD	Madison	RL	Rice Lake		
GB	Green Bay	MW	Milwaukee	SU	Superior	OT	Military (see below)

Active Duty Military

Please enter OT in section 9 of the *Application* and provide the requested information on page 2 of the *Application*.

Gender and Race/Ethnicity Information

Gender and race/ethnicity information is used for equal employment opportunity/affirmative action (EEO/AA) purposes only. This information is confidential and is retained by state human resources professionals. If you do provide this information, you may be eligible for further consideration of job opportunities through the State of Wisconsin EEO/AA Plan.

10. GENDER

Check only one box.

11. RACE/ETHNICITY - Check only one box using the following definitions:

Black--Not of Hispanic origin: All persons having origins in any of the black racial groups of Africa.

Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands.

American Indian or Alaska Native: Persons descending from any of the original peoples of North America who possess ¼ degree of documented tribal descendancy or are enrolled with a federally or state recognized tribe, or are recognized by a federally or state recognized tribe as American Indians for state affirmative action purposes.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

White--Not of Hispanic origin: All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

12. BIRTH DATE

Use numbers giving the month/day/year you were born (MM/DD/YYYY). This information is used for administrative purposes only.

13. EDUCATIONAL LEVEL

Check only one box in the *Application*. Indicate your single highest level of education.

14. WORK PREFERENCES: HOURS AND SHIFTS

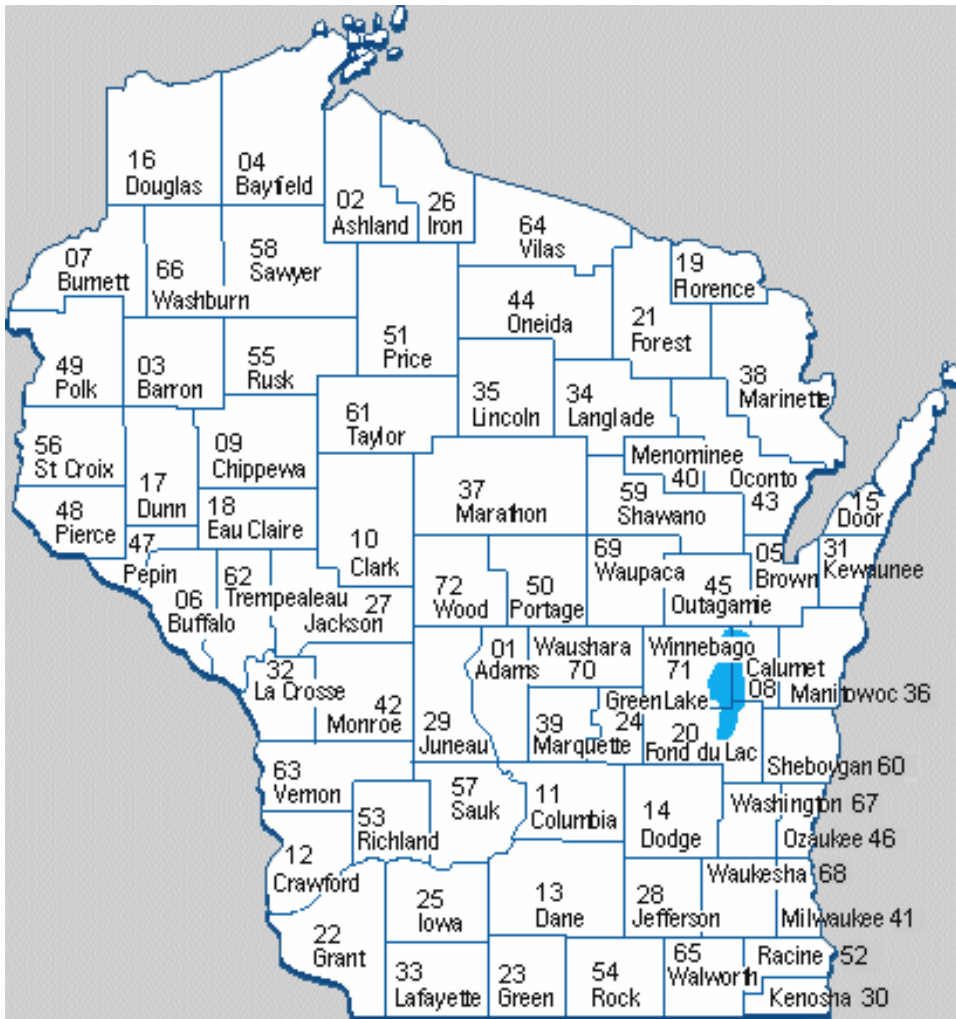
You must include the type of employment you will accept in order for us to process your application. Check all types of work that you will accept.

State Application Instructions – page 3 of 4

15. WHERE WOULD YOU LIKE TO WORK

Select the desired code(s) below for the county or counties where you will accept work and transfer that two-digit number to section 15 in the *Application*. See map below. **We will consider you only for jobs in the locations where you tell us you will work. You must enter at least one code for us to process your application.**

<u>Code</u> <u>County</u>	<u>Code</u> <u>County</u>	<u>Code</u> <u>County</u>	<u>Code</u> <u>County</u>	<u>Code</u> <u>County</u>
01 - Adams	16 - Douglas	31 - Kewaunee	46 - Ozaukee	61 - Taylor
02 - Ashland	17 - Dunn	32 - La Crosse	47 - Pepin	62 - Trempealeau
03 - Barron	18 - Eau Claire	33 - Lafayette	48 - Pierce	63 - Vernon
04 - Bayfield	19 - Florence	34 - Langlade	49 - Polk	64 - Vilas
05 - Brown	20 - Fond du Lac	35 - Lincoln	50 - Portage	65 - Walworth
06 - Buffalo	21 - Forest	36 - Manitowoc	51 - Price	66 - Washburn
07 - Burnett	22 - Grant	37 - Marathon	52 - Racine	67 - Washington
08 - Calumet	23 - Green	38 - Marinette	53 - Richland	68 - Waukesha
09 - Chippewa	24 - Green Lake	39 - Marquette	54 - Rock	69 - Waupaca
10 - Clark	25 - Iowa	40 - Menominee	55 - Rusk	70 - Waushara
11 - Columbia	26 - Iron	41 - Milwaukee	56 - Saint Croix	71 - Winnebago
12 - Crawford	27 - Jackson	42 - Monroe	57 - Sauk	72 - Wood
13 - Dane	28 - Jefferson	43 - Oconto	58 - Sawyer	
14 - Dodge	29 - Juneau	44 - Oneida	59 - Shawano	99 - All Counties
15 - Door	30 - Kenosha	45 - Outagamie	60 - Sheboygan	



Cities with population of more than 100,000:

- Madison (state capital) is in Dane County, code 13
- Milwaukee (largest city) is in Milwaukee County, code 41
- Green Bay is in Brown County, code 05

16. HOW DID YOU FIND OUT ABOUT THIS JOB?

Please identify the source(s) of information that led you to apply for this vacancy.

16(K) Wisconsin Colleges/Universities: If applicable, use the codes below to identify the Wisconsin College or University where you learned about this job opportunity. Enter a code from the list below in section 16(K) of the *Application* form.

<u>Code</u>	<u>College/University</u>	<u>Code</u>	<u>College/University</u>	<u>Code</u>	<u>College/University</u>
01 -	Alverno College	22 -	Moraine Park Technical	43 -	UW-Marinette
02 -	Beloit College	23 -	Mount Mary College	44 -	UW-Marshfield/Wood County
03 -	Blackhawk Technical	24 -	Mount Senario College	45 -	UW-Milwaukee
04 -	Cardinal Stritch University	25 -	Nicolet Area Technical	46 -	UW-Oshkosh
05 -	Carroll College	26 -	North Central Technical	47 -	UW-Parkside
06 -	Carthage College	27 -	Northeast Wisconsin Technical	48 -	UW-Platteville
07 -	Chippewa Valley Technical	28 -	Northland College	49 -	UW-Richland
08 -	Concordia University	29 -	Ripon College	50 -	UW-River Falls
09 -	Edgewood College	30 -	Silver Lake College	51 -	UW-Rock County
10 -	Fox Valley Technical	31 -	Southwest Wisconsin Technical	52 -	UW-Sheboygan
11 -	Gateway Technical	32 -	St. Norbert College	53 -	UW-Stevens Point
12 -	Lakeland College	33 -	UW-Baraboo/Sauk County	54 -	UW-Stout
13 -	Lakeshore Technical	34 -	UW-Barron County	55 -	UW-Superior
14 -	Lawrence University	35 -	UW-Eau Claire	56 -	UW-Washington County
15 -	Madison Area Technical	36 -	UW-Fond du Lac	57 -	UW-Waukesha
16 -	Marian College	37 -	UW-Fox Valley	58 -	UW-Whitewater
17 -	Marquette University	38 -	UW-Green Bay	59 -	Viterbo College
18 -	Mid-State Technical	39 -	UW-La Crosse	60 -	Waukesha County Technical
19 -	Milwaukee Area Technical	40 -	UW-Madison	61 -	Western Wisconsin Technical
20 -	Milwaukee Institute of Art & Design	41 -	UW-Manitowoc	62 -	Wisconsin Indianhead Technical
21 -	Milwaukee School of Engineering	42 -	UW-Marathon County	63 -	Wisconsin Lutheran College

16(L) Newspapers: If applicable, use the codes below to identify the newspaper where you learned about this opportunity. Enter a code from the list below in section 16(L) of the *Application* form.

<u>Code</u>	<u>Newspaper</u>	<u>Code</u>	<u>Newspaper</u>	<u>Code</u>	<u>Newspaper</u>
01 -	Appleton Post-Crescent	14 -	La Crosse Tribune	27 -	Stevens Point Journal
02 -	Ashland Daily Press	15 -	Madison Capital Times	28 -	Umoja
03 -	Beaver Dam Daily Citizen	16 -	Madison Times	29 -	Watertown Daily Times
04 -	Beloit Daily News	17 -	Madison Wisconsin State Journal	30 -	West Bend Daily News
05 -	Campus Newspaper	18 -	Manitowoc Herald Times Reporter	31 -	Wisconsin Rapids Daily Tribune
06 -	Chippewa Falls Herald	19 -	Marshfield News Herald		
07 -	Eau Claire Leader-Telegram	20 -	Milwaukee Journal Sentinel		<u>Out-of-State Newspapers</u>
08 -	Employment Times	21 -	Milwaukee Times	32 -	Chicago Sun-Times
09 -	Fond du Lac Reporter	22 -	Now Hiring	33 -	Chicago Tribune
10 -	Green Bay News Chronicle	23 -	Oshkosh Northwestern	34 -	Minneapolis Star-Tribune
11 -	Green Bay Press Gazette	24 -	Racine Journal Times	35 -	Rockford Register Star
12 -	Janesville Gazette	25 -	Shawano Leader	36 -	St. Paul Pioneer Press
13 -	Kenosha News	26 -	Sheboygan Press	37 -	Wall Street Journal

17. REFERRAL PERMISSION

Check yes to give us permission to refer your name to other public employers such as state agencies, universities, and city and county governments. Your response will not affect your eligibility for state employment.

State of Wisconsin Department of Employment Relations
APPLICATION FOR STATE EMPLOYMENT

* Required items

1. **Civil Service Job Title** as it appears in the announcement: **Police Communication Operator**

2. ***Job Announcement Code(s)** of the position(s) for which you are applying:

Job Code #1 **07-00459** Job Code #2 - - - - - - - Job Code #3 - - - - - - -

3. **Score Reuse:**

4. **Social Security Number:** - - - - - - - -

5. ***Mother's Maiden Name:** _____

6. **How do we contact you?**

*Last Name:		First Name:		M.I.:
*Mailing Address:				
*City:	*State:	*Zip:	Country:	
Day Phone:		E-Mail Address:		
Evening Phone:		Other Number:		

7. **I am currently legally authorized to work in the United States.** Yes No 8. **I am a Wisconsin resident.** Yes No

9. **Exam City Code:** *(Complete this if a written exam is required; see instructions for the codes.)*

Gender and race information are used for equal employment opportunity/affirmative action purposes only.

10. **Gender:**
 Female Male

11. **Race/Ethnicity:** *(Check only one.)*

1 Black (Not Hispanic) 3 American Indian/Alaska Native

2 Asian or Pacific Islander 4 Hispanic

5 White (Not Hispanic)

12. **Birth Date:**
Birth date information is used for administrative purposes only. Use numbers, e.g., 02/09/1971 (MM/DD/YYYY)
 ___ / ___ / _____

13. **Educational Level:** *Check highest level completed.*

01 Did not complete high school/GED 06 Two-year associate degree

02 Completed GED/HSED 07 Bachelor's degree

03 Graduated from high school 08 Some graduate degree courses

04 Some college, no degree 09 Graduate college degree

05 One-year vocational diploma

14. ***What are your work preferences** for the position for which you are applying? *Check all that you will accept.*

FT Full-time (40 hours/week) PT Part-time (less than 40 hrs/wk)

EH Evening 2nd shift (3 to 11 pm or similar) NT Night 3rd shift (11 pm to 7 am or similar)

SE Seasonal (minimum of 600 hours per year but less than 1,828 hours per year.)

15. ***Where would you like to work?** *Enter counties where you will accept employment.*

Note: We will consider you only for jobs in the locations where you tell us you will work. You must identify at least one county for us to process your application. Enter 2-digit County Code(s) below using the list provided in the instructions.

County Code(s): **13** | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___

Administrative Use Only

16. **How did you hear about this job?** Check all that apply.

<input type="checkbox"/> A Internet: <i>Select below.</i>	<input type="checkbox"/> M Current State Employee
<input type="checkbox"/> B http://jobs.der.state.wi.us	<input type="checkbox"/> N Radio Ad
<input type="checkbox"/> C www.wisconsin.gov	<input type="checkbox"/> O Television Ad
<input type="checkbox"/> D DWD/JOBNET	<input type="checkbox"/> P Job Fair
<input type="checkbox"/> E other career sites	<input type="checkbox"/> Q State Workshop
<input type="checkbox"/> F state agency web site	<input type="checkbox"/> R Library
<input type="checkbox"/> G Department of Employment Relations	<input type="checkbox"/> S W-2 SET/SEO Services
<input type="checkbox"/> H Job Service/Job Center	<input type="checkbox"/> T Direct Mail
<input type="checkbox"/> I Another State Agency	<input type="checkbox"/> U Current Employment Opportunities Bulletin
<input type="checkbox"/> J Community Organization	<input type="checkbox"/> V Other
<input type="checkbox"/> K Wisconsin College/University: See list of codes in instructions; enter College/University code here: _____	
<input type="checkbox"/> L Newspaper: See list of codes in instructions; enter Newspaper code here: _____	

17. **Referral Permission:** State agencies and universities may search our database for applicants with specific skills or experiences. Do you wish to have your application available to other state agencies, universities, and city and county governments?

Yes No

Active Duty Military: We will test active duty military members stationed out of state who are unable to test at our regularly scheduled exam centers. We will test only at approved U.S. military installations and only if the exam is administered by a Test Control Officer or equivalent person. Please provide the following information for the person who has agreed to administer the exam. A fee may be charged for this service.

Exam Administrator: Last Name: _____ First Name: _____ M.I.: _____
 Title: _____ Agency: _____
 Complete Mailing Address: _____
 City: _____ State: _____ Zip: _____ Phone: _____

Certification Statement

I certify that the information I have provided in this application is true to the best of my knowledge and I understand that I may be required to verify the information before being appointed. I understand that any false, misleading, or missing information may disqualify me from employment consideration.

I agree. I disagree. *Signature: _____ Date: _____

AFFIDAVIT CERTIFICATION STATEMENT

UW Madison Police Department *Police Communications Operator*

Please read the following statements, sign below, fill out the information requested, and return this form attached to your completed examination/application materials.

I understand that the Objective Inventory Questionnaire is a screening device used prior to the interview and that the practice or attempt to practice any deception or fraud will result in my application being withdrawn or that I will be removed from the position if I am hired.

WISCONSIN ADMINISTRATIVE CODE

ER-MRS 6.10. . . the Administrator may refuse to. . . certify. . . or remove an applicant from a certification. . . ;

(5) who has made a false statement of any material fact in any part of the selection process;

(7) who practices, or attempts to practice, any deception or fraud in application, certification, examination, or in securing eligibility or appointment;. . .

(10) who has in any manner gained access to special or secret information regarding the content of an examination.

WISCONSIN STATUTES:

Section 230.43 Misdemeanors; how punished. (1) Obstruction or Falsification of Examinations. Any person. . . (c) who willfully or corruptly makes any false representations concerning the same (examination). . . (e) . . . shall for each offense be guilty of a misdemeanor.

(3) Penalty. Misdemeanors under this section are punishable by a fine of not less than \$50, nor more than \$1,000, or by imprisonment for not more than one year or both.

I certify that I have read and acknowledge that I understand the preceding excerpts from the Wisconsin Administrative Code, ER-MRS 6.10, and Wisconsin Statutes, sec. 230.43 which relate to security of examination information in any part of the selection process. I also certify that my responses to the questions on this Objective Inventory Questionnaire are true to the best of my recollection and that I can document these experiences if required to do so at some time in the future.

NAME (PRINT): _____ SS# _____

SIGNATURE: _____ DAY PHONE # _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

UNIVERSITY OF WISCONSIN-MADISON, POLICE DEPARTMENT – POLICE COMMUNICATIONS OPERATOR

Objective Inventory Questionnaire	Social Security No. _____ - _____ - _____
--	---

**SECTION 1: MINIMUM QUALIFICATIONS
QUESTIONS 1-10**

To pass the minimum qualification for Police Communications Operator you must be able to respond as indicated below regarding your experience:
Answer YES to questions 1 – 8
Answer NO to questions 9 – 10

If you were unable to answer the questions as identified above, you do not meet the minimum qualifications required and should not continue the application process.

TASK OR ACTIVITY STATEMENT	ANSWER
You must be able to answer <u>YES</u> to questions 1 – 8 to meet the minimum qualifications required.	
Are you able to type 25 words per minute or more?	1.
Are you able to do multiple tasks under stressful conditions?	2.
Do you have basic computer skills (e.g. word processing, spreadsheet, etc.)	3.
Are you able to read a map?	4.
Are you able to give accurate directions?	5.
Are you able to work alone, independently and/or with minimal supervision?	6.
Are you at least 18 years of age?	7.
Are you available to work nights, weekends, and holidays?	8.
You must be able to answer <u>NO</u> to questions 9 – 10 to meet the minimum qualifications required.	
The Police Communication Operator position receives evaluates and acts upon information and requests concerning public safety, law enforcement or the University in general. As part of this role, the position will be responsible for looking up and verifying information on TIME site that is part of the Crime Information Bureau. In order to have approval to look up and verify this information, employees must not have any felony or serious misdemeanor crimes, so this is a minimum requirement of the job. The work of the person in this position affects the service rendered to the public and outside agencies, the perception of the Department and the University, the safety of the field officers and the overall work of all Department personnel. All employees must work with respect, integrity, compassion and honor.	
Do you have any unpardoned felony convictions?	9.
Have you been convicted of any misdemeanor or other criminal offense within the past five years?	10.

END OF EXAM