

POLICE OFFICER POSITION ANNOUNCEMENT

Grand Rapids Police Department Recruitment

The Town of Grand Rapids is seeking qualified applicants for the position of Police Officer.

Effective immediately, the Town of Grand Rapids Police Department will begin accepting applications for Full-Time Police Officer positions. Grand Rapids Police Department seeks to fill vacancies and establish an eligibility list. All applications can be mailed or dropped off at the Grand Rapids Municipal Building, attention Clerk Lisa Dotter. Applications can also be emailed to Lisa Dotter at clerk@grandrapidswi.gov.

Duties:

General police functions including patrol; criminal law enforcement; complete investigations and reports in a timely manner; traffic code enforcement; ordinance enforcement; maintaining public peace; protecting life and property; and working with the community.

Qualifications

- * U.S. Citizenship.
- * A minimum of age 20 at time of appointment.
- * Possess a valid Driver's License with good driving record.
- * Good physical condition.
- * Education – An applicant must meet the following minimum requirements and able to provide supporting documentation:
 - 1) High School Diploma,
 - 2) 60 College Credits,
- * Eligibility for Wisconsin Law Enforcement Standards Board Certification
- * No felony convictions.
- * Must be able to possess a firearm.
- * No domestic abuse convictions.
- * Vision correctable to 20/20.
- * Good verbal and written communication skills.
- * React quickly and effectively to stressful situations.
- * Able to work evenings, weekends, and holidays.
- * Knowledge and skills in operating computer systems.
- * Clear and concise speech.
- * Ability to handle several tasks simultaneously.
- * Ability to perform essential functions of this position.
- * Ability to use all standard law enforcement equipment.
- * Must be able to successfully complete Field Training Program.

Compensation

Effective January 1, 2026: \$25.85 to \$36.48 per hour
Start: \$25.85 per hour
Start 7th month: \$30.97 per hour
Start 13th month: \$32.80 per hour
Start 19th month: \$34.67 per hour
Start 25th month: \$36.48 per hour

Lateral Entry:

The Town has the right to hire experienced police officers through lateral entry. Compensation, vacation entitlement and sick leave credit may, at the Chief’s discretion, be extended to lateral hires as follows:

- A: Wages: Lateral entry officers may be extended the police officer wage provisions, which coincide with the officer’s previous full-time law enforcement experience.

- B: Vacation: Lateral entry officers may be extended up to eighty (80) hours of vacation upon hire. Any vacation time extended upon hire shall be held in a “Hiring Vacation Time Bank”, to be used within one (1) year of hire. At the time of termination, there will be no payout of unused time remaining in the employee’s “Hiring Vacation Time Bank”.

- C: Sick Leave: Lateral entry officers may be extended ninety-six (96) hours of sick time upon hire. Lateral entry officers would not accrue sick time within the first year of employment (if extended this sick time upon hire).

To Apply:

Your application package should include a cover letter, resume and DJ-LE-330 which can be found on WILENET.org. Be sure to include answers to the three questions in section "6. General" of the form.

Application packets must be received by 12:00 PM (noon) CDT on Friday March 27, 2026, at the Grand Rapids Municipal Building.

Date: 03/27/2026 (Friday)
Time: 12:00pm CDT
Location: Grand Rapids Municipal Building
2410 48th St. S
Wisconsin Rapids, WI 54494

[\(DJ-LE-330\) Application for Employment \(No SSN\) \(6-2022\).doc](#)

POLICE OFFICER HIRING PROCESS

A. WRITTEN APPLICATION

All application materials for the position of police officer must be completed and received by the Chief of Police or the Town Clerk not later than the deadline indicated on the job posting. Required application materials include cover letter, DJ-LE 330 application, and resume.

B. QUALIFICATIONS/ELIGIBILITY LIST

Your application will be reviewed to determine if you have met the application qualifications. If you have met the qualifications, you will be placed on the eligibility list of qualified candidates. When a vacancy exists or is anticipated, the Chief of Police will select candidates from the eligibility list for interview. The list will be forwarded to the Police and Fire Commission for further review and action.

C. POLICE DEPARTMENT INTERVIEW

Based upon the review of the application materials and other required and additional qualifications a candidate may possess, the Chief of Police may reduce the number of candidates for consideration, and those remaining candidates may be invited to participate in an interview or series of interviews depending on passage through the process. Candidates will be asked a series of questions to determine their suitability for employment with the Town of Grand Rapids Police Department. All candidates will be asked the same questions, however, the Commission reserves the right to ask or permit follow-up questions.

D. BACKGROUND INVESTIGATION

If you are selected for further consideration, an extensive investigation of your background will be conducted. The background investigation may include interviews of persons you have interacted with, educators, former employers, review of previous employment personnel files, criminal background check, driving records, credit history, references, etc. Any false or misleading information provided by you will be cause for rejection or for termination of your employment. The Police and Fire Commission places the highest standard on honesty and forthrightness of candidates and employees and places all on notice of this important standard necessary for maintenance of the public's trust and for the tremendous responsibility bestowed on a sworn law enforcement officer.

E. CONDITIONAL OFFER OF EMPLOYMENT

Upon successful completion of all phases of the pre-employment process, you may be offered a conditional offer of employment. This offer is contingent upon satisfactory result from a Medical Examination, Psychological Examination and Drug Screening. The Drug Screening is reviewed before medical and psychological examinations are reviewed.

F. APPROVAL OF APPOINTMENT

Wisconsin Statutes provide that the Police and Fire Commission approve all appointments to the Police Department.

TOWN OF GRAND RAPIDS

POLICE OFFICER

PURPOSE OF POSITION

The purpose of this position involves responsibility for all phases of Police Department activities.

GENERAL FUNCTION

To engage in law enforcement patrol functions by handling any assignment with the safety of the public and other officers of the Grand Rapids Police Department in mind while performing these duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following authoritative responsibilities are expected of this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required as assigned.

- To drive with due regard as per state statutes.
- Assist Fire and EMS services as necessary if requested.
- Respond to calls for service in a professional and courteous manner.
- Complete forms and reports in a timely manner.
- Operate all law enforcement equipment in safe and appropriate manner.
- Issue citations.
- Assist other law enforcement agencies as required.
- Provide traffic control when necessary.
- Interview victims, witnesses and complainants.
- Interrogate suspects.
- Identify and apprehend violators of municipal, traffic and state laws.
- Become familiar with current warrants and work to reduce the number of active warrants.
- Respond to subpoenas and appear in court when summoned. Maintain a professional demeanor and cooperate with Town and District Attorneys to aid in any prosecution.
- Attend training as designated by the Police Chief.
- Maintain a professional demeanor at all times.

This position description has been prepared to assist in defining job responsibilities. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. The Town retains and reserves any and all rights to change, modify, amend, add or delete, from any section of this document as it deems, in its judgement, to be proper.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- The ability to follow oral and written direction.
- The ability to make quick decisions and process information based upon limited information.
- Able to assume responsibility and function calmly and effectively in emergency situations.
- Ability to communicate effectively, verbally, and coherently over law enforcement radio channels while initiating and responding to radio communications.
- Ability to read and comprehend what has been read, comprehend and apply statutes, read maps and write legibly.
- Skillful knowledge of computer operating systems and Microsoft Office.
- Ability to identify and analyze problems and evaluate solutions.

- Ability to operate patrol vehicles in emergency mode.
- Ability to communicate effectively, both orally and in writing, to a variety of individuals.
- Knowledge and ability to utilize all law enforcement equipment.

QUALIFICATIONS

- Must possess a high school diploma plus Two-Year Associate Degree from a Wisconsin Vocational College or Technical District or its accredited equivalent from another state; or a minimum of sixty (60) fully accredited college-level credits.
- Must be 20 years of age, or older, United States citizen and must meet the minimum requirements established by the Law Enforcement Standards Board.
- Vision correctable to 20/20 with no significant color blindness (Mild forms of color impairment may be acceptable).
- Able to pass pre-employment physical
- Be of good reputation, no unpardoned felony convictions and pass pre-appointment investigation.
- A valid Wisconsin Driver License with good driving record is required.
- While on the job, must achieve and maintain certification as a law enforcement officer.
- Able to perform essential functions of a police officer.
- Ability to possess a firearm.
- No domestic violence convictions.

OTHER REQUIREMENTS

Oral Interviews; Psychological Profile; Medical Examination; Vision Examination; Drug Screening; and Background Investigation.