



15 South School Street, PO Box 273, Mayville WI 53050

Phone: 920.387.7900 Fax: 920.387.7919

WWW.MAYVILLECITY.COM

City of Mayville

Job Title: Police Officer

Department: Police Department

Reports To: Chief of Police and Lieutenant

FLSA Status: Full-Time, Non-Exempt

Position Summary

The City of Mayville Police Department is accepting applications for the position of Police Officer to fill a current vacancy and/or establish an eligibility list. This is a professional law enforcement position responsible for the protection of life and property through the enforcement of federal, state, and local laws and ordinances. Police Officers perform patrol, traffic enforcement, investigative, and community-oriented policing functions while exercising sound judgment, discretion, and initiative. Officers work under the general supervision of the Chief of Police and Lieutenant and are assigned to a 12-hour shift schedule with a 4-day on / 5-day off rotation.

Key Responsibilities

Law Enforcement & Public Safety

- Patrol assigned areas of the City to preserve law and order and protect life and property.
- Enforce federal, state, and local laws and municipal ordinances.
- Respond to calls for service, emergency situations, disturbances, accidents, and criminal activity.
- Conduct preliminary and follow-up investigations, including gathering evidence, interviewing witnesses, and preparing reports.

Traffic Enforcement

- Enforce traffic laws and regulations.
- Investigate traffic crashes and direct traffic as necessary.
- Promote roadway safety through enforcement and public education.

Community Policing

- Engage with residents, businesses, and community organizations to build trust and foster positive relationships.
- Provide assistance and information to the public as needed.
- Participate in community events, outreach programs, and crime prevention initiatives.

Administrative & Reporting Duties

- Prepare clear, accurate, and timely written reports, citations, and documentation.
- Maintain records in accordance with department policies and legal requirements.
- Testify in court and participate in hearings as required.

Professional Standards

- Use standard law enforcement equipment, including firearms, defensive tools, and computer systems.
 - React quickly and effectively to stressful and potentially dangerous situations.
 - Comply with department policies, procedures, and ethical standards.
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Lateral Transfer Program

At the discretion of the Chief of Police and subject to approval of the Police and Fire Commission (PFC), lateral transfer candidates may receive:

- Starting salary based on prior years of service as a sworn law enforcement officer, up to the five (5) year step of the Collective Bargaining Agreement (CBA): \$78,058.50 annually.
- Vacation credit of up to two (2) years in accordance with the CBA (96 hours).

Salary & Benefits

Salary Range

- \$59,280.00 to \$78,058.50, annually
- Salary placement is dependent on qualifications and experience.

Benefits Include

- | | |
|-------------------------------------|---------------------------|
| • Wisconsin Retirement System (WRS) | • Education Incentive Pay |
| • Health Insurance | • Longevity Pay |
| • Dental Insurance | • Sick Leave |
| • Life Insurance | • Vacation |
| • Deferred Compensation | • 12 Paid Holidays |
| • Clothing Allowance | |

Qualifications

Minimum Requirements

- Minimum age of 21 years.
- High school diploma required; 60 college credits or Associate's degree preferred.
- Valid driver's license with a good driving record.
- Eligibility for Wisconsin Law Enforcement Standards Board (LESB) certification.
- Ability to possess and use a firearm and all standard law enforcement equipment.
- Vision correctable to 20/20.
- Good physical condition and ability to perform the essential functions of the position.
- Clear and concise verbal and written communication skills.
- Knowledge and ability to operate computer systems.

Legal Requirements

- No felony convictions.
- No domestic abuse convictions.

Other Requirements

- Ability to handle multiple tasks simultaneously.
- Ability to react quickly and effectively in stressful situations.
- Willingness and ability to work evenings, weekends, holidays, and rotating shifts.

Selection Process & Conditions of Employment

Final candidates must successfully complete:

- Background investigation
- Drug screening



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- Medical examination
- Psychological examination
- Oral interviews

Residency requirements apply pursuant to City policy and/or the Collective Bargaining Agreement.

Application Process

- Application Deadline: February 13, 2026, at 4:00 PM

Application Requirements

- Completed DJ-LE-330 Employment Application
- Resume

Submit Applications To:

Judy Bauer
Police Support Specialist
Mayville Police Department
25 S. School Street
Mayville, WI 53050

Phone: (920) 387-7903

Fax: (920) 387-7903

Email: jbauer@mayvillecity.com

Equal Employment Opportunity

The City of Mayville is an Affirmative Action (AA) and Equal Opportunity Employer (EOE) and complies with the Americans with Disabilities Act (ADA).