

**Oak Creek Police Department**  
**APPLICATION INFORMATION**  
**AND**  
**REQUIREMENTS FOR APPLICANTS**

Equal Opportunity Employer

**POSITION:** Police Aide, Part-Time ([Job Description-Police Aide](#))

**Applications (electronic submittals only) will be accepted for the position of part-time Police Aide beginning Tuesday, June 11, 2024. This application process will establish an eligibility list that will be in effect from July 1, 2024 to January 1, 2025. If the list is exhausted prior to January 1, 2025, it will be considered expired and a new process will begin.**

**DEADLINE: The final date for completion of an electronic application is Monday, July 1, 2024. No applications entered after 3:00 p.m. on this date will be accepted.**

**SUCCESSFUL CANDIDATES MUST:**

1. As of July 1, 2024, possess a high school diploma or the equivalent G.E.D.
  - **By the date of the written test, all applicants must provide:**
    - A copy of their high school diploma or equivalent G.E.D.
    - If applicant is currently attending college, a copy of their college transcripts needs to be submitted. Transcripts **do not** have to be official transcripts, but must clearly indicate the name of the applicant and the name of the accredited college or university.

Diplomas/transcripts should be sent to the attention of Lt. Andrew Ahearn, Oak Creek Police Department, 301 W. Ryan Road, Oak Creek, WI 53154. Diplomas/transcripts may be dropped off, in person, at the Police Department or mailed; however, they must be received/postmarked on or before the deadline date.

2. Thoroughly complete an Application for Employment (link provided at end of page).
3. Complete a Personal Evaluation Questionnaire covering attitudes, dependability and honesty.

**WHEN AN OPENING OCCURS, QUALIFIED CANDIDATES MUST:**

1. Successfully complete a security interview.
2. Successfully complete an interview with representatives of the Police Department.

3. Meet or exceed the following additional minimum requirements:
  - a. 18 years of age or older at the time of appointment.
  - b. Cannot be a convicted felon.
  - c. Provide, upon request, proof of U.S. citizenship.
  - d. Possess a valid/unrestricted driver's license at the time of hire.
  - e. Preference will be given to those applicants who are currently enrolled in a Criminal Justice degree program or have a high interest in being employed in the Criminal Justice Field, but have not yet been enrolled in a law enforcement related program.
4. Successfully complete a thorough background investigation.
5. Pass a thorough medical examination that includes, but is not limited to, a urine or hair drug screen.

**APPLICATION LINK:**

If you are interested in completing an application for employment, please follow the link:

[https://www.peiasap.com/apply/oakcreekpd\\_i\\_ap](https://www.peiasap.com/apply/oakcreekpd_i_ap)

**FAILURE TO MEET ANY OF THE ABOVE CRITERIA WILL RESULT IN  
CANDIDATE'S REMOVAL FROM THE PROCESS.**

**EQUAL OPPORTUNITY EMPLOYER**