

STURGEON BAY POLICE

NOW RECRUITING FOR AUXILIARY COMMUNITY SERVICE OFFICERS

**TAKE CALLS.
PATROL THE CITY.
PROTECT AND SERVE.**



Now is the time to get serious about building your law enforcement career. Competition for law enforcement jobs is fierce, and merely graduating from a criminal justice program is not enough to get you hired with a law enforcement agency. You have to build your resume by getting real-world experience in the field.

The Sturgeon Bay Police Department has entered into a partnership with Northeast Wisconsin Technical College to help NWTC Criminal Justice students gain real-world experience in law enforcement as volunteer Auxiliary Community Service Officers. As an Aux. CSO, you'll build your resume while gaining experience in areas such as patrol, ordinance enforcement, traffic control, investigations, animal control and animal neglect/abuse cases, radio communications, public interaction, and report writing.



OPPORTUNITIES

Benefits & Opportunities for Auxiliary CSOs

- Valuable real-world patrol experience.
- Training in areas such as patrol operations, security checks, report writing, investigations, evidence handling, radio communications, and public interaction.
- Flexible duty scheduling that works around your class schedule.
- **Guaranteed interview** for any SBPD Police Officer vacancies during the time you are an Aux. CSO (as long as you meet the police officer eligibility requirements. This is not a guarantee of a police officer job, but is a guarantee that you will receive an interview).
- Work on your own on solo patrol after you complete field training.
- Additional training classes available after field training completion.
- Access to SBPD workout room and weight room.
- Uniforms & equipment furnished.
- Earn class credit through NWTC for participation in the Aux. CSO program.
- Opportunities to participate in or observe select in-house police training classes (PBT, SFST refresher, DAAT refresher, EVOC, etc...).
- Learn about the inner workings of a law enforcement agency, and build your resume for future applications for police jobs.



ELIGIBILITY

Required Qualifications for Auxiliary CSOs

- **U.S. Citizen**
- **At least 18 years of age**
- **Valid WI Driver's License**
- **High school diploma, enrolled in NWTC's Criminal Justice program**
- **Recommendation from NWTC Criminal Justice instructor**
- **No prior felony or misdemeanor criminal convictions (background check performed).**
- **Excellent written and oral communications skills.**
- **Ability to interact professionally with a wide variety of citizens in varied settings, including stressful and emergency situations.**
- **Proactive work ethic, ability to work effectively with minimal direct supervision.**
- **Ability to understand and follow written policies, procedures, and city ordinances.**



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Auxiliary Community Service Officer Job Description

NATURE OF WORK

The Auxiliary Community Service Officer position is an unpaid, volunteer civilian, part-time position intended to give college students practical experience in the field of law enforcement, supporting sworn officers by handling service-oriented calls, performing security checks, and other duties not requiring a sworn law enforcement officer to handle.

JOB FUNCTIONS

Duties performed by Aux. Community Service Officers include, but are not limited to:
Duties Performed on a Regular Basis:

- Enforces select city ordinances through the use of warnings, compliance warnings, and referrals for citations. Investigates reports of ordinance violations and takes enforcement action.
- Performs frequent security checks of businesses and vacation checks on homes.
- Patrols city parks and enforces park ordinances and rules. Performs security checks on park properties and buildings. Enforces park closing hours.
- Controls animals, captures stray dogs and cats, attempts to locate owners of strays, impounds strays when owners cannot be located.
- Performs foot patrols in downtown business districts and neighborhoods.
- Controls vehicle traffic at accidents, special events, incident locations, and other times when manual traffic control is required
- Enforces ordinances and state statutes relating to parking and issues parking citations. Patrols city streets and business parking lots for parking violations.
- Assists with crowd control at special events, accidents, fire scenes, etc...
- Handles traffic and road hazards.
- Assists stranded and stalled motorists.
- Investigates found property reports and properly inventories and secures found property.
- Handles abandoned bike calls.
- Assisting with traffic control, clean-up, photographing, and investigation duties at traffic crash scenes.
- Performing or assisting officers with vehicular escorts for funeral processions, wide loads, heavy equipment, etc..., including moving escorts and stationary traffic control.
- Performing errands for officers and civilian staff (dropping off/picking up items, purchasing items for SBPD use at local stores, picking up/dropping off squads from having vehicle maintenance done, picking up medical records from the hospital, delivering reports to the DA's/city attorney's office, giving officers transport from home to the PD or other locations when no officers are available to



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do so, dropping off/picking up radio & other equipment for repair, mailing items at the post office, etc...).

- Inspecting vehicles for defect notice compliance and certifying compliance.
- Assist officers in checking areas for vehicles/persons officers are attempting to locate.

Duties Performed on an Occasional Basis:

- Other clerical and support duties assigned by the department.
- Assists in investigating criminal animal neglect and abuse incidents.
- Serves municipal court subpoenas to witnesses.
- Delivering and setting up/removing special equipment such as barricades, signs, and setting up perimeters for temporary security areas.
- Performing non-criminal, non-booking fingerprinting on citizens for job applications and background checks, and child safety fingerprints.
- Assist officers by photographing minor incident scenes (e.g. vandalism, graffiti, etc...)
- Perform minor follow-up (getting medical release forms signed, picking up paperwork/other items that victims were not able to give officers at the time of the incident, picking up security tapes/DVDs from businesses, bringing new or revised Loss of Property forms to victims to be signed, performing follow-up to ensure compliance with issued municipal ordinance warnings, taking follow-up photographs, etc...).
- Providing supplemental patrol of downtown areas during summer months (foot, bike & vehicle patrol).
- Performing foot patrol at athletic events/community festivals.
- Assisting with canvassing of neighborhoods for information.
- Assisting in training new Aux. CSOs.
- Performing Crime Prevention Through Environmental Design surveys and retail security surveys at local businesses.
- Bringing equipment to officers at incident scenes (cameras, evidence bags, evidence collection tools and equipment, etc...).
- Performs bike patrols of parks, downtown areas, and neighborhoods.



Duties Performed on a Limited Basis:

- Performing traffic surveys/monitoring areas to document traffic violation frequencies.
- Monitoring traffic with a radar gun to document speeding violation frequency.
- Performing crossing guard duty when regular crossing guards need a substitute.
- Testifying in court.
- Assisting officers with access control duties at crime scenes.
- Recovering, properly packaging, logging, and securing ordinance violation

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evidence.

- Giving basic presentations to school children on topics such as bike safety (topics that would not require a police officer to present).
- Transporting large, bulky, or multiple items of evidence.
- Assisting with officer training (role-playing suspects, transporting equipment to the range, etc...).
- Driving the incident command vehicle to major incident scenes.
- Delivering food/water supplies to officers on extended field deployment at a major incident scene.
- Assisting with evacuations of buildings or areas in emergencies.
- Assisting secretarial staff with clerical duties and staffing the SBPD front desk to handle walk-in customer service and telephone calls, when required due to clerical staff absence.
- Performing statistical analysis and working on other special projects as assigned.

REQUIRED QUALIFICATIONS

- At least 18 years old.
- Valid WI driver's license.
- Current student enrolled in Northeast Wisconsin Technical College's Criminal Justice Program.
- Recommendation from NWTC Criminal Justice program instructor.
- No felony criminal convictions and no domestic violence convictions.
- No misdemeanor convictions.
- Excellent written and oral communications skills.
- Ability to interact professionally with a wide variety of citizens in varied settings, including stressful and emergency situations.
- Proactive work ethic, ability to work effectively with relatively minimal direct supervision.
- Ability to understand and follow written policies, procedures, and city ordinances.
- United States citizen.



OTHER APPLICANT REQUIREMENTS

- Knowledge of Defensive Driving techniques.
- Knowledge of the precautions necessary to work safely in and around vehicular traffic.
- Ability to read, understand and utilize street maps and directions.
- Ability to understand and carry out oral and/or written instructions.
- Ability to maintain effective relationships with other employees and the public and to deal with the public in a courteous and tactful manner.
- Ability to gather information and accurately complete reports.
- Knowledge of Defensive Driving techniques. Ability to drive a motor vehicle;

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- possess and maintain a valid Wisconsin driver's license.
- Ability to work outdoors in all types of weather conditions.
- Ability to work in environments and conditions that may at times present hazards, such as on streets with active vehicular traffic.
- Ability to lift/push/pull up to 100 pounds of weight.
- Ability to properly use police and animal control equipment, including, but not limited to: radios, capture sticks, live traps, transport cages, traffic control devices such as barricades, flares and cones.
- Proficiency with computers, Windows and MS Office suite software.
- Knowledge of the principles of police/community relations.

SELECTION PROCESS

1. Applicants complete agency specific job application, obtainable from: www.sturgeonbaypolice.com/cso.html (PDF document), NWTC-Green Bay Public Safety office, or Sturgeon Bay Police Department (pick up in person).
2. Submit application, cover letter, and resume to the Sturgeon Bay Police Department, either by email, mail, or in person at the following addresses:

Email: ssouth@sturgeonbaywi.org

Mail:

CSO Recruitment
Sturgeon Bay Police Department
421 Michigan St.
Sturgeon Bay, WI 54235



3. Application packets will be reviewed and qualified applicants will be contacted for interviews and testing. Applicants not selected for interviews will be informed by letter or email.
4. Candidates selected for interviews will be required to complete an 8 hour ride-along with any SBPD officer prior to the interview date. This will allow candidates an opportunity to learn more about the department and the community, and for the department to learn more about the candidates.
5. Candidates will complete an interview with a panel of officers, and will also complete a written test.

