

Sturgeon Bay Police Department

Chief of Police Arleigh R. Porter
Captain of Police Daniel J. Brinkmar



The mission of the Sturgeon Bay Police Department: Is to serve, protect, and work in partnership with the community to ensure a safe nurturing environment

Community Service Officer



Job Description

NATURE OF WORK

The Community Service Officer position is an entry-level, 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 Community Service Officers include, but are not limited to:

421 Michigan Street
Sturgeon Bay WI. 54235
Phone: 920.746.2450 Fax: 920.746.2453

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- Controls animals, captures stray dogs and cats, attempts to locate owners of strays, and impounds strays when owners cannot be located.
- Enforces select city ordinances through the use of warnings, compliance warnings, and 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 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.

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- Handles abandoned bike calls.
- 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 Inspecting vehicles for defect notice compliance and certifying compliance.
- Assist officers in checking areas for vehicles/persons officers are attempting to locate.
- Other clerical and support duties assigned by the department.
- Investigates 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.
- Providing supplemental patrol of downtown areas during summer months (foot, bike & vehicle patrol).

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- Assisting with canvassing of neighborhoods for information.
- Testifying in court
- Delivering food/water supplies to officers on extended field deployment at a major incident scene.

REQUIRED QUALIFICATIONS

- At least 18 years old.
- Valid WI driver's license.
- High school diploma, enrolled in (or accepted into) an accredited Associate's or Bachelor's degree college program, carrying at least a 9 credit semester load.
- No felony criminal convictions and no domestic violence 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.

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- United States citizen or person legally authorized to work in the United States.

HIRING PROCESS

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

Email: policedept@sturgeonbaywi.org

CSO Recruitment

Sturgeon Bay Police Department

421 Michigan St.

Sturgeon Bay, WI 54235

- 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
- 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

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The mission of the Sturgeon Bay Police Department: Is to serve, protect, and work in partnership with the community to ensure a safe nurturing environment more about the department and the community, and for the department to learn more about the candidates.

- Candidates will complete an interview with a panel of officers, and will also complete a written test.

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