

# Sturgeon Bay Police Department

Chief Clint Henry



Assistant Chief Daniel Brinkman

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:

- 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.
- Handles abandoned bike calls.
- Performs or assists officers with vehicular escorts for funeral processions, wide loads, heavy equipment, etc. including moving escorts and stationary traffic control.
- Performs 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.
- Delivers and sets up/removes special equipment such as barricades, signs, and set perimeters for temporary security areas.
- Performs non-criminal, non-booking fingerprinting on citizens for job applications and background checks, and child safety fingerprints.
- Provides supplemental patrol of downtown areas during summer months (foot, bike & vehicle patrol).
- Assists with canvassing of neighborhoods for information.
- Testifies in court
- Delivers 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 and 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.
- United States citizen or person legally authorized to work in the United States.

## **HIRING PROCESS**

- Obtain and submit application, cover letter and resume to the Sturgeon Bay Police Department by mail, email or in person to the following addresses:

**[policedept@sturgeonbaywi.org](mailto:policedept@sturgeonbaywi.org)**

**- OR -**

**CSO Recruitment  
Sturgeon Bay Police Department  
421 Michigan Street  
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 more about the department and the community, and for the department to learn more about the candidate.
- Candidates will complete an interview with a panel of officers, and will also complete a written test.