

Open Recruitment

The City of Mauston Police Department is taking applications for a Police Officer eligibility list.

OPEN Recruitment. The application process requires; a letter of interest, resume, DJ-LE-330 and a City of Mauston agency application. Both applications have been placed on the City of Mauston website, www.mauston.com.

SALARY RANGE FOR PATROL OFFICERS EARN BETWEEN \$53,285.05 TO \$61,868.62 THE FIRST YEAR OF EMPLOYMENT.

City of Mauston Police Officer Job Description

POSITION TITLE: Patrol Officer
DEPARTMENT: Police
STATUS: Full-time, FLSA Non-Exempt, Represented
REPORTS TO: Police Chief

WORK HOURS & CONDITIONS:

The City of Mauston maintains 24/7 patrol coverage. Schedule and hours are per the Collective Bargaining Agreement between the City and the Mauston Police Professional Association. Currently the Patrol Officers work (12 hour) shifts with every other weekend off. A majority of the employee's day is spent away from the Police Department. This may include time in a squad vehicle, in other buildings or in an outdoor setting. This will expose the employee to the varying elements of the weather, such as rain, wind, snow, heat or cold. This may also expose the employee to dust, fumes and exhaust. Employee may also be exposed to various other hazards while investigating complaints. The employee may be required to negotiate uneven, muddy and snow/ice packed terrain when necessary.

GENERAL RESPONSIBILITY:

This position performs general duty police connected with the maintenance of law and order, prevention of crime and the protection of lives and property. These responsibilities are achieved mainly through the enforcement of state laws and local ordinances.

General

- Enforce all municipal and applicable county ordinances, state and federal laws.
- Conduct a variety of searches; search persons, vehicles, buildings outdoors area, etc.
- Maintain and check police equipment, such as squad vehicles, radios, cameras, firearms and uniforms, to ensure effective utilization. Reports any damage or items that require repair to appropriate supervisor.
- Render first aid and other types of medical assistance as per established departmental policy.
- Effect arrests and apprehend suspects, serve papers and warrants and transport prisoners as per established departmental policy.

- Make public appearances and presentations to various civic and school organizations concerning community policing and other topics of interest.
- Takes personal notes and compiles logs for departmental files.
- Assists other law enforcement officers and other departments as requested and with approval of officer in charge, if necessary.

Patrol

- Perform patrol functions in assigned areas in squad vehicles or on foot, as directed by supervisor.
- Stop and speak to owners and/or employees of local establishments to determine if assistance is needed, obtain pertinent information and establish and/or maintain rapport.
- Observe public buildings, business establishments, vacant premises, residential and secluded areas.-Watch for and investigate signs of disturbance, suspicious activities or persons, and potential danger.
- Investigates citizen/ordinance/criminal complaints, including items such as suspected criminal activity, domestic disturbances and noise complaints.
- Uses accepted interviewing techniques, questioning involved suspects, witnesses, and victims.
- Complete preliminary and follow up investigations of crimes, including intelligence gathering and interviewing/interrogating suspects, witnesses, victims.
- Observe traffic for violation of City or County ordinances and state or federal laws.
- Operate radar/laser units; perform traffic stops; conduct field sobriety tests; prepare citations; direct traffic.
- Directs and escorts traffic,' including funeral escorts.
- Investigate accidents and criminal activity, preparing all required reports and related paperwork.

Court & Bonds

- Prepare required paperwork for violations for court use, checking to assure accuracy, completeness and coherence of same.
- Provide testimony in criminal, civil, or administrative proceedings.
- Accepts bonds from citizens for violations as dictated by the bond schedule. Records transaction for departmental files and issues receipt. Follows established departmental security procedures for the bond.
- Obtains warrants from the District Attorney's office for offenders who do not appear in court when scheduled. Coordinates service of warrant by fellow officer(s).
- Escorts prisoner in a vigilant and cautious manner to and from court appearances, using handcuffs or other restraints as necessary.

QUALIFICATIONS:

- Certifiable as a police officer by the State of Wisconsin Training and Standards Board.
- Associate degree in Police Science and/or prior full-time law enforcement experience preferred not required. Additional law enforcement certifications and training are desired.
- Valid Wisconsin driver's license.

PHYSICAL DEMANDS

- Able to perform routine tasks to intermittently sit, stand, walk, bend, grasp, push, pull, squat, twist, kneel, crawl, reach, and lift or carry objects or individuals up to 100 pounds unassisted and larger objects or individuals over 100 pounds with assistance.
- Able to quickly enter and exit the squad vehicle, and use feet for repetitive movements as in operating foot controls in a vehicle.
- Able to perform repetitive movements of the hands and wrists, **and** manual dexterity to operate

police and office equipment.

- Able to hear, smell, and see including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust and focus.
- Have the physical and mental stamina to move rapidly, to react quickly and efficiently in all emergencies, natural or man-caused disasters, and certified to carry a firearm.
- The performance of tasks associated with patrol and enforcement duties requires the capacity to run and pursue subjects for an extended distance, the ability to physically handle and subdue another person in the course of law enforcement activities in compliance with Wis. Statutes and local policies concerning use of force. Work may, on occasion, involve situations that involve both extreme emotional and extreme physical stress. The work may also involve situations in which the employee's life may be threatened or placed in physical danger.

SKILLS AND ABILITIES:

- Knowledge of federal, state, and local laws and ordinances.
- Able to understand and implement the policies and procedures set forth for the Mauston Police Department.
- Secure information to resolve problems pertaining to law enforcement.
- Instill confidence and respect in the Police Department by acting in a professional, courteous and conscientious manner both on and off duty.
- Maintain a neat and well-groomed appearance during tour of duty.
- Committed to further policing skills through advanced education and training.
- Able to qualify and use specialized law enforcement equipment including a rifle, shotgun, pistol, OC gas, emergency medical equipment, batons, handcuffs, defibrillators, intoxicilizers, cameras, radar, laser, radio, body armor.
- Able to efficiently and effectively operate standard office equipment and hardware and software related to law enforcement.
- Communicate effectively, both orally and in writing. Prepare accurate and complete records and clear and detailed reports. Comply with FCC and departmental rules and regulations regarding radio communications.
- Establish and maintain good working relationships with the administrative staff, the Mayor and elected officials, the Police and Fire Commission, City staff, other law enforcement agencies, and the community.
- Maintain strict confidentiality with all information that employee comes in contact.
- Exercise good professional judgment and integrity.
- Perform difficult and responsible work with independence and discretion, with minimum supervision. Start and complete assigned tasks without supervision, following oral and written instructions.
- The employee in this position is required to deal with the public on a daily basis. This citizen contact may expose the employee to a moderate amount of stress when dealing with irate or frustrated citizens. The employee must have the ability to deal with this stress in an effective manner and not react adversely or allow their personal feelings or temper to interfere in their relationship with the citizens.
- Deal acceptably and objectively with pressures, tensions and potentially volatile situations.