

Full Time / Limited Term Police Officer Opening

Company: City of Bayfield	Contact: Billie L. Hoopman, Clerk
Street Address: 125 South First Street	Phone: 715-779-5712
City, State, Zip: Bayfield, WI 54814	Email: cityclerk@cityofbayfield.com
County: Bayfield	Fax: 715-779-5094
Job Titles: Full Time/Limited Term Police Officer	
Job Description: Provide for the health and safety of all citizens of this community as well as the many guests we serve throughout the year.	
Salary: Limited Term (600 hrs/ mid-June to mid-October): \$16.33/hr.	
Department: Police Department	
Employer: City of Bayfield; Ellis Casper, Chief	
Position: Variable; Days, Nights, Holidays & Weekends	
Education Requirements: <ul style="list-style-type: none">• 18 yrs. of age with a High School Diploma or equivalent• Completion of State approved accredited course in law enforcement with successful certification• Have an associated degree in Police Science or the equivalent of 60 college credits	
Application Deadline: February 17, 2012 @ 2 p.m.	
Candidate Consideration: <ul style="list-style-type: none">• Personal Interview• Employee Medical Exam (if awarded position)• Drug Test (if awarded position)• Background Investigation (Release Form attached).• Psychological Exam	
<u>Patrol Officer Eligibility List Packet</u>	
Each applicant must provide the following: <ol style="list-style-type: none">1. Letter of Interest2. Resume3. Completed DJ-LE-330; including Section 6. Form available at https://wilenet.org/html/employment/djle330.htm4. Completed DJ-LE-305. Form available at: https://wilenet.org/djleforms/DJLE305.doc	

CITY of BAYFIELD

Position Description

POSITION TITLE: Police Patrolman – Full Time / Limited Term

REPORTS TO: Chief of Police

JOB SUMMARY:

This position is a full-time entry level position responsible for routine patrol, investigations, submission of written reports, testifies in court, maintains department logs and records plus within one (1) year from date of hire will obtain certified Radar Operator status.

ESSENTIAL DUTIES:

Performs routine patrol assignments as per schedule
Conducts routine investigations
Submits all required written and verbal reports
Provides testimony in court when necessary
Maintains neat appearance in full uniform when on duty
Apprises the Chief of Police of all incidents occurring when on duty
Maintains department logs and records as per established policies
Updates education through formal training
Directs and supervises personnel assigned to command
Inspects equipment assigned to their command
Supports the policies, procedures, programs, objectives and philosophies of the department
Improves efficiency, cooperation and effectiveness within the department
Insures appropriate, economical use of all department property and equipment
Follows complaint policy and procedure
Serves civil process papers when necessary
Enters all criminal histories correctly and timely
Complies with all essential job functions of the City of Bayfield Resolution no. 217 as if said resolution were an attachment to this position description

NON-ESSENTIAL DUTIES:

Assists other departments, outside agencies and citizenry when requested regarding police and public safety issues
Assists in special project evaluations as requested for various City Committees
Assists in overseeing law enforcement operations for annual Bayfield Apple Festival and other City events
Performs other duties as specified by Chief of Police

MATERIALS AND EQUIPMENT USED:

Firearms, Handcuffs, OC (pepper mace), Restraints e.g. FlexCuffs, Expandable Baton, Squad Car, Radar Unit

