

City of Bayfield

Office of the Clerk and Mayor
125 South First Street - P.O. Box 1170
Bayfield, Wisconsin 54814
Phone (715) 779-5712
cityclerk@charter.net

Full Time Police Officer Immediate 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: Police Officer (Full Time)	
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: Full Time: \$21.10/hr. after introductory period	
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 Interest (specify position seeking; full-time, limited term, either)2. 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

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

MINIMUM QUALIFICATIONS REQUIRED:

High School education or equivalent

US Citizen

60 academic credits (formal post secondary) in areas of psychology, police science and personnel management

Completion of state approved accredited course in law enforcement - 400 hours basic training

24 hours of annual in-service training

CPR training

Radar certification within one (1) year from hire

Maintains a valid Wisconsin driver's license

Residency within five (5) mile radius of City of Bayfield

Ability to follow both oral and written instructions

Ability to communicate effectively both orally and in writing

Ability to establish and maintain positive working relationships with supervisor, coworkers and citizens

Ability to work independently and be self-directed

Ability to work days, nights, weekends and holidays

Ability to deal with pressure, stress and conflict

Ability to effectively control large groups of people including those that are hostile, intoxicated or both

PHYSICAL DEMANDS:

May be required to lift over 100 lbs. maximum with or without the assistance of another person depending upon situations such as arrests, ambulance or assisting emergency personnel

Frequent sitting and driving

Occasional standing and walking

Must be capable of using hand(s) for repetitive fine manipulation, grasping, pushing, pulling and operating controls

Occasional bending, twisting, squatting, climbing, reaching and grappling

Ability to communicate orally in a clear manner

Ability to distinguish sounds at various frequencies and volumes

Ability to distinguish people or objects at varied distances under a variety of light conditions

Ability to work under a variety of temperatures and atmospheric conditions

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbent may be requested to perform job related responsibilities and tasks other than those stated on this description.

Incumbent Date

Chief of Police Date

Mayor Date

Established in 1913.

City of Bayfield is an Equal Opportunity Provider and Employer.

Complaints of discrimination should be sent to: USDA, Director, Office of Civil Rights, Washington, D.C. 20250-9410