

**POSITION DESCRIPTION**  
**WINNEBAGO COUNTY**  
**January 2022**

**POSITION:** DEPUTY – PATROL - Contracted LE Services

**DEPARTMENT:** SHERIFF'S OFFICE

**PAY BASIS:** HOURLY

**PURPOSE AND SUMMARY:**

Investigates and enforces violations of State of Wisconsin laws and Winnebago County ordinances consistent with General Orders, Directives, and procedures of the Agency. Provides police patrol services within the jurisdictional boundaries of the Municipality, to include the investigation of, and enforcement of local ordinances and codes.

**ESSENTIAL FUNCTIONS:**

1. Patrols the roads and highways in Winnebago County within the municipality. Responds to and investigates various incidents and traffic accidents reported to the Agency. Ensures the peace and safety of the public through objective enforcement of laws and ordinances. Recognizes elements of criminal offenses, and thoroughly documents investigations. Provides assistance during various special events, including traffic direction, crowd control, and security. Serves or delivers warrants, summonses, subpoenas, and other official papers promptly and accurately.
2. Uses reasonably objective force up to and including deadly force in the defense of self or others. Understands and practices principles of officer safety. Subdues, controls, and detains aggressive individuals involved in physical confrontations. Reacts with appropriate level of force and control with presented situations. Maintains command presence and positions of advantage and is alert to changing conditions. Assists in providing search and rescue operations. Employs appropriate prisoner transport techniques.
3. Uses community policing problem solving techniques in attempts to resolve quality of life issues. Ensures calls for service are received, prioritized, and adjudicated in accordance with Agency standards. Makes sound decisions based on General Orders, Directives, and past practice. Completes assignments independently and without close supervision. Isolates and identifies problems, evaluates alternative courses of action, makes logical decisions, employs good judgment, common sense, and knows when and what type of action is appropriate.

**ADDITIONAL ESSENTIAL DUTIES:**

1. Communicates to supervisors in a timely manner all information obtained which is pertinent to the achievement of Agency and Municipality objectives, and assumes accountability for achieving results on time.
2. Exhibits a good working knowledge of all assigned equipment, to include technologies and is able to function effectively with it, and maintaining it in good working order.
3. Enhances and builds community relations by attending neighborhood watch meetings, attending local town meetings, engaging in community events, and visiting local businesses.
4. Effectively communicates verbally and in writing.
5. Provides a professional level of customer service to Agency and Municipality staff, and to external consumers of service.

6. Successfully completes job assignments with a normal level of supervision.
7. Works effectively and professionally with other agencies, County employees, **Municipal employees**, and the public.
8. Performs all other duties as assigned by the Patrol Captain or designee.

### **WORK RELATIONSHIPS:**

1. Reports to the Patrol Lieutenant and/or the Patrol Captain.
2. **Works closely with the Municipality Liaison and Municipality Administrative Staff.**
3. Works closely with all divisions of the Sheriff's Office, and interacts regularly with other criminal justice professionals and members of the community.

### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. Certification as a law enforcement officer in accordance with the Wisconsin Law Enforcement Standards Board.
2. Must never have been convicted or pled guilty to a domestic abuse or a felony.
3. Possession of a valid Wisconsin driver's license.
4. Must meet State and Agency firearms, Defense & Arrest Tactics, and emergency vehicle operations proficiency requirements on a continuing basis.
5. Must be 18 years of age.
6. Must be a U.S. citizen.
7. Must be able to speak, read, and write the English language and communicate effectively.
8. Must possess a minimum of 60 college credits, with preference given to applicants who hold a Bachelor's degree or are Wisconsin Law Enforcement Standards Board certified or certifiable in corrections or law enforcement.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of Sheriff's Office General Orders, Directives, and procedures.
2. Knowledge of Wisconsin State Statutes as they relate to law enforcement and citizen's rights.
3. **Knowledge of Municipality ordinances and codes.**
4. Knowledge of current law enforcement strategies, techniques and equipment.
5. Knowledge of search and seizure law, and evidentiary best practices.
6. Ability to communicate effectively orally and in writing.
7. Ability to apply correct General Orders, Directives, and procedures to a variety of situations.
8. Ability to prioritize assignments and multi-task.
9. Ability to meet regular and predictable attendance standards.

### **PHYSICAL REQUIREMENTS:**

1. Ability to meet the physical, emotional, and psychological qualifications of a law enforcement officer.
2. Performs certified law enforcement officer duties to include performing traffic stops, responding to high-risk calls, crowd control, and all other law enforcement related activities.
3. Ability to function in situations which may rapidly change from those during routine operations to those which are emergencies and highly stressful.