RESOLUTION OF THE COMMON COUNCIL

Authorizing and directing the proper city officials to approve the newly created position description for the City of Stoughton Police Department Civilian Service Employee.

Committee Action: Personnel Committee Approved 4-0

File Number:	R-12-2018	**Date Introduced:**	January 23, 2018

WHEREAS, the Personnel Committee received a request to approve the newly created position description for the City of Stoughton Police Department Civilian Service Employee and,

WHEREAS, the Personnel Committee met on Wednesday, January 3, 2018 to review the newly created position description for the City of Stoughton Police Department Civilian Service Employee and,

WHEREAS, the Personnel Committee recommends approval unanimously (4-0) to approve the newly created position description for the City of Stoughton Police Department Civilian Service Employee and,

BE IT RESOLVED by the Common Council of the City of Stoughton that the proper city official(s) be hereby authorized and direct the proper city officials to approve the newly created position description for the City of Stoughton Police Department Civilian Service Employee.

Council Action: ☐ **Adopted** ☐ **Failed** **Vote** _____

Mayoral Action: ☐ **Accept** ☐ **Veto**

_____

Donna Olson, Mayor Date

Council Action: _____ ☐ **Override** **Vote** _____

POLICE DEPARTMENT

CIVILIAN SERVICE EMPLOYEE

City of Stoughton

SALARY: $20.00 per hour **PAY GRADE:** NA **FLSA:** N

REPORTS TO: Sergeant

SUMMARY OF POSITION:

This is a part-time position with 599 or less hours per year. Under the general direction of the shift Sergeant, this non-sworn position is responsible for promptly and effectively carrying out routine police department service duties, which do not require the performance of a sworn police officer. Some of these duties include enforcing the city's parking restrictions, investigating animal complaints, directing traffic, dispatch relief, vehicle and equipment inventory and maintaining the vehicle fleet. The incumbent may also be assigned to police records to assist in file checks, copying and updating records.

DUTIES AND RESPONSIBILITIES:

Core Duties and Responsibilities - *The following duties are the primary duties of this position, but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.*

- Enforces the city's parking restrictions.
- Accurately record and maintain logs of all vehicles towed, ensuring compliance with all ordinances and laws.
- Investigate animal complaints and enforce Stoughton Municipal Ordinances.
- Conducts traffic surveys and counts and compiles written reports.
- Documents and maintains repair and maintenance records on vehicles.
- Schedules and delivers vehicles to service facility. Keeps department vehicles clean.
- Maintains warranty, and purchase information on all equipment installed in patrol vehicles or utilized by officers. Ensures all equipment is maintained according to manufacturers' recommendations. Scheduling and having repairs and adjustments when needed.
- Maintains vehicle and equipment inventory, monitoring hours and mileage working with Lieutenant for vehicle scheduling and Public Works for maintenance.
- Prepare initial incident reports (i.e. hit and run) as required by police department policy and procedure.

ADDITIONAL TASKS AND RESPONSIBILITIES:

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Recovers, secures and inventories property that is found but not claimed.
- Provides assistance to police officers when receiving, processing and releasing evidence.
- Maintains inventory of found bicycles and property, and ensures legal compliance is met when any item is placed for auction or otherwise disposed of.
- Instills a positive rapport and educates citizens and business owners on appropriate city ordinances.
- Provides information about the department and the city to persons requesting the information
- Contacts business owners and follows up with the owners/building security regarding problems which are identified by the police officers.
- Directs traffic at scenes of accidents, fires, or when otherwise assigned. May be assigned to investigate and complete forms for various minor complaints.
- Provides assistance in various crime prevention and public safety programs sponsored by the department.
- Provides relief for Police Tele communicators as needed.
- Transports evidence and property to Wisconsin Hygiene Laboratory and/or Wisconsin Crime Laboratory as requested.
- Identify surplus equipment and assist in disposal consistent with City of Stoughton Policies and ordinances.

QUALIFICATIONS:

The ability to perform the Core Duties and Additional Duties listed above and:

EDUCATION/TRAINING/CERTIFICATIONS

- High School Diploma or equivalent required. Associate degree in a criminal justice related field is preferred. Additional experience in a related field may substitute for education.
- Must be able to obtain CPR and/or CCR and AED certification within six (6) months of hire.
- Must obtain certification through the Department of Justice as a Time System Operator within six (6) months of hire.
- Valid Wisconsin Driver's License required during entire course of employment.

- Must be able to obtain Humane Officer and ICS certifications.

NECESSARY KNOWLEDGE SKILLS AND ABILITIES

- General knowledge of the locations and streets in the City of Stoughton
- Ability to organize and complete a variety of work assignments and understand department procedures and regulations as well as controlling laws
- Must be able to establish and maintain effective working relationships with other employees and the public. Must execute duties firmly, tactfully, courteously and impartially
- Computer skills in word processing
- Working skill in the use of a two-way radio and computer terminal is preferred.
- Ability to communicate information accurately and effectively under adverse conditions and able to complete reports in a timely manner

In evaluating candidates for this position, the City may consider a combination of education, training, and experience which provides the necessary knowledge, skills and abilities to perform the essential duties of this position.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL POSITION FUNCTIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Exerting 76-100 lbs. seldom. Exerting 31-75 lbs. occasionally, and/or 0-30 lbs. frequently.
- Requires walking or standing to a significant degree.
- Requires standing for brief periods of time, requires sitting some of the time.

TOOLS AND EQUIPMENT USED

- Personal computer, including word processing and spreadsheet software; phone; copy machine; fax machine, mobile radios.

ENVIRONMENTAL ADAPTABILITY

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Outside work is 40% of the time. Inside work is 60% of the time.
- Occasionally exposed to heat and cold extremes and temperature changes; seldom exposed to loud noises; occasionally exposed to moderate noise; seldom exposed to vibration, toxic conditions, odors, dust, and poor ventilation.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and background check; job related tests may be required.

EQUAL OPPORTUNITY EMPLOYER:

The City of Stoughton is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT:

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Supervisor's Signature: _____Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____Date: _____

Council Approved **ADD LONG VERSION DATE (i.e.: February, 1, 2017)**