



Winnebago County

*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** Patrol Officer

**LOCATION:** Sheriff's office

**SALARY:** \$26.17-\$33.38/Hr.

**STATUS:** Full time

**HOURS PER WEEK:** 38.2

**APPLICATION DEADLINE:** Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

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**POSITION:** PATROL OFFICER

**DEPARTMENT:** SHERIFF'S OFFICE

**POSITION PURPOSE:** INVESTIGATES AND ENFORCES VIOLATIONS OF STATE AND COUNTY LAWS AND ORDINANCES CONSISTENT WITH POLICY, PRACTICES AND REGULATIONS OF THE AGENCY.

**POSITION IN ORGANIZATION:** REPORTS TO THE PATROL LIEUTENANT

**MAJOR DUTIES:**

1. Patrols roads and highways in Winnebago County.
2. Ensures the peace and safety of the public through objective enforcement of laws and ordinances.
3. Responds to and investigates various incidents and traffic accidents reported to the Agency.
4. Prepares accurate and concise reports.
5. Directs traffic as needed to ensure public safety.
6. Provides assistance during various special events, including traffic direction, crowd control, and security.
7. Assists in providing search and rescue operations.
8. Securely transports persons in custody.
9. Subdues, controls, and detains aggressive individuals involved in physical confrontations.
10. Responds to emergency situations.
11. Serves or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately.
12. Uses problem solving techniques in an attempt to resolve quality of life issues.
13. Enhances and builds community relations by attending neighborhood watch meetings, local township meetings, and visiting local businesses.

14. Performs numerous other activities in support of the Agency Mission and community policing philosophy
15. Performs all other duties as assigned by the Patrol Captain or his designee.

**ACCOUNTABILITIES:**

1. Ensures calls for service are received, prioritized and adjudicated in accordance with Agency standards.
2. Communicates to supervisors in a timely manner all information obtained which is pertinent to the achievement of Agency objectives.
3. Uses reasonably objective force up to and including deadly force in the defense of self or others.
4. Ensures crash and other investigations are complete, accurate, and documented properly.
5. Ensures required records and reports are prepared in accordance with Agency standards.
6. Ensures court testimony is accurate and truthful.

**GENERAL QUALIFICATIONS:**

1. Knowledge of Sheriff's Office policies, practices and procedures.
2. Knowledge of Wisconsin Statutes as they relate to police work and citizen's rights.
3. Ability to apply correct policies, practices and procedures to a variety of situations.
4. Ability to communicate effectively orally and in writing.
5. Possession of a valid Wisconsin driver's license.
6. Must meet Departmental firearms, Defense & Arrest Tactics and emergency vehicle operations proficiency requirements on a continuing basis.
7. Must be 21 years of age and a U.S. citizen.
8. Must be able to speak, read, and write the English language and communicate effectively.
9. Must possess a minimum of 60 college credits, with preference given to applicants who hold a bachelor's degree or are WI Law Enforcement Standard's Board certified or certifiable in corrections or law enforcement.
10. Ability to meet regular and predictable attendance standards.

**PHYSICAL QUALIFICATIONS:**

1. Ability to meet the physical, mental and psychological qualifications of a Police Officer in the Sheriff's Office.
2. Performs certified law enforcement officer duties to include: performing traffic stops, responding to high-risk calls, controlling large crowds at festivals and all other law enforcement related activities.
3. Ability to function in situations which may rapidly change from those during routine patrol operations to those which are emergencies and highly stressful.