



Winnebago County

The Wave of the Future

JOB POSTING

POSITION TITLE: Officer-Reserve Unit

LOCATION: Sheriff's Office

HIRING RANGE: \$21.05/Hr.

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](#).

WINNEBAGO COUNTY POSITION DESCRIPTION

July 2022

POSITION: Deputy – Reserve Unit

DEPARTMENT: Sheriff's Office

PAY SCALE: Hourly

PURPOSE AND SUMMARY

Assists in ensuring the peace and safety of the public consistent with Sheriff's Office General Orders, Directives, and procedures.

ESSENTIAL FUNCTIONS:

1. Ensures public safety at special events by providing security and traffic direction. Ensures the safe and secure transportation and monitoring of prisoners. Employs appropriate prisoner transport techniques. Assists with Marine Unit operations. Assists in providing search and rescue operations.
2. Ensures that contact with the public is professional and courteous. Understands and practices principles of officer safety. Reacts with appropriate level of force and control with presented situations. Maintains command presence and positions of advantage and is alert to changing conditions. Uses reasonably objective force in the defense of self or others.
3. Uses creative community problem solving techniques in an attempt to resolve quality of life issues. Ensures assigned tasks are received, prioritized, and handled 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. Traffic and crowd control at events open to the general public which are contracted for or assigned through the Agency.
2. Assists and performs boat patrol functions.
3. Provides security for juries as requested by the courts through the Sheriff's Office.
4. Provides security and perform security duties for hospitalized prisoners in the custody of Winnebago County.
5. Provide scene security at crime scenes.
6. During emergencies resulting from natural or man-made disasters, assists and performs duties as assigned by the Agency.
7. Assist in conducting search and rescue operations.
8. Assists with transporting prisoners.
9. Performs all other duties as assigned by the Sheriff or designee.

WORK RELATIONSHIPS:

1. Reports to the Reserve Unit Sergeant.
2. Works closely with the all divisions of the Sheriff's Office, and interacts regularly with members of the community.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Law enforcement certified officers must meet Agency firearms, defensive & arrest tactics and emergency vehicle operations proficiency requirements on a continuing basis.
2. Must never have been convicted or pled guilty to a domestic abuse charge 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.

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 current law enforcement strategies, techniques and equipment.
4. Knowledge of search and seizure law, and evidentiary best practices.
5. Ability to communicate effectively orally and in writing.
6. Ability to apply correct General Orders, Directives, and procedures to a variety of situations.
7. Ability to prioritize assignments and multi-task.
8. 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 reserve deputy duties as set forth under Sheriff's Office General Order 2.11.
3. Ability to function in situations which may rapidly change from those during routine Reserve Unit operations to those which are emergencies and highly stressful.