

## Courts Protection Officer

### Department of Administration - Division of Capitol Police

#### Position Summary

Under the general supervision of the Police Sergeant, the Courts Protection Officer is responsible for assigned person-specific security detail for Wisconsin Court System (WCS) justices, judges (Circuit/Municipal/Court of Appeals), or other dignitaries as established through the Memorandum of Understanding (MOU) between the Wisconsin State Capitol Police (CPD) and the WCS. Protection may be required at meetings, events, conferences, during court proceedings, etc. which involve sensitive information.

Positions perform pre-planning activities (e.g., site assessments, parking, escape routes, logistics as requested, etc.) to ensure pro-active security measures are implemented and coordinated with other law enforcement agencies (e.g., State Patrol, Local law enforcement, etc.); take steps to intercept security threats; and ensure physical safety of assigned dignitary. In the event of an emergency, the officer's duty is to remove the dignitary from the scene; not to assist other law enforcement with the disturbance or perpetrators.

The Courts Protection Officer shall focus on an assigned dignitary while the dignitary is in an official work capacity, including evening events or speaking engagements. CPU staff do not transport assigned dignitaries nor maintain a presence at the dignitary's residence.

**The nature of this work is highly confidential.**

#### GOALS AND ACTIVITIES

- 15%      A.      Develop plans for the protective detail of assigned dignitary based on their event schedule.**
- A1. Assess venue(s) where dignitary is scheduled to appear in advance of their arrival and develop a security detail plan (e.g., site visits and security postings, obtain blueprints/layouts/maps of area, parking, identification of exits/stairways/escape routes, ensure emergency exits are known and clear, plan for EMS response to scene, etc.).
  - A2. Review itinerary, identify emergency 'safe' locations, and have a plan for emergency response to nearest hospital.
  - A3. Obtain information on and/or conduct threat research and assessment, adjusting security detail plan as needed. This often includes coordination with various intelligence sources (e.g., Officer/Detectives, other agencies, the internet, etc.)
  - A4. Determine communications (e.g., # of channels needed, coordinate with other agencies about using mutual aid channels, ensure security identifiers are established for plain clothed CPUs, etc.).
  - A5. Coordinate with and/or direct security team or local law enforcement as appropriate (e.g., review roles & responsibilities, review staffing coverage and assignments/security postings, escort assistance requirements, etc.).
  - A6. Brief justices, judges, or other assigned dignitaries on security protocol.
  - A7. For high-profile events, ensure security plans are reviewed by supervisor; make any needed plan adjustments and ensure information is conveyed to appropriate parties.
  - A8. Complete after-action reports following security detail summarizing the activities, resources utilized, problems noted, and documenting recommendations for future related assignments.

- 50%**
- B. Responsible for the on-site personal security and protection of an assigned Justice, Judge, or other dignitary during scheduled events or as needed in a court room.**
- B1. Serve as security/protection intelligence officer to the WCS by proactively searching for any intelligence relevant to the safety and security of justices, judges, and the WCS.
  - B2. Attend court sessions/oral arguments, ensuring security of room and its staff.
  - B3. When assigned to events, the officer remains near (e.g., within an extended arm's length) the justices, judges, or assigned dignitary in crowd events; if dignitary is stationary, remain close and focus outward/survey for potential trouble. Dignitary is not to be touched except as an emergency signal or to remove them rapidly from harm.
  - B4. Observes members of the public/event attendees in the area of justices, judges, or dignitaries to determine potential threats or harm to them.
  - B5. Alert the dignitary to presence of persons in their vicinity with known criminal, threatening, and/or harassment backgrounds.
  - B6. Removes and secures by appropriate enforcement means necessary, including arrest action, those persons who threaten the safety of or cause harm to any justice, judge, or other dignitary.
  - B7. Coordinate security and protection with other local, state, and federal law enforcement agencies when traveling.
  - B8. In extenuating circumstances or the event of an emergency, collapse around or bend over the dignitary to reduce target availability, immediately remove the dignitary and provide secure transportation for the justice, judge, or dignitary.
  - B9. Maintain confidentiality of all sensitive discussions, documents, personnel and/or political issues of the court which must be held confidential.
  - B10. Communicate in a highly effective manner with all justices, judges, and other court staff or dignitaries as assigned by the WCS.
  - B11. Develop and conduct trainings relative to the safety and security of judges and other staff of the WCS.
  - B12. Conduct security assessments for justices, judges, and other dignitaries as assigned by the WCS.
- 5%**
- C. Responsible for maintenance and enhancement of protective services through training and education.**
- C1. Attend or assist in presenting specialized training to staff involved with CPU details (e.g., introduction to protective service operations; protective intelligence; case studies; asset protection; first aid; etc.)
  - C2. Participate in practical scenarios and walk-throughs for high profile events.
  - C3. Research and stay abreast of emerging trends in threats and means to mitigate them.
  - C4. Other training as assigned.
- 15%**
- D. Perform specialized duties or police officer functions as assigned.**
- D1. Make arrests for criminal activity reported or observed.
  - D2. Conduct investigations of criminal offenses.
  - D3. Receive complaints and take proper police action.

- D4. Assist persons experiencing a medical or mental health emergency, providing first aid, cardio-pulmonary resuscitation, etc., or other life saving measures, as appropriate.
- D5. Exercise judgment in the use of level of force necessary to effect an arrest. This activity requires maintaining good physical conditioning, skill in use of police baton, self-defense techniques, and use of firearms.
- D6. Respond to emergencies such as bomb threats, fire alarms, or natural disasters, taking appropriate action and notifying a supervisor as soon as practicable.
- D7. Perform all security and law enforcement functions on an assigned shift for all facilities under the managing authority of the Department of Administration.
- D8. Maintain, familiarize, and be proficient in the use of computer software and systems such as the computer aided dispatch, report writing system, and mobile data computers.
- D9. Perform the duties of team leader as assigned by supervisor.
- D10. Perform other duties as assigned.

**15% E. Conduct investigations involving misdemeanor and felonies.**

- E1. Conduct investigations of alleged criminal acts by state employees or officials of state government. This requires discretion and the ability to handle delicate situations with confidence.
- E2. Perform other criminal investigations, as required.
- E3. Collect, preserve, and document evidence of criminal activity as appropriate for submission to the crime lab for testing and/or the district attorney's office for prosecution of criminal cases.
- E4. Prepare reports and submit completed investigations to the district attorney's office for prosecution.
- E5. Testify as a witness for the State at court hearings.

**Knowledge, Skills, and Abilities**

1. Knowledge of State and department policies and procedures relating to administration, operations, and personnel, and extensive knowledge of WI State Capitol Police policies and procedure to ensure conformity to applicable policies and guidelines.
2. Knowledge of the Wisconsin criminal justice system, including prosecutorial and judicial functions and extra judicial hearings, such as John Doe and Grand Jury proceedings. Considerable knowledge of similar functions in the Federal criminal justice system.
3. Knowledge of modern overt and covert criminal investigative techniques and tools including interview and interrogation, surveillance, use of informants, analysis of records, collection and preservation of evidence, crime laboratory capabilities, and available outside resources.
4. Knowledge of Wisconsin and Federal criminal statutes and court decisions (case law) governing criminal investigations including interview and interrogation, arrest, search, seizure, civil rights, criminal prosecution, the use of force, electronic surveillance, entrapment, and other areas to ensure that evidence of criminal conduct is legally obtained and sufficient to withstand judicial examination.
5. Knowledge of local, state, and federal law enforcement and regulatory agencies.
6. Knowledge of law enforcement communications center best practices.
7. Skill in the use of firearms, mobile police radios, motor vehicles, camera equipment, computer recording equipment, computer applications and E-mail, and all Microsoft Office products.

8. Skill in the provision of courtroom testimony, the use of physical force, and in self-defense tactics.
9. Skill in expressing ideas and incidents in a clear, complete, and concise manner, both orally and in writing.
10. Skill in preparation of valid, complete criminal complaints sufficient to support issuance of arrest warrants or search warrants.
11. Skill in analyzing cases for purposes of extracting investigative leads, drawing logical conclusions, and proceeding to next steps of an investigation.
12. Skill in planning and performing covert operations to obtain information and evidence of crime.
13. Experience utilizing a variety of computer software programs such as databases, spreadsheets, and word processing programs (e.g., Word, Excel, etc.).
14. Experience working with confidential documents.
15. Excellent organizational and time management skills; this includes the ability to systematically manage responsibilities and assignments.
16. Excellent written and oral communication skills including English usage, grammar, punctuation, and style.
17. Experience establishing and maintaining effective working relationships with internal and external customers.
18. High degree of attention to detail.
19. Ability to effectively multi-task and follow-through with projects until completion.
20. Knowledge of modern training methods and procedures and implementation of formal law enforcement training programs.
21. Ability to obtain needed resources in the event of an emergency.

**Special Requirements:**

- The employee must be Wisconsin LESB certified or certifiable at time of employment