

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION  
POLICE SERVICES ASSOCIATE**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future administrative support positions located within state and university police departments. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses those positions that provide support to law enforcement departments. Positions provide a combination of administrative support and limited dispatching services to state or university operated police departments.

At the time of the creation of this classification specification, the UW-institutions that have police departments (as opposed to security operations) included UW-Madison, UW-Milwaukee, UW-Oshkosh, UW-Parkside, UW-Eau Claire, UW-Green Bay, UW-La Crosse, UW-Platteville, UW-Stout, and UW-Whitewater.

C. Exclusions

Excluded from this classification are the following:

1. Positions that provide support to security departments for a majority of the time, as opposed to police departments.

2. Positions that provide support to police departments and perform the following duties for a majority of the time: operate two-way radio systems; provide adequate campus sector coverage, determine need for and direct patrol vehicles to handle emergency situations, request assistance from local authorities, request assistance from emergency response teams and off duty personnel as needed; obtain information as requested for driver licenses, records of wanted persons, vehicle registrations, motor vehicle laws and codes, etc. for a variety of law enforcement agencies, the media, and the general public; compile data, produce reports, and maintain records and logs of district communications activities; and handle cash and bond postings. These positions spend limited time performing clerical support tasks and are more appropriately classified as Police Communications Operators.
3. Positions that meet the definition of confidential and management as defined in s. 111.81(7) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

## II. DEFINITIONS

### POLICE SERVICES ASSOCIATE

Positions in this classification provide administrative and law enforcement programmatic support functions to police departments within state government. Duties performed for a majority of the time include general office functions, recordkeeping, budgetary responsibilities, maintenance of databases and preparation of reports, and dispatching duties.

*General office functions* performed within a police office includes issuing parking permits; providing notary public services; researching information to determine ownership of vehicles; collecting monies and issuing receipts for citations, warrants and summons; disposing of property in accordance with departmental policy; providing key control for the department; opening and distributing mail and preparing outgoing mail; working with departments to ensure that special requirements for after-hour, weekend, holiday and special activities are met; processing background requests; coordinating court appearances; and notifying owners of found or returned property which may have been reported lost or stolen as requested.

*Recordkeeping* includes purging, updating, and maintaining stolen property reports, license plate cards, defective meter repair reports, lost and found item reports, incident reports, motorist assist reports, criminal records, juvenile cases, warning ticket notices, complaint and message logs, parking violation registers, drug information cases, and sexual/harassment/abuse cases.

*Budgetary responsibilities* include preparation and management of parking budgets, departmental police budgets, and office supply budgets.

*Maintenance of databases and preparation of reports* includes preparing supplemental complaint reports, court forms, trial cases, and related correspondence; entering data into the computer for parking tickets, parking permits, warning tickets issued; maintaining the department's computerized police recordkeeping system, and maintaining and preparing confidential law enforcement information for the Chief of Police.

*Dispatcher responsibilities*, which occupy less than a majority of the time, include monitoring telephone and radio calls and determining priority of calls; taking and relaying messages; providing assistance to visitors, faculty, staff and students; obtaining information for officers in locating students, faculty or staff in case of emergency situations; providing information on towing services; performing switchboard and/or pager duties; and providing a variety of police related information to the public and governmental agencies. Duties require operation of automated equipment such as two-way radios, the state/federal teletype computer network; computers, copiers, printers, high volume copiers, MDC systems, alarm systems, magnetic key systems, and transcribers and recorders. Positions may function as a leadworker over student or other temporary workers performing limited police dispatching duties. Positions may perform some duties of Police Communication Operators, but not for the majority of the time.

### **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

### **IV. ADMINISTRATIVE INFORMATION**

This classification was created effective July 24, 2005, as a result of a review of positions performing a combination of administrative support and police dispatch functions at police departments operated by the state or university system. This classification was created as a result of the Administrative Support Personnel Management Survey and announced in Bulletin OSER 0071-MRS-SC.

LF/ILW  
23900