

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

POLICE OFFICER

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future Police Officer positions found in the Department of Administration, campuses in the University of Wisconsin System, and State Fair Park. Positions allocated to this classification are responsible for providing sworn law enforcement officer duties and for enforcing state and local laws and agency rules and regulations concerning the protection of persons, property and the rights of the public against injury, loss or disturbances resulting from criminal or disorderly acts, accidents, and hazards. These positions have arrest authority.

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 classification 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions performing patrol and law enforcement work for the Governor, the Governor’s office, executive residence, and other designated persons or at the site of a state owned or leased property.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Supervisory, managerial, or confidential positions as defined in s. 111.81, Wis. Stats.;
2. Law enforcement positions found in the Department of Transportation, Division of State Patrol;
3. Law enforcement positions found in the Department of Natural Resources;
4. Positions that perform security work but do not have arrest powers; and all other positions that are more appropriately identified by other classifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITION

Positions in this classification spend the majority of their time performing patrol and law enforcement work for the Governor, the Governor's office, executive residence, and other designated persons or at the site of a state owned or leased property, which may include: institutions, university campuses, various lone standing buildings and grounds, etc. Employees who are initially appointed to this classification will receive comprehensive training and close supervision. Positions are responsible for enforcing state statutes, rules and regulations of state agencies/institutions, and county and city laws/ordinances over which they have jurisdiction. Identify and apprehend persons observed violating laws/ordinances. Assist with search warrants. Provide assistance to local law enforcement agencies as requested and appropriate. Appear and testify in legal proceedings. Issue citations. Investigate thefts and burglaries. Prepare complete, concise, and detailed reports concerning all criminal activity under investigation. Interview victims, witnesses, and suspects in reported criminal incidents. Receive and disseminate information by two-way radio, telephone, computer, and in-person when contacted by the public, other employees, and other police agencies. Provide emergency services as required. Develop and present various training programs for the community, staff, or other organizations. Provide crowd control management duties at large public events. Convey sick and injured people to health care facilities when their condition is a non-emergency. Resolve conflict in domestic disturbances. Transport securities and other valuables. Assist in developing skills of new employees. Speak before community groups. Positions may also perform a specialty function such as: community relations officer; range or specialty training officer; field training officer; court officer; oversee student security program; bicycle patrol officer; evidence technician; emergency medical technician; shift lead worker; or comparable area of specialization.

III. QUALIFICATIONS

Other 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 January 22, 1995 and announced in Bulletin CC/SC-36 in response to the Law Enforcement Survey. This specification was modified effective October 7, 2012 in Bulletin OSER-0319-MRS/SC to include positions assigned to perform patrol and law enforcement work for the Governor, the Governor's Office, executive residence, and other designated persons. The need for this modification arose from the abolishment of the Police Officer-Confidential class specification.

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