

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
COURTS PROTECTION OFFICER**

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 positions in responsible for the protection of the justices of the Wisconsin Supreme Court, circuit/municipal/court of appeals judges, and other dignitaries as assigned by Wisconsin Court System (WCS). This classification specification is not intended to identify every duty which may be assigned to positions but is intended 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; 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 at the Department of Administration, Division of Capitol Police, Courts Protection Unit that devote the majority of their time to providing protection, including planning and directing protective details, to justices of the Wisconsin Supreme Court, circuit/municipal/court of appeals judges, and other dignitaries as assigned by Wisconsin Court System (WCS).

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions not located within the Department of Administration, Division of Capitol Police, Courts Protection Unit.
2. Positions that serve as dignitary protection within State Patrol are more appropriately classified as a State Patrol Sergeant - DPU.
3. Positions that are not sworn law enforcement officers.
4. Positions that meet the definition of management, confidential, and/or supervisor as defined in s. 111.81 (13), (7), and (19) Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competition.

II. DEFINITIONS

COURTS PROTECTION OFFICER

Positions allocated to this classification are sworn law enforcement positions that perform dignitary protection to the justices of the Wisconsin Supreme Court, circuit/municipal/court of appeals judges, and other dignitaries as assigned by Wisconsin Court System (WCS). Positions provide protection to a specific assigned person (e.g., judge, justice, or other dignitary) when they are working in their official capacity at meetings, events, conferences, during court proceedings, or similar.

Positions plan, review, schedule, coordinate and implement security measures and protection of assigned persons. This role is responsible for completing and directing advance security detail plans (e.g., complete site visits, review of blueprints/building plans, identify exits/escape routes and parking, arrange mutual aid with local law enforcement, complete walkthroughs) prior to events. Protective details are conducted throughout the entire state and may be outside the state.

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 December 1, 2024, and announced in Bulletin DPM-0634-CC/SC

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