

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

POLICE CAPTAIN, CAPITOL POLICE

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 the single position directs the Special Services Bureau in the Department of Administration (DOA), Division of Capitol and Support Services. This classification specification is not intended to identify every duty which may be assigned to the position, 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; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses the single position which is responsible for assisting the Chief and Deputy Chief in the planning, development, and evaluation of the Special Services Bureau which includes Dignitary/Milwaukee, Communications/Electronics, Special Services, Safety/COOP/COG, and Court Services. The position allocated to this classification must meet the statutory definitions of supervisor and confidential as defined in s. 111.81(19) and (7), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission. The position must be a sworn law enforcement officer.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the definition of supervisor and confidential as defined in s. 111.81(19) and (7), Wis. Stats.

2. Positions which do not direct the Bureau of Special Services in the DOA, Division of Capitol and Support Services.
3. Positions which do not require the incumbent to be a sworn law enforcement officer.
4. All other positions which are more appropriately identified by other classifications.

D. Entrance Into This Classification

Entrance into the position in this classification will be by competition.

II. DEFINITION

This position is a sworn law enforcement officer responsible for assisting the Chief and Deputy Chief in the administration and the management of the Wisconsin Capitol Police Department by providing planning, development and evaluation of the Support Services Division which is comprised of Dignitary/Milwaukee, Communications/Electronics, Special Services, Safety/COOP/COG, and Court Services. The position is responsible for the review and development of the scope and mission, goals and objectives and operational plans, policies and procedures of the units. It assists with the development and expenditure of the division's operational budget and resources; performs review and analysis of statutory provisions and recommendation of legislation; serves as a liaison with the division and department regarding law enforcement and public relations programs; and directs the development and implementation of all operational policies and procedures that affect the efficiency and effectiveness of the division in serving the public. Work is performed under general direction of the Chief and Deputy Chief.

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.

III. ADMINISTRATIVE INFORMATION

This classification was created effective August 26, 2012 and announced in Bulletin OSER-0311-MRS/SC to fill a need for a position to provide adequate supervision and staffing to allow a secure and safe environment for the people and property the Capitol Police Department protects.

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