



**TWO
RIVERS**
WISCONSIN

Recruitment Announcement

COMMUNITY SERVICE OFFICER

The Two Rivers Police Department is currently seeking applicants for the position of Community Service Officer. This is a full-time, non-sworn police position. We're looking for community service-oriented individuals that enjoy being problem solvers and take pride in providing the best in customer service. The Community Service Officer (CSO) enforces quality of life issues under the Municipal Code to include: Long grass, junked, abandoned, and non-registered vehicles, trash & lack of maintenance. In enforcing these provisions, the CSO works closely with the City's Inspections Department. Other duties include: Directing traffic, animal control, bicycle enforcement, parking enforcement, park patrol and special event assignments. The CSO issues warning notices and citations for ordinance violations.

The City of Two Rivers offers an excellent benefit package including participation in the Wisconsin Retirement System, comprehensive health, dental, and life insurance. Other benefits for full-time employees include paid vacation, holidays, and sick time. A health insurance opt-out incentive is also available. The City is an equal opportunity employer. Confidentiality cannot be guaranteed.

Starting wage will be \$20.07 to \$23.27 per hour dependent on qualifications. Full pay range is \$20.07 to \$26.19 per hour based on the City's 2022 salary schedule.

A complete job description and City employment application can be found at www.two-rivers.org.

To ensure consideration, submit the required application materials by Friday, July 8, 2022. This position will remain open until filled. Interested candidates should send a detailed letter of interest, resume, and completed employment application via email to jamjac@two-rivers.org or by mail to:

City of Two Rivers
Attn: Human Resources
Post Office Box 87
Two Rivers, WI 54241-0087



www.two-rivers.org



920.793.5526



920.793.5512



Position Description

POSITION TITLE: Community Service Officer

REPORTS TO: Shift Commander

EMPLOYMENT CLASSIFICATION: Full-Time

LATEST REVISION DATE: 06/2022

DEPARTMENT: Police

FLSA CATEGORY: Non-Exempt

PAY TYPE: Hourly, Pay Grade 4

POSITION SUMMARY

Performs a variety of tasks in support of law enforcement activities and citizen quality of life issues thereby freeing police officers and/or zoning inspectors from essentially non-police tasks, providing officers and zoning inspectors more time to utilize their special skills and training.

The title of Community Service Officer may be and is routinely used interchangeably with title of Code Enforcement Officer.

MISSION

To serve the citizens of Two Rivers to the best of the Community Service Officer's (CSO's) ability. To function in a professional manner while representing the Two Rivers Police Department and the Two Rivers Inspections Department of which the CSO is an integral part.

SUPERVISION RECEIVED

Works under the immediate supervision of the Police Shift Commander. The CSO's wages are paid from the police budget. The CSO is attached to the Police Department which will exercise administrative control of the position. The police supervisor assigned to monthly scheduling will be responsible for the scheduling of the CSO.

SUPERVISION EXERCISED

Only to the extent of training other community service/code enforcement personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responds to complaints concerning animal problems or violations of animal control ordinances including, but not limited to, animals running at large, bites, property damage or injuries. Locate stray animals and promptly captures animals



and transports them to an animal shelter. Serves various civil notices, papers, written warnings and/or municipal citations related to enforcement of animal control ordinances.

- Enforce parking ordinances. Responds to complaints concerning parking problems or violations of parking ordinances including, but not limited to, time zone violations, no parking zones, handicap permits, winter parking, terrace parking, or overtime parking. Serves various civil notices, papers, written warnings and/or municipal citations related to enforcement of parking ordinances.
- Locate and enforce quality of life issues. Examples include, but are not limited to, general cleanliness of yards and lots; maintenance of structures and fences; proper removal of accumulated snow and ice from public areas; proper storage and disposal of accumulated garbage; proper placement of house numbers; proper disposal of abandoned vehicles on private property and public streets; removal of illegal and/or misplaced signs such as garage sale signs, real estate signs, signs or other devices that interfere with official traffic signs, signals or devices; and the attaching of any advertising device to any utility, sign or other municipal poles or structures located in the public right-of-way.
- Locate and enforce municipal ordinances with regard to tree and bush trimming compliance as it relates to obstructions of traffic control devices/signs/signals and obstructions obscuring line-of-sight at intersections and sidewalks.
- Maintains normal availability by radio or telephone for consultation or calls for service.
- Carries out duties in conformance with Federal, State, County, and City laws and ordinances.
- Coordinates activities with police supervisors, police officers, Inspections Department, County Health Officer or other City departments, as needed, to coordinate investigation activities; provide mutual assistance during emergency situations; and provides general information about activities. Exchanges information with representatives from other law enforcement agencies, and obtains advice, with permission of a police supervisor, from the City Attorney, District Attorney, and Court Clerk's Office regarding cases, policies, and procedures.
- Performs school crossing guard and traffic direction duties as required.
- Preserves evidence. Investigates and renders assistance at scene of vehicular accidents or other incidents. Summons ambulances and other law enforcement vehicles as needed.
- Undertakes community-oriented police work, and assists citizens with such matters as stalled vehicles, crime prevention, drug abuse resistance education (DARE), etc.
- Assists in the preparation of a variety of reports and records including daily activity report, offense report, warning notice, property receipt, parking citation/ticket, municipal citation, pay sheets/requests, etc.
- Checks daily logs for police activity.
- Washes and vacuums police vehicles, as well as ancillary vehicle maintenance and/or supply issues as assigned or directed.
- Test panic alarms for the city hall on a monthly basis.
- Any other duties as assigned by a supervisor.

PERIPHERAL DUTIES

- Maintains departmental equipment, supplies, and facilities.
- Serves as a member of various employee committees.
- Schedules appointments and meetings, makes reservations, and arranges a variety of conferences and meetings.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Some knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Some skill in the operation of most of the tools and equipment listed below.
- Ability to learn the applicable laws, ordinances, and department rules and regulations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, peers, and supervisors.
- Ability to follow verbal and written instructions.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to learn the City's geography.
- Ability to use computer and standard office equipment including but not limited to Microsoft Word and Excel, Gmail and Google Calendar, copy machine, fax machine, and calculator.

DESIRED EDUCATION, TRAINING, AND EXPERIENCE

- Must be 18 years or older at the time of employment.
- Must possess, or be able to obtain by time of hire, a valid Wisconsin State driver's license without record of criminal felony traffic violations in any state or equivalent to a criminal violation in the State of Wisconsin.
- Must be able to read and write the English language.
- Graduation from a high school or GED equivalent.
- Must remain insurable under the City's liability insurance policy.
- Any equivalent combination of relevant education and experience.

TOOLS AND EQUIPMENT USED

Vehicle, bicycle, police radio, cell phone, recording equipment, Oleoresin Capsicum (OC Spray), camera, video recorder, radar gun, first aid equipment, personal computer including word processing software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger; handle or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift. About fifty percent (50%) of the time is spent doing low and medium lifting, low carrying, and low pushing/pulling. Required in unusual or non-routine situations include kneeling and crouching. The employee must possess dexterity to manipulate keys, keyboards, operate control boards and manage multiple tasks.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet, cold, and/or humid conditions. The noise level in the work environment is usually quiet in the office to moderately noisy in the field.

May be exposed to police related contacts and activities with complainants and suspects of code violations.

OTHER CONDITIONS

Formal application, rating of education and experience; oral interview; background check and reference check; medical evaluation; drug and alcohol testing; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**CITY OF TWO RIVERS
APPLICATION FOR EMPLOYMENT**

To Applicants: We appreciate your interest in our organization and assure you that we are sincerely interested in you. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications.

APPLICANT INFORMATION

Last Name	First	Middle	Date of Application
Address			Telephone No. (Include Area Code)
City	State	Zip	Cell Phone No. (Include Area Code)
Are you related to anyone in our employ? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state name and relationship (include in-laws):			
Have you ever been convicted of any felony violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:			
<i>(Conviction of a crime does not automatically disqualify you from employment)</i>			

Please Provide your E-Mail Address: _____

INSTRUCTIONS:

If you need help to fill out this application form or for any phase of the employment process, please notify the person that gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.

1. Please thoroughly read all statements contained in this Application form.
2. Complete all pages of this form completely and accurately.
3. Print clearly. **Incomplete or illegible applications will not be processed.**
4. Do not fill out any other attached forms unless and until instructed.
5. You may attach additional sheets to the application to further explain or expand on your answers to the questions.
6. If you wish, you may attach your resume to this **completed** application.

APPLICANT NOTE:

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. This application applies only to the position specified. It is considered inactive after 90 days. If at any time after this point you wish to be considered for employment with the City, another application will have to be completed.

EEO STATEMENT

We are an Equal Employment Opportunity employer, and do not discriminate in our hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, creed, religion, national origin, age, disability, sex, or any other characteristic protected by State or Federal law.

EMPLOYMENT INFORMATION

Position Applied For: Full-Time Part-Time Seasonal (Circle One)	Date you can start	Salary/Hourly Rate desired
Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you accept temporary work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you worked here before? If yes, date/dept
<input type="checkbox"/> Yes <input type="checkbox"/> No Have you received a job description or had the requirements of the job explained to you? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you understand these requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No Can you perform the requirements of this job with or without reasonable accommodations?		

EDUCATION INFORMATION

School	Name of School/City & State	Check No. of Years Completed	List Diploma or Degree	Course of Study
High		1 2 3 4		
College		1 2 3 4		
Other (Specify)		1 2 3 4		

Special Training: _____

Driver's License Number: _____ State of Registration: _____ If commercial driver's license is required, list classification held and attach up to ten year employment history, if worked ten or more years. Have you ever been convicted of driving under the influence of alcohol or controlled substances? Yes No. If yes, provide date, where arrested, and under what circumstances. _____

EMPLOYMENT WORK HISTORY

(List Employers for the Past Ten Years - Last or Present Employer, First – Attach Additional Sheets if Necessary)

Name of Employer	Present		2.		3.	
Address						
Telephone						
Employment Dates	From	To	From	To	From	To
Salary	Start	Finish	Start	Finish	Start	Finish
Exact Title of Your Position						
Name/Title of Immediate Supervisor Immediate Supervisor						
Describe Your Duties						
Reason for Leaving						

REFERENCES
(Do Not Include Relatives)

Name & Occupation	Address/Phone	Years Known/Relationship

APPLICANT'S CERTIFICATION AND AUTHORIZATION

CERTIFICATION

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will," and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

AUTHORIZATION

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for any damage whatsoever for issuing this information.

Applicants' Full Name _____
(PLEASE PRINT)

Signed

Dated

EMPLOYMENT DATA RECORD

Employees are treated during employment without regard to race, color religion, sex, national origin, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file.

PLEASE NOTE: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

VOLUNTARY SURVEY

(Please print)

Date: _____

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran, and other protected status of employees. This data is for statistical analysis with respect to the success of the Affirmative Action program. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.**

Name		
Address		
City	State	Zip

Complete Only The Sections Below That Have Been Checked:

X	Current Job
X	(Check One) Male Female
X	Check one of the following: (Ethnic Origin) <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/> Asian/Pacific Islander
X	Check if any of the following are applicable <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Handicapped Individual
X	Birthdate

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open ___ Yes ___ No

Position(s) Considered For: _____

Other: _____