

******* WANTED *******

DEDICATED VOLUNTEERS



The city of Columbus Police Department is looking for dedicated, professional citizens who are interested in serving their community as a volunteer, AUXILIARY POLICE OFFICER.

The Auxiliary Officer assists the sworn officers of the department during times of crisis, major incidents and special events.

This is a volunteer, non-paid position that requires a person with a high level of ethics, morals and commitment to the community.

DO YOU HAVE WHAT IT TAKES?

If you are interested in serving, see the attached position description. Applications can be obtained from city hall or the police department.

Recruitment is ongoing.

159 S. Ludington St.
Columbus, WI. 53925
920-623-5919

<http://www.columbuswi.us/CityDept/police/police.asp>

POSITION DESCRIPTION

Title: Auxiliary Police Officer

Department: Police

Category: Volunteer, (non-paid / non-benefitted).

Work Location: Indoors and outdoors -varies by assignment

GENERAL PURPOSE:

Assist the police department in various functions involving community events and major incidents. Also performs traffic and pedestrian control on city streets and sidewalks under the supervision of police department personnel. Authority for this position is found under Sec. 58 of the city municipal code.

SUPERVISION RECEIVED:

Works under direct or indirect supervision of various police department personnel. Overall supervision comes from the chief of police.

SUPERVISORY / MANAGEMENT DUTIES:

None.

ESSENTIAL DUTIES, RESPONSIBILITIES AND NECESSARY SKILLS OF THE JOB:

- Must attend and successfully complete a basic, 40 hour training program as provided by the police department.
- Must attend annual / continuous professional development training as provided by the police department.
- Must be able to volunteer for a minimum of 2 events per year. If it is in the judgment of the police chief that the volunteer member is not, or cannot provide a minimal contribution to the program, then it is by the chief's discretion that the volunteer may be let go from the department's program.
- Must be able to work outdoors and under a variety of weather conditions.
- Must be in reasonably good health (May be called upon to assist an officer with physically controlling an uncooperative or resistive person).
- Must be able to lift objects weighing around 50lbs.
- Must have good vision – correctable to 20/20
- Must have good hearing, including the ability to be able to audibly detect traffic warning devices, sirens, whistles.
- Must be able to stand for lengthy periods of time without needing rest.

- Must be familiar with basic, Wisconsin traffic laws as needed to obtain / hold a valid driver's license in WI. (Some training and information will be provided).
- Ability to communicate clearly whether verbally or in writing. The Auxiliary Officer is a representative of the City of Columbus and must portray him or herself to the public in a professional manner. Also, it may be necessary to document and report issues, problems or violations to the police department from time to time.
- Must have own transportation means to get to assigned post or the police department - City may provide some transportation during the assigned work period..

MINIMUM QUALIFICATIONS:

- U.S. Citizen - At least 18 years of age at time of application.
- Graduation from High School or a GED equivalent.
- Currently hold a valid, WI. Operator's license.
- No felony convictions in WI. or another state.
- Not on probation or parole supervision
- No convictions, injunctions or court orders that prohibit the volunteer from working in or near a school or with juveniles.
- No arrests and/or convictions for drug related or firearms violations.
- No violations, arrests and/or convictions for any offense against a law enforcement officer, firefighter, EMT or other government official.

TOOLS AND EQUIPMENT USED:

- Police vehicle, computer, telephone, police radio, whistle, flashlight, restraint devices, portable stop signs, traffic cones, portable crosswalk signs, reflective safety vest and other, miscellaneous uniform items.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by a person to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the volunteer is required to stand at his/her assigned location for several hours at a time. The volunteer must also be able to safely escort pedestrians across the roadway and onto the sidewalk area without physical assistance from other persons. The volunteer must be able to hold up a portable, traffic control sign (weighs up to 10lbs.) and his/her hand, and be able to motion his/her hand and arm in various directions, for brief periods in order to signal motorists and

pedestrians to stop, wait, turn and proceed on the roadway. The volunteer must be able to use his/her own speech in a clear manner and volume to be able to give motorists and pedestrians verbal directions and commands from a distance of about 75 feet.

- The volunteer must have good hearing in able to recognize audible devices being activated from motor vehicles that are intended to give warning to pedestrians and other motor vehicles. This can include but is not limited to: motor vehicle horns, emergency vehicle sirens, vehicle backup alarms and whistles being used by authorized traffic control personnel.

WORK ENVIRONMENT:

- The hours of assignment are set by the Chief of Police but normally coincide with special events that occur within the city. Some of these events are, but are not limited to, Fourth of July Festival and parade, National Night Out event, Annual Holiday Parade, and Memorial Day Parade. Auxiliary Officers will be notified in advance of special events and activities that would require staffing by members of the Auxiliary unit. A schedule of known, special events will be published at the beginning of each calendar year.
- Auxiliary Officers work outdoors and are exposed to the elements and the weather of the day. No, weather specific clothing is provided to the volunteer.
- Auxiliary Officers work in and near the public roadways and are exposed to vehicular traffic.
- Work is outdoors and the noise level can range from quiet to loud for minimal periods of time. An example of a loud exposure could be a motor vehicle horn or emergency vehicle siren passing by.
- The work environment characteristics described here are representative of those a volunteer encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform those essential functions.

SELECTION GUIDELINES:

- Formal application submitted to police chief, review of minimal qualification as set forth above, criminal and character background check conducted by police department and oral interview 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 in nature, related or a logical assignment to the position.

- This position description does not constitute an employment agreement between the city of Columbus and the volunteer and is subject to change by the City as the needs of the City and requirements of the job change.

RESIDENCY REQUIREMENTS:

- Successful applicants will reside within the Columbus city limits or within a 15 mile radius of the city limits.

MISCELLANEOUS:

- Auxiliary Officers will need to purchase their own, basic uniform to include a pair of pants and a uniform shirt, (est. \$100.00). All uniform items and uniform purchases must have prior approval of the Chief of Police or his/her designee. Patches, badges and other official department insignia will be provided to the volunteer by the police department. Standard equipment such as flashlights, traffic vests will also be provided by the police department. Any additional uniform or equipment items that the volunteer wishes to use must have the prior approval of the police chief. All items purchased by the city / police department are the property of the City of Columbus and must be returned to the city upon the volunteer's resignation and/or release from the program.
- Members of the auxiliary program are considered members of the police department and are subject to the rules, regulations and policies of the Columbus Police Department.
- Service in the program is at the discretion of the Chief of Police and may be terminated at any time without cause and without prior notice.

The City of Columbus is an Equal Opportunity Employer.

06/01/2011

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