

Position Description

Community Service Officer

Employment Status: Part-time, Police Department

Responsible to: Police Supervisors

General Overview: The individual in the position of Community Service Officer (CSO) for the Village of Summit performs a variety of non-emergency duties that assist police officers in the delivery of services to the general public. This service will be rendered according to the policies, procedures, and code of conduct of the Summit Police Department.

Specific Duties and Responsibilities:

1. Assist citizens to comply with local ordinances and state laws.
2. Assists police officers as needed.
3. Alert Waukesha County Communications regarding safety hazards.
4. Assist with traffic control activities at special events, parades, etc.
5. Provide information and assistance to the general public.
6. Operate and maintain police vehicles and other department equipment, supplies and facilities.
7. Operate and maintain police boat and equipment.
8. Strict adherence to the Summit Police Department Rules, Procedures, Code of Conduct, and the Village of Summit Employee Handbook.
9. Able to use the following electronic equipment/programs:
 - Squad Computer (MDC)
 - TraCs Accident/Citation software
 - ProPhoenix Records Management System
 - Department computers to include email
10. Responsible for accomplishing other duties as necessary for the Department's successful and efficient operation at the direction of the Chief.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and safely. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Ability to present oneself in a neat, clean uniformed appearance.
- Ability to work independently and as a team member.
- Ability to understand and retain knowledge of laws and ordinances governing local law enforcement.
- Ability to communicate effectively both verbally and in writing.
- Ability to operate a personal computer and various software applications.

- Ability to work flexible hours including weekends and holidays.

Education, Certifications, and Licensing: Must be a U.S. Citizen and minimum age 18. Graduation from high school or GED equivalent. Possession of a valid Wisconsin driver's license. No felony or domestic abuse convictions.

Physical Demands: Ability to stand, walk or sit for extended periods of time. Skill and ability to use basic law enforcement equipment. Ability to sustain considerable physical and mental effort involving performance of duties with exposure to all types of weather conditions. The ability to swim.

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

Revised/Appvd - Police Commission 09/26/2023