



Community Service Officer – Police Department City of Fond du Lac

The City of Fond du Lac is accepting applications for the position of Community Service Officer at the Police Department. This position reports directly to the Police Captain and will provide support for specific aspects of police department operations and to assist Patrol Officers in providing service to the community and its citizens.

Various duties and responsibilities include: responding to and making reports on incidents that do not need immediate investigation or follow up; performing parking enforcement duties, taking and following up on parking complaints, observed violations, and investigating and following up on abandoned auto reports; responding to reports of lost/found/abandoned property, including stolen/found bicycles; maintaining bike room, assisting with bike auctions and bicycle safety education programs; assisting with traffic direction at traffic accidents, fire scenes, parades and special events; directing traffic and/or assisting drivers if accident is not reportable, assisting drivers in completing envelopes for exchange of information; responding to vehicle lockout calls when available; responding to citizen complaints on animals, including bite reports, animal's at large, animal neglect and barking dogs; providing Humane Officer functions; providing police department lobby support making reports on incidents that do not need immediate investigation or follow-up; assisting with squad maintenance; acting as substitute school crossing guard when required; assisting in setting up/staffing community service events; assisting the Records Bureau with clerical tasks; assisting with fingerprinting; and maintaining accurate records of activities performed.

Requirements include: High school graduate or equivalent; possess a valid Wisconsin driver's license with a good driving record; geographic knowledge of the City of Fond du Lac; basic knowledge of parking regulations and restrictions; and ability to interact with the public in a respectful, professional manner.

Application deadline is Friday, January 24, 2014, or until filled.

If you are interested in this excellent opportunity, please submit a completed application and resume describing your experience as it relates directly to this position. You may obtain application materials by contacting City Human Resources at (920) 322-3624 or visiting www.fdl.wi.gov Employment.

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