

Duties, Training Requirements and authority of the Village Marshal.

In addition to the duties imposed upon him elsewhere by State Statues or by the Village Board, the Marshal shall:

- (1) Fulfill all the responsibilities and exercise such authority assigned to him by the Village Board and State Statute section 61.28.
- (2) Be certified by the Wisconsin Training and Standards Bureau as a sworn law enforcement officer. Shall not be a convicted felon.
- (3) Shall represent himself to the general public as the Village Marshal.
- (3) Shall generally perform police duties including attending any Court where a Village Ticket or Citation will be heard, keeping proper records of his activities, seeing his office area is kept neat and clean, seeing the patrol car is kept in good working order and be kept clean, see to it that all equipment used is in proper working order.
- (4) Be qualified to carry firearms. When appropriate while on duty the Marshal shall carry firearms and wear a bulletproof vest at his discretion.
- (5) Own and provide his own duty handgun. The Marshal shall maintain firearms qualification as required by the Law Enforcement Standards Board. The Village Board reserves the right to disapprove of any duty handgun that is not suitable for use while on duty.
- (6) The Village shall provide a patrol rifle. The Marshal shall maintain firearms qualification as required by the Law Enforcement Standards Board and at the minimum pass rifle qualification testing annually.
- (7) The Village shall provide for uniforms and such necessary items approved by the Village Board.
- (8) Be able to pass a physical fitness exam administered by a Physician of the Villages choice.
- (9) Be certified to operate police radar and LIDAR (laser) speed equipment.
- (10) Be certified in Intoximeter use and breath test instruments.
- (11) Have completed the minimum required Incident Command System training. If not so trained, complete ICS 300 and ICS 400 training as soon as practical.
- (12) Be trained in the use of a computer and computer programs used in police work.
- (13) Have completed or complete media relations training as soon as practical. Issue information releases to the media when appropriate.
- (14) Have basic knowledge of emergency traffic control and scene management.
- (15) Possess a valid Wisconsin Driver License.
- (16) Possess a high school diploma or a GED and have completed a minimum of 60 credits of post high school college level education at a Technical College or University.

- (17) Be TIME system certified and maintain agency certifications as required by DOJ/CIB for this agency.
- (18) Be trained in and maintain proficiency in the use of TraCS software.
- (19) Be previously trained in or able to become proficient in the use of the Spillman RMS system.
- (20) Become trained and certified in the use of WIBRS reporting. Shall submit monthly WIBRS reports as required by State Statutes.
- (21) Handle court officer duties and oversee the submission of citations and associated documents to the City of Fox Lake Municipal Court.
- (22) Submit criminal complaint charging documents to the Dodge County District Attorney's Office utilizing the eReferral system.
- (23) Have command of the police department on administrative matters, subject to the direction of the village president.
- (24) Be responsible for the maintenance of order, the enforcement of laws, ordinances, and regulations of the village, the prevention of crime, and the protection of life and property.
- (25) Maintain rigid discipline so as to secure complete efficiency in the department.
- (26) Cause to be maintained accurate records of complaints, crimes, traffic accidents, ordinance violations, arrests, summons, incidents, and calls for police service and shall provide a system of periodic summary and analysis to ensure the most efficient and effective deployment and use of the department's resources.
- (27) Submit or cause to be submitted to the various agencies the reports and summaries as are required by state law or ordinances and shall participate in voluntary programs designed to improve law enforcement and public safety.
- (28) Submit the reports and comply with the administrative procedures as may be prescribed by the village board relative to fiscal and administrative matters.
- (29) Submit the reports or information and comply with the policies as may be prescribed by village board.
- (30) Formulate procedures for recognizing outstanding performance by department members as well as procedures for investigating complaints of misconduct by any department member and for taking appropriate disciplinary action subject to the provisions of the applicable statutes, rules of the department and the jurisdiction of the village board.
- (31) Cause adequate and progressive programs of training to be organized and conducted to prepare department members in the knowledge, procedures, and techniques of their duties and responsibilities and ensure that, within budgetary limitations, members of the department attend training courses, seminars, and conferences necessary to maintain and improve their job skills and professional knowledge.

- (32) Encourage department members to further their education in law enforcement through study, special courses, college attendance, extension programs, and independent readings.
- (33) Have control of the assignment and hours of duty of all members of the department.
- (34) Comply with all provisions of the law enforcement standards board in regard to background investigations.
- (35) Plan, organize, staff, direct, and control all of the human and material resources of the department for the most effective and efficient discharge of its duty to protect persons and property, preserve the peace, protect the rights of citizens and enforce state law and the ordinances of the village as are within its jurisdiction.
- (36) Supervise the preparation and presentation of annual reports and budgets for the police department.
- (37) Certify to the correctness of all bills incurred by the department.
- (38) Strive to maintain suitable, productive relationships with other village departments and with other governmental agencies and private organizations concerned with law enforcement, crime prevention, administration of justice and public safety.
- (39) Cooperate and exchange information with other village departments in matters relating to their various functions.
- (40) Plan and execute programs designed to prevent and repress crime, apprehend and prosecute offenders, recover property, and regulate non-criminal conduct, giving highest priority in the allocation of resources to crime and other offenses most hazardous to life and property.
- (41) Act as custodian of all village property, equipment and supplies under the control of, or used by, the police department and be responsible for the care, maintenance, safeguarding and accurate records of the property, equipment, and supplies.
- (42) Act as custodian of all non-village property that comes into the department's possession, be responsible for the safekeeping, lawful disposition and accurate record of the same, and see that all property is returned to its lawful owner or otherwise disposed of according to the applicable statutes.
- (43) Perform such other duties as may be required by law, ordinance, or village regulation and other duties as may be imposed by the village president.