



GENERAL ORDER

MINOCQUA POLICE DEPARTMENT

SUBJECT: **SEASONAL OFFICER – MARINE
PATROL OFFICER**

SCOPE: All Department Personnel
DISTRIBUTION: General Orders Manual

REFERENCE: WI State Statute: 165.85(4)(a)(1)

NUMBER: 2.09

ISSUED: 01/31/2020

EFFECTIVE: 02/10/2020

RESCINDS

AMENDS

WILEAG 5TH EDITION

STANDARDS: 2.7.1, 2.7.2, 2.7.3,
2.7.4, 2.7.5, 2.7.6, 2.7.7

INDEX AS: Seasonal Officer – Marine Patrol Officer
Seasonal Officer – Marine Patrol Officer Selection
Seasonal Officer – Marine Patrol Officer Training

PURPOSE: The purpose of this General Order is to establish, describe, and provide guidelines for the Minocqua Police Department's seasonal Marine Patrol Officer program.

This General Order consists of the following numbered sections:

- I. POLICY
- II. DEFINITIONS
- III. SEASONAL MARINE PATROL OFFICER PROGRAM
- IV. SELECTION PROCESSES FOR SEASONAL MARINE PATROL OFFICER
- V. SEASONAL MARINE PATROL OFFICER RECRUIT/FIELD TRAINING
- VI. UNIFORMS AND EQUIPMENT REQUIREMENT
- VII. IN-SERVICE TRAINING
- VIII. USE OF FORCE AND FIREARMS TRAINING
- IX. PROFESSIONAL LIABILITY PROTECTION

I. POLICY

- A. It is the policy of the Minocqua Police Department to employ a seasonal marine patrol officer, to carry out Departmental functions primary to the prevention of criminal activity and assists in police operations requiring waterborne operations within the Town of Minocqua/Woodruff and outside the Town upon request from another agency or jurisdiction having a need for assistance.
- B. The seasonal marine patrol officer has limited benefits and standing as outlined in the Town of Minocqua Employee Handbook with the Town of Minocqua.

II. DEFINITIONS

- A. **Seasonal Marine Patrol Officer:** For purposes of this policy, a seasonal marine patrol officer is hired for non-full time employment. Such terms of employment may or may not be for the entire (12) twelve months in a given year. However, the number of hours worked by a seasonal marine patrol officer shall total less than 624 hours in a one year period. The seasonal marine patrol officer shall be certified, or enrolled in a program leading to certification, and has obtained an appropriate associate degree when required by law.

III. SEASONAL MARINE PATROL OFFICER PROGRAM

- A. **Authority:** A seasonal marine patrol officer has the same power of arrest, authority, and responsibility as a full-time officer; and are subject to the same rules, regulations, policies, and procedures. Additionally, the seasonal marine patrol officer executes an Oath of Office upon appointment and prior to exercising law enforcement authority.

- 1. The seasonal marine patrol officer is not authorized to carry off duty weapons as a member of the Minocqua Police Department without written approval from the Chief of Police.

- B. **Scheduling:** The seasonal marine patrol officer is scheduled primarily to work a forty (40) hour week from Memorial Day weekend through Labor Day weekend. The days and hours worked are set by the Chief of Police.

Once a shift has been scheduled for the seasonal marine patrol officer, it is his/her responsibility to fill the said shift. If an emergency or unforeseen situation arises where the shift cannot be filled by the seasonal marine patrol officer, the seasonal marine patrol officer has the responsibility to contact the Chief of Police to advise of the vacant shift and the reason for the vacant shift.

- C. **Function:** The seasonal marine patrol officer provides the same level of police service required of a full-time officer; that is, the day-to-day delivery of police services including emergency and non-emergency situations and assist in police operations requiring waterborne operations within the Town of Minocqua/Woodruff and outside the Town upon request from another agency or jurisdiction having a need for assistance. To the extent possible, the seasonal marine patrol officer is required to complete on-going and follow-up investigations involving police operations requiring waterborne operations.

- D. Due to the limited hours of work for the seasonal marine patrol officer, it is absolutely critical that all reports, paperwork, follow up, responsibilities, etc., related to the seasonal marine patrol officer's tour are done on a timely manner.

Appropriate briefings are required between the seasonal marine patrol officer and the on duty full-time patrol officer. All pending cases, follow up, etc., that originate on the seasonal marine patrol officer's tour, are to be forwarded to the on duty full-time patrol officer if immediate attention is needed in the investigation. The full time patrol officer shall assume the case, and be considered the "case officer" until the case is resolved. This transition is very important.

- E. **Supervision:** To the extent possible, the seasonal marine patrol officer will be supervised by either a ranking officer, or an on duty full-time patrol officer.

- F. Probationary period: the seasonal marine patrol officer shall be considered probationary for all hours worked in such status and as such may be dropped from the work schedule without recourse.

IV. SELECTION PROCESSES FOR SEASONAL MARINE PATROL OFFICER

- A. Criteria for Selection: The selection criteria applicable for full-time officers shall equally apply to the seasonal marine patrol officer. Town of Minocqua Policy and General Order 3.01 and the adopted hiring procedures of the Minocqua Police Department establish the criteria for the selection of a seasonal marine patrol officer. Generally, this includes, but is not limited to, the following:
 - 1. United states citizen;
 - 2. 21 years of age;
 - 3. High school graduate or equivalent;
 - 4. Possess or be eligible for a Wisconsin driver's license;
 - 5. Binocular vision in each eye, correctable to 20/20;
 - 6. No color blindness;
 - 7. No criminal record relating to police work;
 - 8. Good physical and mental health;
 - 9. 60 college credits.
- B. Process for Selection: The selection process applicable for full-time officers shall equally apply to the seasonal marine patrol officer. The process for selection is determined by the Minocqua Police Department. Generally, the following components establish the selection process for the seasonal marine patrol officer:
 - 1. Application for employment;
 - 2. Written examinations;
 - 3. Oral interviews;
 - 4. Drug testing;
 - 5. Strength and agility testing;
 - 6. Medical examination;
 - 7. Character and background investigation; and
 - 8. Psychological examination.

V. SEASONAL MARINE PATROL OFFICER RECRUIT/FIELD TRAINING

- A. Recruit Training Required: The seasonal marine patrol officer is required to complete a recruit training academy or the Wisconsin Department of Justice, Training and Standards Bureau Reciprocity Examination prior to any routine assignment in any capacity which allows carrying a weapon or in a position to make an arrest, except as a part of the Department field training process.

In Wisconsin, under the administrative rules of the Wisconsin Law Enforcement Standards Board, there is no distinction between full-time and seasonal law enforcement officer certification.

- B. Training: The seasonal marine patrol officer shall be trained pursuant to General Orders 12.02 & 12.03.

VI. UNIFORMS AND EQUIPMENT REQUIREMENT

- A. Uniforms: The seasonal marine patrol officer shall be issued the uniforms by the Department which are required for the marine patrol.
- B. Equipment: The seasonal marine patrol officer is required to use the Department issued Glock 21 Gen 4, or furnish their own Glock 21 Gen 4 service weapon, leather belts and associated equipment, and footwear. Specific regulations are outlined in General Order 1.04 Code of Conduct. If the Department has surplus equipment, it may be issued to the seasonal marine patrol officer.

VII. IN-SERVICE TRAINING

- A. It is the intent of this policy to recognize the in-service training that a seasonal marine patrol officer receives from his/her full-time law enforcement employer, as satisfying the requirements of this policy.

The training supervisor will verify and document annually, the seasonal marine patrol officer's full-time in-service training; including course outline or lesson plan.

If the training received falls short of the requirements of General Order 12.02: Employee Training, the Lieutenant will schedule training as necessary to meet the Department's requirements.

- B. Any seasonal marine patrol officer not employed by another law enforcement agency will receive the same in-service training as a full-time officer of this Department.

VIII. USE OF FORCE AND FIREARMS TRAINING

- A. Use of Force Training: Pursuant to General Orders: Chapter 5 the seasonal marine patrol officer must receive the same training in the Department's use of force policies, as required of full-time officers.
- B. Firearms Proficiency: Pursuant to General Order 12.01: Firearms and Ammunition, the seasonal marine patrol officer must demonstrate their proficiency, and qualify with all approved weapons, as required of full-time officers.

IX. PROFESSIONAL LIABILITY PROTECTION

- A. Liability Insurance Protection: The seasonal marine patrol officer is covered by the Town's police professional liability insurance coverage, the same coverage as for full-time officers.

David J. Jaeger

David J. Jaeger
Chief of Police

This General Order cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 02/01/2017