

Ordinance #21-A
Town of Namakagon Duties of the
Community Services Officer Ordinance

STATE OF WISCONSIN, Town of Namakagon, Bayfield County,

SECTION I – TITLE AND PURPOSE

The title of this ordinance is the “Town of Namakagon Duties of the Community Services Officer Ordinance”. The purpose of this ordinance is to establish the jurisdiction and duties of the Community Services Officer.

SECTION II – AUTHORITY

The Town Board has the authority under its village powers under WI Stats. §60.22, and the specific authority under WI Stats. §60.23(30), and WI Stats. Chapters 173 and 174 to adopt this ordinance.

SECTION III – ADOPTION OF ORDINANCE

This ordinance, adopted by a majority of the Town Board on a roll call vote with a quorum present and voting and proper notice having been given, provides guidelines for the Community Services Officer.

SECTION IV – SUBDIVISION AND NUMBERING OF THIS ORDINANCE

This ordinance is divided into sections designated by uppercase Roman Numerals. Sections may be divided into subsections designated by numbers. Paragraphs may be divided into subdivisions designated by lowercase letters. Subdivisions may be divided into subdivision paragraphs designated by lowercase Roman Numerals. Reference to a “section”, “subsection”, “paragraph”, or “subdivision” includes all divisions of the referenced section, subsection, paragraph, or subdivision.

SECTION V – CLASSIFICATION

This position is a non-exempt position.

SECTION VI – SUPERVISOR

The Community Services Officer reports to the Town Board and the Town Clerk and requires Town Board authority to act in decision matters.

SECTION VII – DUTIES OF THE COMMUNITY SERVICES OFFICER

1. Report and investigate violations of town ordinances as required.
2. Report criminal activity and traffic violations to the Bayfield County Sheriff's Department.
3. When requested by Bayfield County Sheriff, assist with incident traffic control within the town, as directed by the Deputy in charge.
4. When requested by Great Divide Ambulance, provide assistance within the town.

5. When requested by the Namakagon Volunteer Fire Department, provide assistance as assigned by the Fire Chief or Fire Incident Commander.
6. Provide security and traffic control at town special events as requested and assigned by the Town Board.
7. Report and investigate town complaints, including town nuisance, fireworks, animal, snowmobile and ATV/UTV complaints.
8. Make periodic patrols of public boat landings within the town.
9. Make periodic patrols of town roads and report public safety hazards and/or road hazards to the Town Board.
10. Make periodic property checks of town owned property.
11. Perform other duties as required by town ordinance, law or by the Namakagon Town Board.

SECTION VIII – WORKPLACE GUIDELINES

1. Uniform
 - a. A town uniform is required while on the job. The Town Community Officer uniform makes it easier for residents and visitors to better identify the position.
 - b. The town will provide a uniform to the Town Community Officer, and it will be distinctly different from law enforcement officers.
2. Vehicle
 - a. The vehicle must be clearly marked on rear and sides as “Town Community Services Officer”.
 - b. The vehicle is required to have yellow flashing rotating warning lights.
 - c. All other colored flashing rotating lights are prohibited, other than yellow.
3. Reports
 - a. Reports must be filed with the Town Clerk for each patrol made.
 - b. When assisting other agencies, the report must include who requested the assistance (both the agency and person who requested the assistance), the assistance that was requested, the assistance that was provided, the length of time of the assistance and completion time of the assistance.

SECTION IX – SEVERABILITY CLAUSE

If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

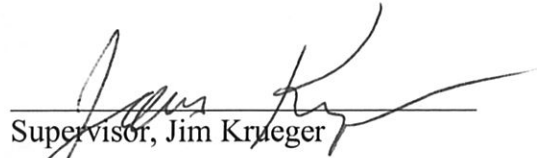
SECTION X – EFFECTIVE DATE

This ordinance is effective on publication or posting. The Town Clerk shall properly post or publish this ordinance as required under WI Stats. §60.80.


Adopted this 15th day of February 2023.



Town Chairman, Robert Rasmussen

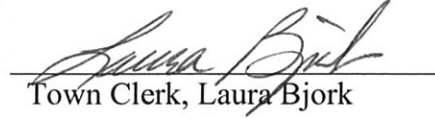


Supervisor, Jim Krueger



Supervisor, Jack McGregor

Attest:



Town Clerk, Laura Bjork