

JOB DESCRIPTION

PATROL OFFICER

Department:	Public Safety	Reports To:	Chief of Police
Agency:	Law Enforcement	Supervisor:	Chief of Police

Job Summary

The Patrol Officer provides at the highest level possible police patrol, investigation, traffic regulation, and related law enforcement services to the community while protecting the constitutional rights of all individuals. An ideal candidate for this position will be able to deliver great customer service by maintaining a sense of humor and integrity while displaying skills in communication, problem solving, and leadership.

Essential Duties and Responsibilities

This listing of essential duties and responsibilities is intended to be illustrative only and *should not be construed as a complete list of specific responsibilities and duties*; nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

- Patrols village streets, parks, commercial, and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.
- Performs security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.
- Investigates and renders assistance at scene of traffic crashes. Summons ambulances and other law enforcement vehicles. Takes measurements, photos and draws diagrams of accident scenes as necessary.
- Prepares a variety of reports and records including reports of investigation, field interrogation report, alcohol influence reports, intoxilyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc.
- Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, traffic safety, etc.

- Participates in investigation of criminal law violations occurring within the village limits, interviews suspects, obtaining evidences and compiles information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.
- Coordinates activities with other officers or other village departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the Village Attorney and District Attorney's office regarding cases, policies and procedures, as needed and assigned.
- Maintains contact with police supervisory personnel to coordinate investigation activities, provides mutual assistance during emergency situations and provides general information about Department activities.

Related Job Functions

- Assists in developing plans for special assignments such as crowd control, hazardous communications, training programs, crime prevention, gang operations, and emergency aid activities.
- Responsible for the proper care and maintenance of department equipment which is issued to him/her. Keeps all equipment and vehicles clean and operating smoothly; services assigned equipment with fuel and checks oil levels; safety checks and adjusts mirrors and windshield wipers and lights.
- Projects a positive professional image.
- Establishes and maintains a positive working relationship with members of the community and other employees.
- Attends training courses, meetings, conferences as directed by supervisor. May be required to confer with citizens on problems, concerns and accidents.
- Responsible for notification to other village departments of any violations of village ordinances or regulations not in the primary area of responsibility of this position.
- Confers with immediate supervisor and Chief of Police on a regular basis, discussing work processes, incidents, problems and plans and receiving advice, counseling and instruction.
- Shall provide necessary emergency medical assistance as required within the scope of his/her training.
- Performs related work as assigned.

Qualifications

Must be physically able to perform the duties required of a police officer. Ability to learn to apply standard police procedures, emergency aid and crime prevention techniques. Ability to establish and maintain effective interpersonal relationships with employees, other departments, and the public. Ability to communicate effectively (verbally and in writing) with the public and other law enforcement professionals. Ability to use computer and other equipment to access, retrieve, or input information. Ability to work independently with authorized use of all weapons authorized for his/her use. Ability to

learn the applicable laws, ordinances, and department rules and regulations. Ability to exercise sound judgment in evaluating critical situations and in making decisions. Ability to follow verbal and written instructions. Ability to learn the Village's geography. Ability to act effectively in emergency and stressful situations. Skilled in all types of equipment and vehicle operation. The ability to accept responsibility, to make decisions and to speak and understand the English language fluently and use proper grammar, punctuation and spelling. Ability to prepare, organize and maintain office data, reports and systems. Ability to perform required mathematical computations.

Training and Experience

- Requires a high school diploma or equivalent. College degree in law enforcement preferred.
- Certification as police officer in State of Wisconsin.
- Experience in municipal law enforcement preferred.
- A combination of experience and training may be sufficient.

Physical Demands

The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the individual is regularly required to use hands and fingers; handle, feel, or operate objects, tools, or controls; reach with hands and arms; stand for prolonged periods of time; and talk and hear. The individual is regularly required to stand, walk, sit, climb, balance, stoop, kneel, crouch, crawl, taste, and smell. The individual must be able to run, grapple, climb, balance, bend, push and twist while performing normal operations. The individual must frequently lift, pull, and / or move fifty (50) pounds and occasionally in excess of two hundred (200) pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to focus.

Work Environment

The work environment characteristics described here are representative of those encountered while performing the essential and related functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee continuously works in outside weather conditions. The employee occasionally works near moving mechanical parts; near vehicles traveling at high rates of speed; in high, precarious places; and with or near explosives and/or hazardous materials; and is regularly exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme

heat, and vibration. The noise level in the work environment ranges from quiet in the office to noisy. Routinely, the patrol officer is the only officer on duty.

Tools and Equipment Used

The ability to use the tools and equipment listed below is essential to perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Police car, police radio, radar, handgun, taser, and other weapons as required, baton, handcuffs, intoxilyzer, pager, first aid equipment.

Licenses/Certifications

Certified Police Officer by the Wisconsin Department of Justice, Division of Training and Standards. Possession of a valid motor vehicle operator’s license is required. Loss of license or certification may be cause for demotion or termination.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position with my supervisor.

Employee Signature Date:

Supervisor Signature Date: