



Position Description

Job Title	Patrol Officer
Department	Police
Employment Status	Full time or Part Time
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position is responsible for all aspects of police protection and related activities, including traffic control, crime prevention, criminal investigation and the protection of public property.

Supervision

Received	Patrol or Detective Sergeant, Lieutenant and Chief of Police
Exercised	None

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

Patrol Officers may be assigned to perform some or all of the following duties:

- Patrol duties in furtherance of law enforcement: drives, walks or bicycles area looking for illegal or suspicious activity; issues citations; responds to calls for service, accidents or complaints; maintains radio contact with the Department; gathers information; provides high visibility deterrent; checks taverns for underage drinking or illegal gaming; conducts security checks of business and residential properties; makes arrests and transports persons to jail for booking; responds to citizen inquiries; explains laws; provides a variety of enforcement related activities.
- Traffic/parking enforcement and traffic investigations: observes drivers; safely removes drivers from traffic; directs traffic at construction sites; uses radar to detect speeding; enforces school safety zones; explains traffic laws; issues parking tickets, citations or warnings; informs and educates citizens on traffic and parking regulation; collects evidence at accident scenes; interviews witnesses; provides assistance to injured persons; directs traffic; gathers information; completes reports.

- Criminal investigations and follow up to complaints: responds to calls; collects evidence; interviews victims, suspects and witnesses; writes reports; takes photographs, fingerprints and molds.
- Follow up on bad check complaints: locates suspect and attempts to collect amount of check plus fee; charges suspect; issues warning letters; delivers payments received to businesses; turns over to DA as necessary.
- Responds to calls for : assists with vehicle lock outs; animal complaints; welfare checks; ambulance calls; crowd control; sexual abuse complaint investigations; warrant processing.
- Other: sets up neighborhood watch; works with Explorers group; maintains Department computer network, hardware and software; polices community; performs public relations; prevents crime; performs errands related to City business; provides coverage at special events; arranges vehicle maintenance.
- Field Training: sets up training programs; provides field training on vehicle procedures; coaches new officers; evaluates performance using training task sheets; works calls together; provides group or individual instruction on defense and arrest tactics, etc.
- Evidence Specialist: writes uniform policies and procedures; collects and transports evidence; tracks and maintains security of evidence while it is entered in to evidence room and processed in accordance with established procedures.
- Undercover Drug Specialist: works with other law enforcement personnel; locates and observes suspected or actual drug activity; makes arrests; collects evidence; processes reports.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.
- Follows safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from an accredited college or university with an Associate’s Degree in Criminal Justice or Police Science, plus at least 1 year of police experience; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • The principles and practices of modern police administration, organization, management and supervision. • Laws, rules, regulations, policies and procedures pertaining to law enforcement and the ability to interpret and apply them. • Department rules, policies and procedures. • City streets and boundaries. • Modern police patrol techniques, criminal investigations and crime prevention methods. • Business English (grammar, spelling, punctuation, tone). • The use of standard office equipment including computers and relevant software.
Ability to	<ul style="list-style-type: none"> • Work under stress and resolve problems involving conflict and danger; make sound decisions while utilizing available resources. • Testify effectively in court proceedings and at commission hearings.

	<ul style="list-style-type: none"> • Multitask and prioritize workload. • Establish and maintain effective working relationships with public officials, state and federal authorities, civic leaders, employees and the general public. • Maintain confidential information. • Maintain physical fitness required to perform job tasks.
Skill in	<ul style="list-style-type: none"> • Public relations. • Oral and written communications. • Dealing tactfully, courteously and professionally with all with whom the position must come in contact, exercising sound and effective judgment in doing so.

Necessary Special Requirements

Certified Law Enforcement Officer; valid Wisconsin driver's license; ability to pass a criminal and financial background check.

Physical Demands

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

- Work is performed both outdoors and in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to bend, climb, balance, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds, and sometimes in excess of 50 pounds.
- The employee may be exposed to severe weather and other unpleasant conditions while performing tasks, including extreme heat, cold, wetness and humidity; smoke, toxic agents, hazardous sites and dangerous situations or conditions; heavy machinery, violence, disease and potentially life-threatening situations.