

Standard Operations Policies and Procedures Manual

Elm Grove Police Department, Wisconsin

SOPP: 10.01.06 JOB DESCRIPTION - PATROL OFFICER

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Revised Policy: Amends: New Policy: Reviewed By:

STAFFING

JOB DESCRIPTION - PATROL OFFICER

NOTICE: This description is not intended as a complete listing of the specific duties and responsibilities of this position. It does not limit or modify the right of the employing authority to assign, direct, and/or control the work of employees under their supervision. Nothing contained herein is intended or should be construed to create or constitute a contract of employment between any employee or group of employees. The employing authority retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems in its judgment to be needed and proper.

POSITION DESCRIPTION

Division: Enforcement
Status: Non-exempt
Supervision Received: Shift O.I.C. (Usually the Police Sergeant)
Supervises: Subordinate personnel when a sergeant is not present.
Civil Service Status: Classified
Probation: 18 months
Employment Status: Full-time
Work Hours: Varied

NON-EXCLUSIVE LISTING OF ESSENTIAL FUNCTIONS

With or without accommodations, a police officer must be able to:

1. Get along well with others.
2. Have regular and predictable attendance.
3. Ensure the general safety of the public.
4. Drive emergency vehicles under stressful conditions.
5. Qualify with firearms and other offensive and defensive weapons.
6. Use physical force to control and arrest law violators.
7. Exercise rational judgment.
8. Maintain the confidence and trust of peers, superiors, and general citizenry.
9. Be able to work independent of direct supervision.
10. Maintain the trust, faith, and confidence of the Chief of Police and his/her administrative staff.

DUTIES AND RESPONSIBILITIES

Patrols Village streets, parks, commercial, residential, and all other areas of the Village in a police vehicle; enforces traffic laws; writes warnings and citations; directs traffic; investigates traffic accidents and takes reports; administers first aid.

Responds to all calls for service; investigates and reports on crimes or complaints; questions any witnesses or suspects, obtaining preliminary statements to get an account of the occurrence; tends to victims and calls a rescue squad if necessary; maintains order at the scene of a crime or accident.

Take written statements.

Receive and transmit radio messages. Make field notes and prepare reports.

Receive emergency assignments from Dispatcher. Receive non-emergency assignments from Dispatcher. Communicate status and other pertinent information to Dispatcher.

Respond to crimes and requests for services.

Respond to emergencies and requests for mutual aid from other jurisdiction and services. Identify nature of assistance needed.

Observe violations of law and take appropriate actions. Patrol using driving and walking techniques. Make security checks at designated areas.

Identify suspicious activity and make high risk field contacts.

Detect and report hazards to public and conditions or situations needing the attention of other Government agencies.

Conduct field interrogations.

Inspect licensed premises for code compliance and violations of law.

Detect and stop traffic law violations.

Operate radar and/or other speed detection equipment including "pacing" of violators. Issue traffic citation or warnings and municipal ordinance violation citations.

Process OAWI suspects.

Make arrest for felonies and misdemeanors.

Make and document enforcement contacts with juveniles.

Take juveniles into custody.

Take persons into protective custody. Follow booking procedures. Monitor subjects held in custody. Transport prisoners to County Jail. Conduct investigations.

Determine nature of offenses committed, if any.

Identify, collect and preserve evidence.

Conduct searches.

Interview adult or juvenile suspects.

Interview adult or juvenile victims and witnesses.

Receive confessions of guilt.

Determine and document the cause of motor vehicle accidents.

Perform Emergency Medical Technician or First Responder Emergency Medical Procedures.

Secure injured persons property.

Prepare for judicial proceedings.

Testify in court and other judicial proceedings and provide credible testimony in a court of law.

Make non-enforcement public contacts.

Render general assistance and provide information.

Inform citizen of crime prevention techniques.

Make referrals to other agencies. Deliver emergency messages to citizens.

Use conduct which minimizes citizens complaints.

Load, unload, clean, and maintain sidearm and long guns.

Additional Responsibilities:

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Process mail and make inter-Village deliveries.

MINIMUM QUALIFICATIONS

- A. Certification by the Wisconsin Law Enforcement Standards Board.
- B. Possess a valid Wisconsin driver's license.
- C. Must be able to pass a background check.
- D. Ability to pass a physical exam, drug test, polygraph, and psychological tests.
- E. Knowledge of Federal, State and local laws.
- F. Ability to write clear and concise reports.
- G. Ability to prepare and maintain records and reports.
- H. Ability to train and instruct new members in law enforcement topics.
- I. Skilled in the safe use and maintenance of police weapons, equipment and vehicles.
- J. Ability to effectively work and communicate with coworkers, the general public and public officials.
- K. Willingness to work in hazardous conditions in the pursuit of duties.
- L. Willingness to work shifts, holidays, weekends and be on call 24/7.
- M. Willingness to maintain a close and loyal working relationship with the Chief of Police in pursuit of the Chief's lawful directives and orders.
- N. Additional requirements as determined by the Police and Fire Commission.
- O. Maintains abilities to: train subordinate personnel; communicate effectively both orally and in writing; establish and maintain effective working relationships with subordinates, peers, and supervisors; exercise sound judgment in evaluating situations and in making decisions; and follow and give written and verbal instructions.

As law enforcement officers are in a position of public trust, and are exposed to temptations to display favoritism, allow corruption, or accept unlawful monetary gain, it is an absolute necessity that Elm Grove Police Officers possess a history of having maintained the characteristics of compliance with laws and regulations, honesty, reliability, ability to manage personal finances, interpersonal skills, and integrity. These qualities must be confirmed through background investigation, interview, and assessment.

LICENSE, EDUCATION, AND CERTIFICATION REQUIREMENTS

Valid Wisconsin driver's license; valid Wisconsin peace officer basic training certificate; High School degree or equivalent; State of Wisconsin Law Enforcement Standards Board Certification. Maintain licensure in the State as an Emergency Medical Technician and current certification in cardiopulmonary resuscitation (CPR). A minimum of 60 credits, from an accredited college, in a law enforcement related subject. Other requirements as determined by the Police and Fire Commission.

PHYSICAL AND MENTAL ABILITIES

Language and Interpersonal Communications:

The officer must possess excellent communication and interpersonal skills to interact with the public on a daily basis. The officer may be called upon to meet with and make presentations to groups of residents and/or business people from various neighborhoods regarding local crime, traffic, and related problems within or around the community.

Mathematical:

Ability to perform simple numerical calculations (addition, subtraction, multiplication and division) using a calculator or other device to derive accurate computations.

Judgment and Situational Reasoning Ability

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

Physical:

Ability to safely operate, maneuver and/or steer a police emergency vehicle and other law enforcement tools, equipment, and firearms that the employee has been trained to use in the course of his duties.

Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as typing.

Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds and odors associated with job-related objects, materials and tasks.

GENERAL WORKING CONDITIONS

Work is performed indoors and outdoors, often in a police vehicle environment. The incumbent has:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional exposure to physical harm by hostile inmates, prisoners, or other persons.
3. Occasional necessity for extreme physical exertion in order to subdue or restrain individuals.
4. Exposure to adverse weather conditions.
5. Exposure to criminals or violent persons.
6. Exposure to hazardous or dangerous situations when investigating crimes or other incidents.
7. Exposure to heavy traffic and exhaust fumes.

Work conditions vary by shift. The majority of tasks are performed outside while working from a police vehicle in all types of weather conditions. Few tasks require heavy lifting, pushing, pulling, or carrying heavy loads. Flexibility is important because of the need to enter and exit vehicles frequently, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is very important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses or suspects' testimonies, etc. However, physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, incumbents must maintain a physical and mental state of fitness and readiness that will enable them to handle (with minimal force and often without backup) recurrent contacts and involvement with dangerous and potentially dangerous people, animals, and equipment.

CAUSE FOR REMOVAL

The incumbent may be removed with or without fault. Economic conditions that cause reductions in work force, the member's inability to attend regularly to work, and a failure to perform competently on any of the essential functions of the position or consistently failing to perform competently on regular tasks are among the major reasons for job removal without fault. Failures to support the mission, uphold the oath of office, behave in a manner that supports the Law Enforcement Officer's Code of Ethics, continually comply with preconditions for original employment, or display due regard for the civil liberties of any persons; or accruing atypical amounts of dysfunctional work time, or requiring atypical amounts of supervisory counseling or remedial training will lead to removal.