



CITY OF KEWAUNEE POLICE DEPARTMENT

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POLICE OFFICER POSITION DESCRIPTION

February 06, 2020

POSITION SUMMARY:

Acting under the supervision of the Police Chief and Assistant Chief, the Police Officer is required to possess a complete knowledge of Department policies, procedures, and job methods relating to work assignments. This position is to maintain the most effective enforcement of Federal and State laws and ordinances for the preservation of public peace, prevention of crime, protection of life and property, and the apprehension and arrest of offenders. Work is performed in accordance with prescribed regulations and is reviewed by a supervisor through conferences, inspections, observation of results, through oral and written reports, and a performance review.

ESSENTIAL DUTIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Effect an arrest or restrain a detainee, prisoner or an inmate, forcibly if necessary, using handcuffs and other restraints; pursue or subdue resisting inmates or suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons or devices in self-defense.
- Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
- Exercise independent judgment in determining when there is a reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what level or degree.
- Operate a law enforcement vehicle for long periods of time during both the day and night in varying levels of traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
- Pursue fleeing inmates or suspects and perform rescue operations and other duties which may involve quickly entering and exiting secured areas and law enforcement patrol vehicles, lifting, carrying and dragging heavy objects, climbing through openings, jumping over obstacles, ditches and streams, crawling in confined areas, balancing on uneven or narrow surfaces and using bodily force to gain entrance.
- Perform searches of people, vehicles, mail items, objects of concealing contraband, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time and detaining people.
- Load, unload, aim and fire from a variety of body positions, handguns, shotguns, rifles, and other agency weapons under conditions of stress that justify the use of deadly force and at levels of proficiency described in department standards.
- Effectively communicate with people, including minors, by giving information and directions, mediating disputes and advising of rights and processes. Demonstrate communication skills in Court and other formal settings. Communicate effectively and coherently with other officers using existing telecommunications systems.

- Detect, collect and protect evidence and substances that provide the basis of a criminal offense, infractions, or administrative violations and detect the presence of dangerous conditions.
- Endure verbal and mental abuse when confronted with the hostile view and opinions of inmates/suspects and other people encountered in an antagonistic environment.
- Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering basic emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from confined areas.
- Read and comprehend legal and non-legal documents, including the preparation of processing of such documents as citations, affidavits, warrants, medical instructions, commitment orders, summons and other legal writs.
- Perform crisis intervention functions to include counseling, suicide prevention, recognizing abnormal behavior and taking appropriate action.
- Intervening in disturbances and take necessary steps to restore and maintain order.
- Conduct patrol operations in a community oriented fashion, creating strong relationships with businesses and the public in general.
- Perform other related duties as required or assigned.

NOTE: The successful applicant or officer must be able to perform ALL of the above functions unassisted and at a pace and level of performance consistent with the actual job performance requirements.

DESCRIPTION OF ESSENTIAL DUTIES:

- Traffic control and investigation:
 - Patrols city streets and county highways within city to enforce traffic laws (issues citations and warnings).
 - Investigates traffic crashes and prepare concise crash reports.
 - Completes written reports on all traffic law enforcement activities.
 - Appears and testifies in court or other hearings on traffic cases.
 - Properly utilize equipment to enforce traffic laws, such as radar and alcohol detection equipment.
 - Perform official escorts to include funeral, building or wide load escorts.
 - Assist motorists in need.
- Crime control and criminal investigations:
 - Respond to reports of criminal activity.
 - Investigates criminal activities such as homicide, robbery, sexual assaults, burglaries, thefts, etc.
 - Completes written incident reports - to the level of the department standard - upon completion of investigation.
 - Identify, secure, and process crime scenes. Be able to gather evidence pertaining to crimes.
 - Obtains search and arrest warrant as needed, dependent on circumstances of the investigation.
 - Interviews victims, suspects and witnesses.
 - Provides for security, reassurance and safety of victims and witnesses.
 - Presents testimony and evidence to the courts in criminal proceedings.
 - Recognize and request appropriate assistance and resources as necessary.
 - Become familiar with patrol sectors and conduct proactive patrol as assigned.
 - Conduct patrol operations in a community-oriented fashion, creating strong relationships with businesses and the public in general.
 - Gather and disseminate pertinent information on problem areas or activities.
- Assistance in other departmental operations:
 - Executes arrest warrants and conducts arrests of probation violators.
 - Maintains daily record of activities.
 - Responds to disturbances and investigates as appropriate.
 - Assists in security and crowd control at events in the city or in areas in the county as directed.
 - Coordinates emergency responses and personnel to include fire department, wrecker services and ambulance needs.
 - Responds to inquiries and complaints from the public.

- Maintain radio/telephone/instant message contact with dispatch and inform of location and reason for leaving squad.
- Conducts activities including checking on the security of unoccupied buildings and public areas and maintaining contact with the public.
- Maintain department equipment to prevent malfunction, including squad cars, mobile data computers, duty weapons and information gathering equipment.
- Assist in the resolution of incidents by using and working within the Incident Command System (ICS).
- Assist the Door-Kewaunee Drug Task Force in undercover, surveillance, and enforcement operations, as assigned.
- Provides mutual aid assistance to other agencies, as needed and approved.
- Conduct related work as required or directed.

REQUIRED KNOWLEDGE AND CORE ABILITIES:

- Proficient in the use of handguns, tactical rifles, batons, chemical agents, Taser, portable radio, handcuffs.
- Proficient in the operation of a patrol car, mobile radio, speed detection equipment, emergency equipment, measuring devices, audio and visual recording equipment, desktop, mobile data computers, transport restraints and Automatic External Defibrillators (AED).
- Skill in establishing and maintaining cooperative working relations with fellow officers and the public.
- Ability to demonstrate leadership and sympathy in a wide variety of public crises.
- Courage and good judgment.
- Knowledge of Wisconsin motor vehicle law, Federal and State statutes, local ordinances, rules and regulations of the Department, Wisconsin Juvenile Code, proper procedures of arrest, search and seizure, first aid techniques, report preparations skills, basic vehicle maintenance, emergency vehicle operation skills, professional communication skills and appropriate courtroom procedures.
- Knowledge of criminal investigation and reporting procedures.
- Ability to interview and gather facts from witnesses and victims in an appropriate manner.
- Knowledge of court procedures and civil process procedures.
- Ability to communicate effectively with public, other officers and staff and react properly using reasonable measures under normal, as well as high risk situations.
- Skill to remain calm in dangerous and unsettling situations.
- Ability to evaluate dangerous or criminal situations to determine appropriate assistance needed and take actions as needed.
- Ability to maintain control of large groups or potentially dangerous situations.
- Ability to prepare clear and concise reports.
- Ability to professionally act as a member of a team, accept instructions, direction, orders and critique and display a high level of self-discipline.
- Ability to handle several tasks simultaneously.

MINIMUM REQUIREMENTS:

- Must be 20 years of age at time of appointment
- Certification by the Wisconsin Law Enforcement Standards Board, high school diploma and a minimum of 60 college credits from an accredited school.
- Must possess a valid Wisconsin Driver's license by time of hire with a good driving record.
- Ability to pass a medical physical exam, psychological exam, and background check.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

- Ability to coordinate eyes, hands, feet, and limbs in performing semi-skilled movements such as operating a firearm and physical restraint devices. Ability to operate a motor vehicle and familiarity with pieces various office equipment.
- Must be in good physical condition with the ability to occasionally exercise strenuous strength and agility, typically involving some combination of climbing and balancing, stooping, crouching, crawling, grabbing, 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 ingredients.
- The performance of tasks may involve risks to the physical safety or health of law enforcement officers due to facing armed suspects, high speed responses and vehicle pursuits and traffic direction, especially at night. Physical force may be required at times.
- Work may be performed outdoors while exposed to all weather conditions. Work could include working with smoke, fumes, hazardous chemicals and/or persons with infectious diseases.
- Must have 20/20 vision or correctable to 20/20.
- Hearing ability in each ear must not exceed threshold failure limit of 20 dB at 1,000 Hz, 2,000 Hz, and 4,000 Hz. Hearing correction options are allowed as long the Officer can safely perform his/her duties.

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of task and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities; nor is it intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.