City of Stoughton

POLICE DEPARTMENT

POLICE OFFICER

SALARY RANGE: **PAY GRADE:** **FLSA:** N

REPORTS TO: Officer in Charge

SUMMARY OF POSITION:

The purpose of this position is to protect life and property through enforcement of Statutes and ordinances, investigating incidents and complaints, and monitoring traffic for the City of Stoughton.

DUTIES AND RESPONSIBILITIES:

Core Duties and Responsibilities - *The following duties are the primary duties of this position, but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.*

- Patrols City for illegal and dangerous activity.
- Monitors traffic and issues traffic code violation citations. Directs vehicular traffic and pedestrians.
- Responds to traffic collisions, rollovers and reported hazards. Gathers information from participants and witnesses at scene regarding incidents. Clears road hazards. Assists emergency medical and rescue personnel at traffic collisions with injured and extrications.
- Responds to citizen complaints. Evaluates situations and gathers information from participants and witnesses. Detains and/or arrests suspects/participants and transports to appropriate agency. Provides aid to injured persons as appropriate and within capabilities
- Prepares incident and accident reports.
- Assists in traffic collision and criminal investigations. Gathers evidence and interviews witnesses and suspects. Participates in search and surveillance activities.
- Testifies in court as required.
- Logs patrol activity.

- Maintains knowledge of current police policy and procedures, traffic and criminal ordinances, State and Federal laws. Participates in on-going professional training and development.

- Maintains communication with general regarding public safety issues. May make public presentations to community groups and students regarding crime prevention and police activities.

- Serves warrants, summons, subpoena, court orders and other legal documents to City citizens.

- Transports subjects to other jurisdictions.

- Assists County, State and Federal emergency agency personnel as requested and needed.

- Performs animal control tasks.

- Responds to fire calls and provides traffic control assistance as needed.

ADDITIONAL TASKS AND 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.

- Monitors squad car maintenance and reports need for repairs.

- Assists motorists with locked vehicles and persons locked from buildings. Directs lost motorists.

- Responds to utility and other emergencies such as gas leaks, chemical spills, road hazards, etc.

- Assists with Salvation Army vouchers.

- Cleans vehicles.

QUALIFICATIONS:

The ability to perform the Core Duties and Additional Duties listed above and:

EDUCATION/TRAINING/CERTIFICATIONS

- High school diploma or equivalent and minimum of 60 college credits.
- Wisconsin Police Officer certification with previous experience working with the public, or ability to complete a Wisconsin Police Academy within one year of appointment, or any combination of education and experience that provides the equivalent knowledge, skills and abilities.
- Certification/training in handgun, shotgun, CPR, OC spray, impact weapon required or ability to be completed during field training.
- Valid Wisconsin motor vehicle license required.

NECESSARY KNOWLEDGE SKILLS AND ABILITIES

Language Ability and Interpersonal Communication

- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure and/or sort, as well as assemble, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.

- Ability to persuade, convince, and/or train others, including the ability to act in a lead worker capacity. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.

- Ability to utilize a variety of advisory data and information such as incident/accident reports, driver license and motor vehicle registration records, warrant and commitment documents, photos, flow charts, worksheets, logs, municipal and county ordinances, lab reports, Physician's Desk Reference, school rosters, a variety of law enforcement forms, directories, court orders, state statutes, lists, schedules, investigation manuals, TIME system operating manuals and educational curricula.

- Ability to communicate orally and in writing with juveniles, parents, educators, attorneys, medical care providers, suspects, witnesses, detainees, business owners, social workers, psychologists, insurance company representatives, school personnel, District Attorney personnel, Judges, Department personnel, other law enforcement agency personnel, probation and parole personnel and the general public.

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

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

Physical Requirements

- Ability to operate equipment and machinery with some requiring complex and rapid adjustments, such as computer keyboard/typewriter, firearms, restraint devices, squad car, three-wheeler, binoculars, photocopier, intoxilyzer, radios, tape recorder, fax machine, alarms, 35 mm camera, common mechanic's tools and measuring devices.

- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as drawing, data entry and appropriate use of firearms.

- Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling. Ability to exert necessary physical force to restrain or subdue individuals.

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

ENVIRONMENTAL ADAPTABILITY

- Ability to work under mildly unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, machinery, disease and/or dust can cause discomfort and where there is a risk of injury.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and background check; job related tests may be required.

EQUAL OPPORTUNITY EMPLOYER:

The City of Stoughton is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT:

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Supervisor's Signature: _____Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature:_____Date: _____