

Lake Hallie Police Job Description-Policy 103, Section 3 Full-time Officer

LAW ENFORCEMENT

Job Title: Police Officer **Commission Approved:** 12-18-13
Department: Law Enforcement
Reports To: Chief of Police
Representation: Represented by Union
FLSA: Non-Exempt

POSITION SUMMARY

The Law Enforcement Patrol Officer patrols and investigates activities, traffic control, crowd control, and public relations, witness interviewing, evidence collection and management, basic crime prevention methods, weapon and equipment operation and maintenance, report preparation, and other routine law enforcement duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must have the knowledge, skills, and abilities to perform this job. Other duties must be performed as assigned.

KNOWLEDGE

- Demonstrate knowledge of police communication methods and techniques.
- Utilize effective communication skills; be polite, courteous, and in a professional manner.
- Public Safety and Security-knowledge of weaponry, public safety, and security operations, rules, regulations, precautions, prevention, and the protection of people, data, and property.
- Law, Government, and Jurisprudence-knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

SKILLS

- Problem Identification-identifying the nature of problems.
- Social Perceptiveness-being aware of other' reactions and understanding why they react the way they do.
- Critical Thinking-using logic and analysis to identify the strengths and weaknesses of different approaches.
- Speaking-talking to others to effectively convey information.
- Active Listening-listening to what other people are saying and asking appropriate questions.
- Judgment and Decision Making-weighing the relative costs and benefits of a potential action.

ABILITY

- Documenting/Recording Information-Entering, recording, storing, or maintaining information in written, oral, or electronic data format.
- Resolving Conflict, Negotiating with Others-Handling complaints, arbitrating disputes, and resolving grievances, or otherwise negotiating with others.

- Communicating with Other Workers-observing, receiving, and otherwise obtaining information from all relevant sources via contact with supervisors, fellow workers, and subordinates, the public, government, and other external sources.
- Operating Vehicles of Equipment-running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as passenger vehicles, etc.
- Performing General Physical Activities-performing physical activities that require moving one's whole body, such as climbing, lifting, balancing, walking, stooping, where the physical activity often also requires considerable use of the arms and legs such as in physical handling of persons or objects.
- Establish and Maintain Relationships-Developing constructive and cooperative working relations among the Village and other Law Enforcement departments.
- Maintains order, responds to emergencies, protects people and property, and enforces motor vehicle and criminal law.
- Arrests perpetrator of criminal act or submits citation or warning to violator of motor vehicle ordinance.
- Monitors traffic to ensure motorists observe traffic regulations and exhibit safe driving procedures.
- Directs traffic flow and reroutes traffic in case of emergencies.
- Reviews facts to determine if criminal act or statute is involved.
- Evaluates complaint and emergency-requests information to determine response requirements.
- Investigates traffic accidents and other accidents to determine causes and to determine if crime has been committed.
- Provides road information to assist motorists; relays complaint and emergency request information to appropriate agency dispatcher.

SUPERVISORY RESPONSIBILITIES

May be required to supervise less senior officers during normal course of duties; this includes Reserve, Part-time and other less senior Full-time Officers.

EDUCATION AND EXPERIENCE REQUIREMENTS

U.S Citizen; High school diploma or equivalent, must have obtained a minimum of 60 college level credits or an associate's degree in police science prior to appointment. No felony convictions and good moral character. Vocational or job-related course work and/or knowledge of public safety and security is preferred. Applicants with additional experience with this or other departments may receive additional consideration. Applicants with specialized training deemed to be applicable to the position of Patrol Officer may receive additional consideration.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess and maintain a Valid Wisconsin Drivers License that will allow unrestricted performance of Police Officer duties with no extensive driver's record, and no extensive criminal history background by the time of appointment. Must be Certifiable and maintain valid Wisconsin Law Enforcement Standards Board certification (basic recruit training) upon appointment. Must meet other basic requirements for Law Enforcement Officers as established by Wisconsin Law Enforcement Standards Board. Ability to possess a firearm and must qualify and maintain qualification in department required firearms.

LANGUAGE SKILLS

Ability to read and interpret documents, and laws in the English language; ability to listen to and understand information and ideas in spoken and written format so individuals may effectively understand and convey communications.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Inductive and deductive reasoning-ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions; includes coming up with a logical explanation for why a series of seemingly unrelated events occur together and deciding if an answer makes sense.

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. The employee is regularly required to stand, walk, use hands to finger, handle or feel objects; reach with hands and arms, hear and talk. The employee frequently is required to run, sit, stoop, kneel, crouch or crawl, climb, balance, taste, and smell. Required to regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is regularly exposed to wet or dry conditions, outside weather conditions, variations from extreme cold to extreme heat. The employee is frequently exposed to moving parts, high precarious places, fumes or airborne particles, risk of electrical shock, occasional exposure to toxic or caustic chemicals, and vibration, and any other type of environmental normal course of this job.

The Village of Lake Hallie is an Equal Opportunity employer and will provide reasonable accommodations to qualified individuals with disabilities in accordance to the Americans With Disabilities Act. The Village of Lake Hallie encourages incumbents and future employees to discuss potential accommodations.

X

Employee Signature

Date: _____