

Police Officer Position Description



Position: Police Officer
Department: Police Department
Appointing Authority: Police & Fire Commission
Reports to: Police Supervision
FLSA Status: Hourly

Written by: JLJ/KB
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Position Summary:

Under the general direction of the shift sergeant or other supervisory authority, the entry-level sworn police position is responsible for the protection of life and property through the enforcement of laws and ordinances. Utilizing a thorough working knowledge of Federal, State, local laws and ordinances, the officer is responsible for the enforcement of such laws on a fair and impartial basis in the protection of life and property while maintaining peace and orderly conduct in the community. Work involves patrolling assigned areas, engaging the community in problem solving efforts, responding to a variety of situations as directed; investigating activities, gathering information and evidence, securing areas, protecting victims, the public and property, apprehending violators, working with the community to reduce and/or eliminate problems and completing the appropriate documentation in a timely and efficient manner.

Minimum Requirements

- Must be a citizen of the United States
- Must be at least 21 years of age
- Must possess a valid driver's license
- Must have good moral character
- Must have no felony or domestic violence convictions
- Free from any physical, emotional, or mental condition, which might adversely affect performance
- Must have graduated high school
- Must have 60 credits of post-high school education from an accredited college, university or technical school
- Must obtain the necessary first aid and CPR certifications within one year of employment and maintain certification throughout employment
- Ability to possess a firearm
- Must be fluent in speaking English and writing in English
- Speak clearly to be understood when talking on police radio
- Conduct oneself in a tactful and professional way to all citizens

- Eligibility for Wisconsin Law Enforcement Standards Board Certification
- Must be able to work any shift within a twenty-four (24) hour period, including weekends and holidays
- Must be able to qualify with assigned firearms
- Must possess the finger and arm dexterity and strength necessary to safely operate a firearm
- Vision correctable to 20/20

Essential Functions/Responsibilities

The following duties are normal for the position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned by the chief of police or his/her designee.

A. Essential Function - Arrest and Detain Persons

- Effective communicator
- Advise persons of constitutional rights (Miranda warning) when appropriate
- Investigate all citizen complaints and conduct appropriate follow-up
- Arrest persons with a warrant and without a warrant
- Familiar with federal, state laws and regulations to include City ordinances
- Conduct temporary detention (“stop and frisk”) of suspicious persons
- Execute felony motor vehicle stops
- Investigate suspicious vehicles
- Plan how to make/execute arrests
- Develop a case acceptable for District Attorney’s office to file charges following arrest
- Review warrants for completeness and accuracy
- Obtain arrest warrants and/or make proper return
- Check for wants/warrants on persons through NCIC

B. Essential Function - Protect Crime Scene and Collect Evidence and Information

- Collect and examine appropriate evidence and personal property from crime scenes
- Diagram crime scenes
- Document chain of custody for evidence
- Dust and lift latent fingerprints
- Package evidence and/or personal property
- Use camera (35mm camera, video camera, digital camera, etc.)
- Protect crime scenes until specialized or back-up assistance arrives
- Record location of physical evidence and fingerprints at a scene
- Recognize when a crime scene needs to be preserved
- Initial/Mark/Label evidence
- Determine area of crime scene
- Search crime scenes for physical evidence
- Search dead bodies for personal property/evidence
- Recover and inventory stolen property

- Tag evidence and confiscated property

C. Essential Function - Enforce OMVWI/Traffic Laws

- Observe persons to recognize signs of drug or alcohol intoxication
- Make a custodial traffic arrest (e.g. OMVWI)
- Administer roadside sobriety tests
- Fill out warrant application to obtain OMVWI related blood samples
- Arrest OMVWI suspects and process, IAW statutes
- Investigate hit and run violations
- Investigate traffic accident scenes to identify areas of impact
- Record statements of witnesses to traffic accidents
- Assist trapped persons
- Direct a moving vehicle out of a line of traffic to execute a vehicle stop
- Stop vehicles to arrest, cite or warn occupants

D. Essential Function - Operate Patrol Vehicle

- Operate a law enforcement vehicle during both the day and night: in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as adverse and extreme weather conditions
- Operate with due regard
- Operate in off road situations
- Respond to crime in progress calls
- Operate portable/car radio equipment in a safe manner when driving

E. Essential Function - Conduct Search and Seizure

- Obtain search warrants and/or make proper return
- Plan, organize and conduct search warrants
- Observe person's body language to assess intentions/attitudes
- Conduct field search of arrested persons
- Conduct frisk or pat down searches of persons
- Search movable automobile under independent probable cause
- Search persons with a court order (e.g. blood sample, hair sample)
- Search premises or property incident to arrest
- Search premises or property in hot pursuit/emergency situations
- Search premises or property with consent
- Search premises or property with warrant
- Seize contraband using safety precautions
- Search for a person in a darkened building or environment

F. Essential Function - Use Physical Force to Control Persons

- Arrest subjects, forcibly if necessary, using handcuffs and other restraints; subdue resisting subjects using maneuvers and weapons and resort to the use of hands and feet

- and other approved weapons in self-defense
- Load, unload, aim and fire from a variety of body positions, handguns, rifles, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards
- Control hostile groups (e.g. demonstrators, rioters)
- Use holds or devices to control or arrest suspects, IAW DAAT trained techniques
- Apprehend a fleeing suspect
- Subdue physically aggressive persons
- Use weaponless defense tactics
- Subdue persons resisting arrest
- Use body pressure points to control persons
- Disarm violent armed suspects
- Pull a person out of vehicle who is resisting arrest
- Strike a person with a straight baton
- Use submission holds to control persons
- Locate and observe crowd agitators
- Catch a falling person to prevent injury
- Use body language to project control and influence situations
- Use voice commands to project control and direct actions
- Hold a flashlight in one hand while performing various police duties

G. Essential Function - Use Deadly Weapons

- Discharge a firearm at a person
- Clean and inspect weapons
- Discharge a firearm at night
- Draw weapon to protect self or third party
- Participate in firearms training
- Secure firearm when off duty (e.g. home)
- Fire weapon in dark environment with flashlight in one hand
- Fire a weapon in nighttime (not including training)
- Fire weapon in daytime (not including training)
- Discharge weapon at an animal

H. Essential Function - Provide Emergency Assistance

- Determine existence of hazardous materials at scene of wreck, (e.g. train, vehicle, etc.)
- Evacuate persons from dangerous areas (e.g. fire, chemical accident, etc.)
- Secure accident and disaster scenes
- Administer cardio-pulmonary resuscitation (CPR)
- Administer mouth-to-mouth resuscitation
- Apply basic first aid to control bleeding
- Apply basic first aid to treat for choking (e.g. Heimlich method)
- Talk with person attempting suicide to get them to stop or delay attempt
- Use protective gear to prevent contact with infectious diseases
- Take mentally deranged person into custody for their own protection

- Mediate family disputes
- Pull person out of a vehicle to perform a rescue
- Place children in protective custody (e.g. child abuse)

I. Essential Function - Conduct Investigation of Various Crimes and Events

- Conduct complete criminal investigations

Respond to and conduct investigation of events related to:

- Homicide
- Sexual Assault
- Battery
- Attempted Murder
- Burglary
- Theft
- Motor Vehicle Theft/Attempt
- Arson and Bombing/Attempts
- Weapons/Firearms Offenses
- Controlled Substances
- Domestic Violence
- OMVWI - Intoxicants/Drugs
- Fatal Traffic Accident
- Vehicular Homicide
- Firearm Accidents
- Death/Bodies Found
- Disaster
- Conduct stationary surveillance of individuals or locations
- Determine whether incidents are criminal or civil matters
- Determine whether recovered property is linked with a previous crime
- Exchange necessary information with other law enforcement officials
- Safeguard sensitive law sensitive law enforcement intelligence information confidential

J. Essential Function - Write and Read Reports and Other Documents

- Complete accurate, concise and understandable reports
- Complete arrest reports
- Record confessions in writing when necessary
- Dictate a properly formatted report

K. Essential Function - Present Testimony

- Present evidence in legal proceedings
- Review reports and notes prior to court testimony
- Testify at evidence suppression hearings
- Testify at probable cause preliminary hearings

- Testify in criminal trials
- Testify in court at implied consent hearings
- Testify in emergency detention hearings
- Testify truthfully in all legal hearings

L. Essential Function - Transport Persons in Custody

- Operate vehicle while transporting prisoners in a safe manner
- Search vehicle for weapons and/or contraband (e.g. before and after prisoner transport)

M. Essential Function - Conduct Interviews and Interrogations

- Interview/interrogate adult suspects
- Interview complainants, witnesses, etc.
- Interview victims of sex crimes
- Interview informants
- Take statements of witnesses
- Interrogate juvenile suspects

N. Essential Function - Conduct Traffic Accident Investigation

- Collect physical evidence from accident scene
- Complete the standard traffic accident report
- Determine contributing factors to an accident
- Diagram accident scenes
- Protect traffic accident physical evidence for collection
- Take precautions to prevent additional accidents at accident scene
- Direct traffic using proper safety equipment

Knowledge:

- Establishes and maintains effective working relationships with persons and agencies contacted in the course of work and with members of the general public
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions
- Knowledge of laws, legal procedures, court procedures, precedents, government regulations, executive orders, agency rules and the democratic political process
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
- Knowledge of transmission, broadcasting, switching, controlling, and operation of telecommunications systems
- Knowledge and experience in the utilization of technical equipment and record management systems to include computers, cameras, TraCS, TiPSS, Taser, TLO, County RMS, LENS, PBT intoximeter units, RADAR units and other support systems necessary to complete overall police functions

Skills:

- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- Monitoring/Assessing performance of your actions, other individuals, or organizations to make improvements or take corrective action
- Being aware of others' reactions and understanding why they react as they do
- Talking to others to convey information effectively
- Adjusting actions in relation to others' actions
- Bringing others together and trying to reconcile differences
- Persuading others to change their minds or behavior
- Understanding written sentences and paragraphs in work related documents
- Actively looking for ways to help people
- Proficiency in word processing/typing
- Execute the Altoona Police Department's mission and values through policing strategies and knowledge of modern law enforcement techniques
- Identify community needs, concerns, and inform supervisor of issues and possible forms of resolution

Abilities:

- Ability to identify and analyze problems, evaluate alternative solutions and utilize sound judgment
- Ability to remain calm and decisive under extreme stress
- Ability to distinguish between red, yellow and green in order to identify traffic lights/signs and to accurately describe suspects and vehicles
- Ability to read, interpret, learn and apply laws, regulations and departmental policies and procedures
- Ability to demonstrate caring, compassion, diplomacy, and empathy
- Ability to employ communication techniques including listening to the citizen
- Ability to communicate information and ideas in speaking so others will understand
- Ability to apply general rules to specific problems to produce answers that make sense
- Ability to combine pieces of information to form general rules or conclusions
- Ability to quickly respond to a signal when it appears and the ability to move quickly and forcefully in response to unexpected situations
- Ability to operate patrol vehicles in emergency mode
- Ability to get in and out of a patrol car on a frequent basis
- Ability to communicate effectively both verbally and in writing with a variety of people including coworkers, other professionals, appointed and elected officials, and the general public
- Ability to render credible testimony in a court of law

Physical Demands:

The physical demands listed below are representative of those that are required of the Police Officer position.

- Pursue fleeing subjects and perform rescue operations which may involve quickly entering and exiting patrol vehicles; lifting, carrying, and dragging heavy objects; climbing over and pulling oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers
- Ability to move quickly and forcefully in response to unexpected situations
- Standing, sitting, carrying, pushing, pulling and lifting exerting 76-100 pounds seldom; exerting 31-75 pounds occasionally; exerting 0-30 pounds frequently
- Requires walking, standing and /or sitting to a significant degree
- Lift, drag and carry people away from dangerous situations
- Utilize ground fighting techniques as outlined in the current Defense and Arrest Tactics Manual.
- Lifting from arm and floor level, reaching, reaching above and below shoulders, kneeling, stooping, crouching, crawling, climbing, walking, running, bending, balancing, speaking-in person and by telephone, hearing in person and by telephone, Vision – close and distant with depth perception, peripheral, color identification with the ability to adjust focus, hand/eye coordination and finger dexterity.
- Ability to use upper body to direct traffic for extended periods of time

Work Environment:

The work environment characteristics listed below are representative of those encountered by the Police Officer position:

- Occasional exposure to verbal threats or assaults or physical assaults by suspects, arrested persons, inmates or intoxicated individuals
- Occasional exposed to vibration, toxic conditions, odors, dust and poor ventilation
- Occasional exposure to intense levels of stressful activities
- Frequent exposure to harsh environmental conditions including extreme cold, heat, wind, rain, snow and thunderstorms with lightening
- Frequent exposure to moderate and occasionally loud noise levels
- Exposure to hazardous drugs e.g., meth labs, drug infested homes and adverse social conditions
- Personal hazards of working with non-cooperative people with infectious diseases