

Police Officer - Job Description

Effective Date:	3/2019
Revised Date:	08/01/2023
Issuing Authority: Chief K. Bakken	

1105.1 SUMMARY

Position Title: Police Officer

Department: Police

Appointing Authority: Police and Fire Commission

FLSA Status: non-exempt hourly

Reports to: Patrol Sergeant

Pay Range: Specified in Union Contract

Last Updated: March 2019

1105.2 PURPOSE OF POSITION

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.

1105.3 SUPERVISORY RESPONSIBILITY

- None.

1105.4 ESSENTIAL DUTIES/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.

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1105.4.1 ESSENTIAL FUNCTIONS

- Maintains a communication level with the Community and the Department's Employees that enhances the Department's effectiveness and accomplishes the Department's Mission.
- Comprehends and applies knowledge and reasoning to make prompt and effective decisions.
- Ensures fair and impartial policing is provided to all members of the community.
- Establishes and maintains effective working relationships.
- Maintains composure and performs effectively in stressful situations.
- Observes, detects, and apprehends violators of traffic and other laws.
- Keeps downtime to a minimum by staying engaged in police related work.
- Adapts to changing work conditions.
- Prepares for testimony and testifies truthfully.
- Demonstrates ability to control vehicle in routine and emergency situations.
- Demonstrates consistent productive performance.
- Demonstrates ability to attend scheduled work shifts and work assignments in a regular and predictable manner.
- Applies appropriate safety precautions in potentially dangerous situations.
- Understands and applies appropriate levels of force based on circumstances.
- Observes and recognizes conditions or circumstances that indicate something might be wrong, unusual, or out of the ordinary, utilizes senses of sight and hearing to assist in recognition.
- Demonstrates the drive and ability to take appropriate action in these situations.
- Conducts preliminary investigations and follow-up investigations, gathers evidence, obtains witnesses, and makes arrests.
- Determines appropriate action to be taken at each incident.

1105.4.2 OTHER FUNCTIONS

- Responds to emergency calls and assists fire and EMS services as necessary.
- Reviews necessary reports and documentation of incidents.
- Makes necessary referrals to Human Services, Juvenile Intake, the District Attorney's Office, and private organizations.
- Completes State of Wisconsin forms when required for an incident.
- Represents the Department within the Community.

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- Attends and participates in training and education opportunities that will continue to improve the police profession.
- Knowledgeable of/and obeys all policies, procedures, rules, orders, and directives, pertaining specifically and generally to members of the Altoona Police Department.
- Performs other such duties as assigned.

1105.5 MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

The following are minimum requirements:

1105.5.1 EDUCATION

- Possess at minimum 60 college credits (advanced college degree(s) preferred) from an accredited college.

1105.5.2 EMPLOYMENT EXPERIENCE

- Previous experience dealing with the general public preferred.

1105.5.3 LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

- Possess a valid Driver's License.
- Wisconsin Law Enforcement Standards Board certification or eligibility for certification.

1105.6 PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

1105.6.1 LANGUAGE SKILLS

- Ability to communicate effectively both verbally and in writing with a variety of people including co-workers, other professionals, appointed and elected officials, and the general public.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Ability to render credible testimony in a court of law.
- Ability to comprehend, interpret, explain, and comply with written policies, directives, statutes, and ordinances.

1105.6.2 MATHEMATICAL SKILLS

- Ability to complete routine arithmetic procedures including addition, subtraction, multiplication, and division.
- Ability to use and interpret fractions, decimals, and percentages; and solve simple number problems.

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1105.6.3 JUDGMENT AND SITUATIONAL REASONING ABILITY

- Ability to identify and analyze problems, evaluate alternative solutions and utilize sound judgment.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Ability to develop proactive plans within the department and in partnership with the Community.
- 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.
- Ability to demonstrate caring, compassion, diplomacy, and empathy.
- Ability to remain calm and decisive under extreme stress.
- Ability to quickly respond to a situation and the ability to move quickly and forcefully in response to unexpected situations.
- Ability to discern appropriate level of force or other actions based on circumstances present, including the decision to use deadly force if necessary.

1105.6.4 PHYSICAL REQUIREMENTS

PHYSICAL DUTIES AND RESPONSIBILITIES:

- Ability to move quickly and forcefully in response to unexpected situations.
- Ability to maneuver and work in a variety of ground conditions.
- Ability to operate patrol vehicles in emergency mode.
- Ability to walk, run, lift, pull, and push.
 - Standing for 5 hours or more
 - Walking for 4 hours or more
 - Push and pull objects weighing 170 lbs or more up to 35'
 - Push a motor vehicle 40' or more
- Capable of normal full range of motion of arms and legs.
 - Bend and twist in the use of force situations
- Ability to enter and exit a squad car repetitively.
 - Bend to get in and out of vehicles
- Ability to sit in a squad car or at a desk for long periods of time.
- Ability to physically control resisting subjects.
 - Use of force by pushing and pulling in self-defense situations for a short period of time (less than 2 minutes)

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- Use of force by pushing and pulling in self-defense situations for a sustained period of time (greater than 2 minutes)
 - Use force against or to control subjects typically weighing 190 lbs or more
- Ability to wear a gun/equipment belt and uniform, and ability to wear a bullet-resistant vest at all times while a uniform is worn.
- Ability to work 12-hour shifts at any hour of the day and the ability to work beyond a 12-hour shift when necessary.
- Ability to hear and understand radio transmissions.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, and the ability to sustain prolonged visual concentration.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements, such as driving, operating a keyboard, handcuffing, shooting a firearm, and collecting evidence.
- Physical demands include walking and sitting for extended periods of time and at times, run, jump, crawl, kneel, climb, bend, reach, stoop and carry and/or push heavy objects and any other physical movement in the performance of public safety duties.
 - Run sprints over 350'
 - Run for sustained periods of time (over 2 minutes)
 - Run up and down stairs, 4 flights or more
 - Dodge around obstacles
 - Crawl under and through obstacles, e.g. culverts 20' or more
 - Jump and vault over obstacles, e.g. ditches 5' or more; obstacles 3-4' or more
 - Climb fences or other obstacles 6' or more
- While performing the duties of this job, the employee is regularly required to drive and quickly enter and/or exit a Police Department vehicle.
- The employee must occasionally carry, drag or restrain individuals and/or lift/move more than 100 pounds.
 - Drag objects, suspects, or victims weighing 180 lbs or more up to 45'
- The employee must also, at times, exert light physical effort in sedentary to light work, occasionally involving lifting, carrying, pushing, pulling, crouching, crawling, kneeling, stooping, and or moving up to 50 pounds.
- The work sometimes requires above-average physical agility and conditioning. Rare situations may require significant physical agility and may expose the employee to great stress.

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PHYSICAL ABILITIES:

- Having the aerobic power to perform essential pursuit and use of force situations involving sustained effort.
- Having anaerobic power to perform essential pursuit, extraction, and use of force situations involving short intense effort.
- Having the abdominal muscular endurance to perform pursuits and lifting tasks.
- Having the upper body absolute strength to perform lifting, pushing and pulling essential functions.
- Having the leg power to perform sprints, jumping, and vaulting tasks.
- Having the agility to move quickly around objects and obstacles in pursuit situations.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, shapes, and textures associated with job-related objects, materials, and tasks.
- Ability to meet the Department's physical standards and maintain good health and fitness.
- Ability to maintain a clean, professional, uniform appearance and demeanor.

1105.6.5 ENVIRONMENTAL ADAPTABILITY

- Ability to work under conditions that require exposure to environmental factors such as temperature variations and extremes, irate individuals, intimidation, violence, and traffic hazards. This exposure may cause some discomfort and presents a risk of injury.
- Extensive motor vehicle operation.
- Ability to work any shift within a 24 hour period including nights, weekends, and holidays.
- Ability to deal courteously and effectively with people who are fearful, intoxicated, belligerent, resistive, combative, irrational, delusional, spitting, and/or threatening. Ability to maintain prolonged contact with people who have mental illness, people with dementia, people who have urinated or defecated upon themselves, people with offensive habits or body odors, people who are exhibiting significant or fatal injuries, and people who are deceased.

1105.6.6 TECHNOLOGY SKILLS

- Knowledge and experience in the utilization of technical equipment including, but not limited to: computers, cameras, and radar units.
- Proficiency in word processing/typing.

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1105.7 EOE/ADA

The City of Altoona is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.