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## Police Officer - Job Description

### 1104.1 POSITION SUMMARY

Under the general direction of the shift patrol sergeant, performs a full range of police duties necessary to enforce the law. Investigates complaints, maintains order, aids individuals, and identifies criminal offenders. Identifies law enforcement problems, resolves conflicts, and provides other police services to the public as necessary. Performs a variety of unplanned physical tasks which include the restraining of violent individuals or animals, running as fast as possible while chasing, climbing fences, and responding to EMS and rescue emergencies. Officers must handle police equipment, gun belts, street barricades, EMS equipment such as oxygen, patients, and stretchers and more. Decisions within areas of responsibility are made independently. Supervision received is general. There is frequent interaction with the general public.

### 1104.2 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.

#### 1104.2.1 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.
- Performs reasonable cleaning tasks, repairs and/or upgrades to police department buildings or as needed
- 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.

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- 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.

#### **1104.2.2 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 Chippewa County 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.
- 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 Chippewa Falls Police Department.
- Performs other such duties as assigned.

#### **1104.3 SUPERVISORY REQUIREMENTS**

- None

#### **1104.4 EDUCATION AND/OR EXPERIENCE REQUIREMENTS**

- Possess at minimum 60 college credits from an accredited college.
- Previous experience dealing with the general public preferred.

#### **1104.5 LICENSES, CERTIFICATIONS, ETC**

- Be (at least) 20 years of age.
- Possess a valid Driver's License.
- Must meet the minimum requirements as established by the Wisconsin Law Enforcement Standards Board.

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#### **1104.6 KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to identify and analyze problems, evaluate alternative solutions and utilize sound judgment.
- Ability to develop proactive plans within the department and in partnership with the Community.
- 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 get in and out of a patrol car on a frequent basis.
- Possess the finger and arm dexterity and the strength necessary to safely operate a firearm.
- Knowledge and experience in the utilization of technical equipment including, but not limited to: computers, cameras, and radar units.
- Proficiency in word processing/typing.
- Ability to render credible testimony in a court of law.
- 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.
- Must keep physically fit.

#### **1104.7 PHYSICAL DEMANDS**

- **Standing/Walking:** Stand and walk on concrete or asphalt pavement or uneven, unpaved surfaces. While inside, stand and walk on concrete, vinyl and carpeted floors.
- **Sitting:** Sit in a patrol vehicle. Sit in the office for report writing and meetings.
- **Carrying:** May routinely carry objects of varying sizes up to 500-feet in distance. Objects may be of different substances or shapes. Some carrying may be under emergency conditions.
- **Lifting:** May routinely lift objects as part of regular duties (i.e., drawing firearm, taser, or baton). Lifting does not normally require anything over shoulder height. May include lifting persons in custody, unconscious, etc. Weights range up to 200 pounds, but routinely weigh 10-40 pounds.
- **Pushing/Pulling:** May be required to pull weight under emergency/arrest conditions. Routinely may push/pull objects weighing 10 to 40 pounds.
- **Bending:** Move from the waist to pick up or lay down an object. May be down on knees for short time periods, as duties require.
- **Reaching:** Reaching will be required under emergency/arrest conditions. Reaching frequently in patrol vehicle for radio, siren/light bar controls or MDC keyboard. Provide traffic direction and control – requires extensive use of hand and arm signals for

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periods varying from five minutes to one hour. Some reaching required while changing into uniform, reaching for office supplies across a table, and reaching for equipment in compartments of the squad.

- **Twisting:** Twisting will be required under emergency/arrest conditions. Twisting in the patrol vehicle to one side or the other as well as some twisting is involved in entering/leaving vehicle. Twisting is required sitting at a table or desk as officer reaches for the phone or paper.
- **Climbing – Height:** On/over various building surfaces, fences, walls (approximately 6 feet high), etc. Climbing stairs between building levels common part of daily routine; slope/number of steps varies, dependent on situation, and may be under emergency conditions.
- **Crawling:** May be required in emergency situations. Surfaces may vary, inside/outside, environments. Distance normally limited to less than 10 feet.
- **Running:** Running may be required for short distances to escape from or reach an incident scene, or in the process of arresting a suspect.
- **Hearing:** Officer must have hearing sufficient (unaided or aided) to perform essential hearing tasks without posing a direct threat to officer or others. Essential hearing tasks include, but are not limited to: discerning and distinguishing spoken words and speech from ambient background noise, such as highway traffic, sirens, “crowd noise”, etc.; being able to determine from which direction speech or noise (i.e. cries for help, gunshots, screams, audible alarms, sirens, etc.) is coming from. If amplification devices are used, they must be of the type that prevents further hearing loss, but also allows the officer to perform essential hearing tasks.
- **Vision:** Officer must have vision sufficient (unaided or aided) to perform essential sight tasks without posing a direct threat to officer or others. “Vision” includes color discrimination, peripheral vision, depth perception and either uncorrected or corrected visual acuity in both eyes. Essential vision tasks include, but are not limited to: day and nighttime driving, use of weapons, observing activity around officer, reading documents, issuing citations, and processing crime scenes and arrestees.
- **Voice:** Officer must have voice sufficient (unaided or aided) to perform essential speaking tasks without posing a direct threat to officer or others. Essential voice tasks include, but are not limited to: use of voice commands to project control and direct action, talking with persons attempting suicide to get them to stop, and talk to be heard above audible alarms, crime-scene confusion, and various ambient background noises.

#### 1104.8 ENVIRONMENT

- Majority of the work day is inside (including in a vehicle); however, outside exposure can be under extreme heat, cold and temperature changes.

#### 1104.9 HAZARDS

- Variety of environments including noise, fumes, dust, traffic, etc.

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- Extensive motor vehicle operation.
- Exposed to moving traffic enforcement/control situations.
- Subject to assault, combative or resistive persons in arrest situations, disturbance or other emergency calls.
- May have deadly/dangerous weapons used against officer.
- May be required to break up fights between two or more persons.
- May respond to hazardous materials spill or drug lab environment.

#### **1104.10 EQUIPMENT/TOOLS**

- Operate motor vehicle under regular and emergency conditions, including two-way radio and/or cellular telephone.
- Use hand tools to affect custody of violators, including handgun, shotgun, handcuffs, baton, OC, taser, and flashlight. Must be able to hold handgun and discharge accurately.
- Normal office tools/equipment (i.e. copier, fax machine, computer, and small desk tools).
- Wear protective equipment such as ballistic vest.

#### **1104.11 PRODUCTS/MATERIALS**

- Fingerprint powder, taser probes, ammunition, highway flares, gasoline, oil, and any other material, which might be found at an incident scene.
- Paper, glue, copier toner and other common office products.

#### **1104.12 PSYCHOLOGICAL DEMANDS**

- Subject to varying levels of stress in accordance with type of assignment, dispatch call, traffic violator contact, follow-up investigation, suspect interviewing and management, crime scene and evidence processing, etc.
- Includes defensive posture, physical and mental state necessary to affect arrest, backup fellow officer, react in a life-saving manner.