

**Wisconsin Dells Police Department
Limited-Term Patrol Officer Job Description**

Classification: Non-Exempt
Status: Limited-Term
Supervisor: Chief of Police, Lieutenant of Police and Sergeant of Police
Union: N/A

Hours: Various shifts with rotating days off including but not limited to:
6:00 A.M. - 2:30 P.M.
2:00 P.M. - 10:30 P.M.
10:00 P.M. – 6:30 A.M.
7:00 P.M. – 3:30 A.M.

General Statement of Duties and Responsibilities:

The Limited-Term Patrol Officer is directly responsible to the Patrol Sergeant and ensures the constitutional rights of all citizens. He/she will impartially enforce the laws of the State of Wisconsin and the ordinances of the city of Wisconsin Dells. The Patrol Officer carries out departmental functions primary to the prevention of criminal activity and providing day to day police services to the community.

1. Patrols within the geographical boundaries of the City of Wisconsin Dells during an assigned shift to preserve law and order and for the purpose of preventing crime.
2. Answers calls and complaints involving traffic accidents, domestic situations, robberies, thefts, and other ordinance violations, misdemeanors, disturbances, and felonies. Responds to fire & EMS calls for investigation and/or crowd/traffic control, and take the necessary police action.
3. May be called on at any time for emergency duties and assists citizens in any way immediately available. Provides emergency medical attention when necessary.
4. Investigates complaints concerning the theft of, or damage to property. Conducts preliminary and follow-up investigations at the scenes of crimes and accidents. Gathers, recovers, protects, identifies, and takes custody of physical evidence, and may call for technical identification and laboratory assistance to evaluate such evidence.
5. Documents facts and testimonials. Locates and interrogates victims, suspects, and witnesses. May also testify as an "expert" witness at hearings and in court.
6. Investigates vehicle accidents, including hit and run accidents; Completes required accidents reports; determines if criminal negligence is involved and makes arrests of suspects or delivers summons as required.
7. Serves warrants; makes arrests, and processes and/or transports prisoners,
8. Prepares records of arrests and submits detailed reports of investigations made,

completely, promptly, and in a form that can easily be understood. Is responsible for reviewing and making notes for the correction of all assigned reports.

9. Attends training courses and instructional meetings. May assist in the supervision and training of new recruits. Assists superiors in their work and may act for them in their absence.
10. Works with social agencies, schools, and other groups.
11. Performs business & vacation checks within their designated area of patrol.
12. Performs other related work as may be assigned by his/her supervisor.

Knowledge, Skills, and Abilities Required

1. Working knowledge of departmental policies, procedures, rules and regulations.
2. Working knowledge of the application of criminal civil law as they relate to the law enforcement function.
3. Ability to maintain an effective working relationship with Chief, Lieutenant, Public Safety Committee City Administrator, and all other department employees.
4. Required to complete all appropriate written exams and physical testings.
5. Ability to work in all phases of the delivery of law enforcement services and their related police procedures.
6. Knowledge of State, Federal, and City laws and ordinances regulating the day to day delivery of police services.
7. Ability to make sound decisions and to communicate effectively both verbally and by using written communication.
8. Ability to develop and maintain satisfactory performance levels in relevant psycho-motor skills.

General Competencies

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of patrol officer. In addition, the employee must be able to satisfy the following competency requirements.

ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.

COMMUNICATION SKILLS: Communicate ideas and information effectively in both written and oral form.

PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems; recommend

actions designed to prevent problems from occurring; refer problems to supervisor when necessary.

READING ABILITY: Effectively read and understand information contained in memoranda, reports, ordinances, statutes, technical manuals, bulletins, etc.

ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal and written instructions from a supervisor.

TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

Specific Proficiency Requirements

1. MENTAL REQUIREMENTS/PROBLEM SOLVING ABILITIES

Standard practices usually apply, but a large amount of tasks are non-routine and of greater complexity. Skills of logic and understanding are used to make unstructured decisions. Situations may also call for conflict resolution or decision making.

2. WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Involves continuous physical risks and/or some unpleasant working conditions. Some physical requirements such as endurance, strength, dexterity, are to be maintained for persons in this position.

3. CONTACTS/PUBLIC INTERACTION

Requires continuous business contact (telephone, personal, or written) within and outside the organization. Involves information exchange calling for courtesy and tact to get cooperation or create a favorable impression.

4. MEETING DEPARTMENT GOALS AND OBJECTIVES

Timely completion of individual and departmental goals is emphasized. Likely effects several departments / bureaus / units due to the importance of the tasks duties.

Technical Requirements

Knowledge of:

- Wisconsin Dells Police Department rules, regulations, policies and procedure
- Law enforcement terminology
- Applicable state statutes and municipal ordinances
- Current office equipment, procedures, methods, and practices
- Design and maintenance of centralized records systems
- Data entry and data processing applications
- Proper grammar, spelling, and punctuation

Ability to:

- Maintain confidential information.
- Ability to operate a wide variety of Police related equipment including computer and LRMS peripherals, calculator, photocopier, facsimile, telephone
- Organize and prioritize work effectively, within department guidelines.
- Determine proper work priorities and meet established deadlines.
- Type and edit a variety of written materials.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively with the public on as one-on-one basis, including in emergencies or situations where a customer may be angry, unruly, or verbally abusive.

Qualifications

1. Minimum 60 college credits in criminal justice, management or related field preferred.
2. Must possess a valid Wisconsin Drivers License.
3. Must have (or have the ability to attain) certification as a law enforcement officer for the State of Wisconsin.

***Note:**

This document is intended to describe the general content of the requirements for the performance of this job. This document is not intended to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Unless otherwise stated, all duties, responsibilities, requirements, and qualifications stated are essential functions of this position. This position shall be reviewed and evaluated on a regular basis, by the Chief of Police.