



POSITION TITLE: POLICE OFFICER (Part Time) **JOB FAMILY:**
REPORTS TO: CHIEF OF POLICE or in the absence of the Police Chief the POLICE
LIEUTENANT **FLSA:** Non-exempt

ESSENTIAL FUNCTIONS OF A POLICE OFFICER

In accordance with the Americans with Disabilities Act (ADA), the following list of essential functions is established as criteria for qualification to receive confirmed offers of employment with the Village of Kronenwetter Police Department.

IN GENERAL

This position description is intended to describe the general nature and level of work being performed by employees assigned to this job title. It is not to be construed as a complete listing of all responsibilities, duties and skills required. Other duties may be required and assigned. This position only differs from full time in that the duties and responsibilities will be required only when the individual is working for the Village in a part time capacity. This is not a scheduled position.

JOB OBJECTIVE (Expectations and Outcomes)

This is general law enforcement and public safety work in the protection of life and property and in the execution of orders issued through the authority of the Kronenwetter Police Department. Officers perform varied assignments in motorized patrol, traffic control and enforcement, accident investigation, preliminary and follow-up investigation at crime scenes, apprehending criminals, and assisting in public safety education programs. Work involves an element of personal danger and high levels of physical, emotional, and mental stress to deal with people in various situations. Officers must be able to act without direct supervision and exercise independent judgment in meeting emergencies. Situations often arise where officers will have the responsibility for making decisions regarding the use of deadly force in protecting citizens and themselves without the opportunity for prior supervisory advice or assistance. Routine assignments are received from superior officers who review work methods and results through reports, inspections, and discussions.

MANAGERIAL RESPONSIBILITY

None expected of this position.

EDUCATION AND WORK EXPERIENCE

Required: A high school graduate with a minimum of an Associate level degree (60 college credits) or obtainable within the first five (5) years of employment. College credits must be 60 semester hours at the Associate degree level or higher and must be from an accredited level school. Candidates must be WI Law Enforcement Standards Board certified at the time of hire.

Preferred: A Bachelors level degree in a law enforcement discipline. A minimum of three (3) years of prior quantifiable law enforcement experience in a full time or part time law enforcement position is preferred.

LICENSING/CERTIFICATION

Required: Employee must hold a Basic Certification as a Law Enforcement Officer in the State of Wisconsin or be eligible to be certified as determined by the Law Enforcement Training and Standards Bureau, State of Wisconsin.

QUALIFICATIONS/REQUIREMENTS

U.S. citizen; minimum age: 21; valid driver license with good driving record; no felony convictions; no domestic abuse convictions; ability to possess a firearm.

If deemed as necessary or appropriate by the Police and Fire Commission, successfully complete any or all of the following: written exam; oral interviews; medical examination; vision examination; drug screening; background investigation; physical fitness/agility screening; psychological profile or examination.

WORKING RELATIONSHIPS

Employee will be responsible and must be able to interact with all kinds of individuals from the public as well as individual employees of the Village. Interaction and communication abilities and skills are essential to this position.

DUTIES AND RESPONSIBILITIES

The following *Police Officer* duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be required and assigned.

1. Exercises law enforcement powers and responsibilities assigned to sworn police officers under Wisconsin State Statute and Village of Kronenwetter Ordinance.
2. Maintains readiness and fitness for receiving and responding to incident occurrences outside the normal work day.
3. Takes police action in situations requiring immediate attention.
4. Abides by all department rules and policies, accepts job responsibilities and avoids any and all acts which might be construed as compromising one's integrity.
5. Meets with supervisors to apprise them of events, situations, and developing trends.
6. Performs active community problem identification and solving.
7. May review "DRAFT" policies and procedures for potential impact on department operations and suggest changes when appropriate.
8. Patrols assigned area, observing for criminal activity, safety hazards, traffic violations, persons needing assistance and the like.

DUTIES AND RESPONSIBILITIES (CONTINUED)

9. **Becomes and remains familiar with patrol sectors, geographical locations, known offenders, neighborhood routines, and potential problem areas.**
10. **Observes and checks entrances to buildings and premises to maintain security of property.**
11. **Observes and checks liquor-permit establishments for violations and criminal activities, takes appropriate action when necessary.**
12. **Makes presentations to groups and individuals on subjects related to police officer's duties.**
13. **Handles complaints filed by citizens.**
14. **Observes for, detects, investigates, and documents violations of law and ordinances.**
15. **Conducts interviews and interrogations of victims, witnesses, suspects, offenders and other persons.**
16. **Conducts preliminary and follow-up investigations.**
17. **Identifies, collects, processes, packages and logs physical evidence.**
18. **Collects information and either acts upon it if within the scope of authority or routes it to the proper authority or agency.**
19. **Searches persons, vehicles, and places.**
20. **Identifies and arrests offenders.**
21. **Guards and escorts prisoners.**
22. **Provides escort and dignitary protection.**
23. **Serves criminal complaints, arrest and search warrants, and other court documents.**
24. **Prepares cases for trial, appears and testifies in court, at deposition sessions and at similar proceedings.**
25. **Engages in traffic and parking law enforcement.**
26. **Controls, regulates and directs vehicular and pedestrian traffic.**
27. **Investigates traffic collisions including protecting the scene, aiding the injured, controlling traffic, clearing the scene, determining the cause, preparing reports and diagrams.**

DUTIES AND RESPONSIBILITIES (CONTINUED)

28. Assists disabled motorists.
29. Deals with all ages of children in a variety of situations.
30. Deals with domestic disputes and other interpersonal and business conflicts.
31. Observes for, recognizes and corrects or reports public hazards such as gas leaks, traffic signal malfunctions, traffic obstructions, and power outages.
32. Responds to requests for ambulance/fire service and assists as needed.
33. Investigates incidents involving deceased persons resulting from criminal, accidental, suicidal and natural causes, including dealing with family, relatives, friends, witnesses, etc.
34. Investigates reports of lost and found properties.
35. Investigates reports of missing and found persons.
36. Investigates animal complaints including apprehension and transport of stray or vicious animals.
37. Generally assists persons in distress.
38. May serve as a Field Training Officer; training new officers on department policies, procedures and activities.
39. May instruct children in crime prevention, such as DARE.
40. Attends training as assigned.
41. Maintains annual recertification training as required by Wisconsin Law Enforcement Standards Bureau & approved by the Chief of Police.
42. Develops and maintains skills and licenses/permits/certifications associated with areas of special instructions.
43. Prepares clear, accurate and complete reports, logs and documents on any and all activities engaged in.
44. Properly uses and maintains all assigned equipment.
45. Conducts inventory of assigned vehicles and equipment to insure that necessary equipment is available when needed.
46. Maintains clothing and personal equipment to satisfy inspection requirements.
47. Operates assorted office machines, including computers and computer terminals, fax machines, copiers, etc.

DUTIES AND RESPONSIBILITIES (CONTINUED)

48. Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

To perform the job of police officer successfully, an individual must be able to execute each duty and responsibility satisfactorily. The police officer must:

1. Possess the flexibility to assume a variety of positions and postures necessary to effectively employ any available “cover and concealment” during a perceived use of deadly force encounter.
2. Possess the range of motion to respond to a physical attack, and at a minimum possess the ability to escape the attacker and/or summon aid.
3. Possess the ability to fully operate and qualify with the department issued firearms while utilizing both hands, as well as each hand individually. Also at least annually demonstrate proficiency with all department employed weapons to a level as determined by the Chief of Police or the department’s Weapons Training Officer.
4. Possess the ability to operate/utilize all department vehicle-mounted equipment whether in a mobile or stationary mode.
5. Possess the ability to operate department office equipment such as telephones, computers, audio/video devices and all department training equipment/aids.
6. Possess the ability to operate all equipment necessary for performing routine duty assignments, apprehending and processing criminal, and conducting both criminal and traffic-related investigations.
7. Possess the physical capability to apprehend suspects to the extent of engaging in foot pursuits while summoning assistance and/or engaging in the necessary use of force.
8. Possess the capability and endurance to administer first aid, to include Cardio Pulmonary Resuscitation (CPR).
9. Possess the ability to perform duties for extended periods of time while exposed to adverse conditions, to include time worked in excess of the normal daily duty shift and inclement weather (i.e. extreme heat/cold, rain, snow, etc.).
10. Possess the ability to discern colors as they’re applied in traffic safety situations (electric signals, signing, hazardous materials placards, etc.).
11. Possess adequate depth perception, (i.e. judging distances and estimate speed).
12. Possess adequate night vision ability to permit the safe operation of a motor vehicle and detection of obstacles/threats in a variety of situations and environments.

KNOWLEDGE, SKILLS, AND ABILITIES - Continued

13. Possess adequate peripheral vision to permit the safe operation of a motor vehicle during normal and/or emergency situations, as well as be able to detect obstacles/threats in a variety of environments.
14. Possess the ability to see, read, and recognize obstacles in a variety of normal and/or emergency environments. Have vision that is correctable to “normal vision” standards.
15. Possess the ability to use standard telephones and radio equipment.
16. Possess the ability to determine or estimate the point of origin of noise.
17. Possess the ability to recognize/relate sound to situations based on sound frequencies or voice inflection within the normal range of human hearing.
18. Possess normal senses for touch and smell.
19. Possess the ability to speak, read and write the English language in a clear, understandable fashion.
20. Possess the ability to reasonably identify and employ basic non-verbal communications (body language).
21. Possess the ability to effectively relate to, or communicate with a variety of personality types during interpersonal contacts.
22. Possess the ability to comprehend and implement verbal and written instructions.
23. Possess the ability to apply theory-based instruction or training to actual incidents/situations.
24. Possess the ability to apply reasoning skills when confronted with circumstances requiring that discretionary decisions be made.
25. Possess the ability to establish priorities and construct further plans after an initial assessment when investigating accidents or events.
26. Possess the ability to formulate and employ an appropriate course of action for a given situation for which no specific rule or procedure has been established.
27. Possess at a minimum “average” short and long term memory skills in order to retain and retrieve information furnished in the form of bulletins, verbal reports, training keys, etc.
28. Be able to completely operate and drive department-equipped vehicles while performing routine and emergency patrol functions.
29. Be able to physically negotiate various types of terrain and/or obstacles confronted in the course of both routine and emergency assignments.

KNOWLEDGE, SKILLS, AND ABILITIES - Continued

30. Be able to react and move rapidly from a sedentary to active posture in response to environmental conditions or events.
31. Be able to make impartial decisions when confronted with persuasive influence.
32. Be able to cope with and perform day to day duties under the principles of discipline.
33. Be able to maintain self control in the face of constructive criticism and/or ridicule.
34. Be able to adjust to shift work.
35. Be able to continue performing all required tasks when faced with unpleasant circumstances.
36. Be able to perform police duties without dependence on alcohol/narcotics.

WORK ENVIRONMENT

The work environment will typically be within the Village of Kronenwetter but could extend outside of this jurisdiction depending upon circumstances (mutual aid, pursuits, follow up investigations to other jurisdictions, etc.). Work may have to be performed under hazardous conditions dependant on a number of factors, to include but not limited to; environmental conditions, severe weather conditions, as well as having to enter dwellings and buildings that may be structurally unsound as well as unfit or unclean by normal societal standards to save or preserve human life.

PHYSICAL DEMANDS

The physical demands of this position require the employee to maintain a level of fitness which will enable the individual to perform the various tasks and duties as specified. Also the employee needs to be prepared to defend one's self in the event they become involved in a physical confrontation which could result from a single or multiple individuals and could cause the employee to have to employ the use of deadly force to defend themselves or others from great bodily harm or death.

EMOTIONAL/PSYCHOLOGICAL STABILITY

The police officer position requires the employee to have the emotional and psychological stability required for the following:

1. Cope with and perform daily duties under the principles of discipline;
2. Maintain self control when receiving constructive criticism or ridicule;
3. Continue to perform all required tasks at a professional level when faced with unpleasant circumstances;
4. Perform police duties without dependence on alcohol/narcotics;

5. Deal effectively with the morbid, the macabre, the repugnant, the abnormal, the morose, the psychotic, the neurotic and the otherwise abnormal or unusual facets of human behavior.

ENVIRONMENTAL FACTORS

Officers have to deal with light conditions associated with day and night conditions, as well as having to be in close proximity to smoke, fire or chemical spills in order to provide emergency services. In addition, officers may be subject to personal danger from any of the following (this list is not all inclusive):

1. Armed and dangerous people or animals;
2. Persons and or articles with contagious/communicable diseases;
3. Hazards associated with emergency driving, traffic control and working in and around traffic;
4. Hazards associated with natural and man-made disasters.

EXPOSURE TO BLOOD-BORNE PATHOGENS OR OTHER SAFETY EXPOSURES

A strong possibility exists for police officers to be exposed to this type of danger, as the employee will be responsible to respond to and handle various incidents involving violence and trauma to human beings.

SCHEDULING

Police officer positions involve regular and irregular shift work and shift rotations necessary to provide police services 24 hours a day, 7 days a week, 52 weeks a year (weekends and holidays are included). Work shifts are normally 8 hours in duration but may be extended in the event of emergency, disaster, personnel shortages, workload or work in progress. Part-time officers do not have regularly scheduled hours but are expected to be capable of filling shifts on both short notice and when given extended notice of vacant shifts.

MEDICAL REQUIREMENT

Applicants may be required to submit to a medical examination prior to appointment, consistent with requirements of the position.

The Village of Kronenwetter is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I, _____ hereby state that I have read through the entire document relating to the essential functions of a police officer and by signing, I confirm and assert that I understand the information and agree that I meet the requirements, I will fulfill the expectations set forth in this form, and I am capable and willing to accept employment under the working conditions stated herein.

Applicant's Signature: _____ Date: _____