



**PLATTEVILLE POLICE DEPARTMENT
JOB DESCRIPTION**

POLICE OFFICER

EXEMPT: Yes

UNION: Yes

GENERAL STATEMENT OF JOB:

Performs a variety of routine and complex public safety work consisting of preventative patrol, community policing activities, criminal investigations, car crash investigations, enforcement of Federal and State Statutes, enforcement of Municipal Ordinances, first responder responsibilities, traffic control activities, provides emergency response to citizen requests and performs all other police functions within the City of Platteville.

EXAMPLES OF WORK PERFORMED:

Section 1. Specific Activities

- 1.1 Patrols a designated area of the City on foot, by bicycle or in a squad car to preserve law and order, to prevent and discover the commission of crime, to lend assistance to citizens in need, to note and report situations which endanger the health, safety and convenience of the public and to enforce traffic and parking regulations.
- 1.2 Answers assigned calls for service and impartially investigates assigned complaints.
- 1.3 Investigates crimes, legally arrests persons, participates in prosecutions, educates and works with citizens in an effort to reduce crime in the community.
- 1.4 Investigates Municipal Ordinance violations, issues Municipal Citations, participates in prosecutions of City cases, educates and works with citizen in an effort to reduce ordinance violations.
- 1.5 Enforces traffic laws, investigates traffic accidents, issues Traffic Citations, participates in prosecutions of traffic cases, educates and works with citizens in an effort to reduce traffic problems and cause traffic to flow safely in the community.
- 1.6 Provides other services to citizens as permitted by the departments resources (i.e., funeral escorts, animal control, first responder, motorist assists and many other services).

- 1.7 Enforces parking laws, educates and works with citizens in an effort to reduce parking violations.
- 1.8 Completes all required reports.
- 1.9 Safeguards and preserves all property under the control of the police department.
- 1.10 Protects and respects the constitutional rights of all persons.
- 1.11 Identifies, proposes improvements and follows department policies, procedures, rules, regulations and written directives.
- 1.12 Carries out the lawful orders of a superior.
- 1.13 Performs other duties as requested or as needed.

Section 2. Peripheral Activities

- 2.1 Performs other duties as requested or as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Logical or scientific thinking to solve problems or interpret instructions by using several abstract and concrete variables simultaneously. Arithmetic calculations involving fractions, decimals, and percentages. Knowledge of modern law enforcement practices. Ability to communicate effectively, in English, both verbally and/or in writing, with customers and the general public.

Skill in the operation of listed tools and equipment.

Ability to learn the applicable laws, ordinances, and department policies, rules and regulations; ability to perform work requiring good physical condition; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationship with subordinates, peers and supervisors; ability to exercise sound judgment in evaluating situations and in making decisions; ability to follow verbal and written instructions; ability to learn the City's geography.

Employee will be familiar with details of job to do it reasonably well within 1 year.

TOOLS AND EQUIPMENT USED:

Police car, police radios, radar, laser, Varda Alarm, handgun, rifle, shotgun, baton, handcuffs, pepper mace, intoxilyzer, first aid equipment, personal computer including a variety of software packages and telephone.

CONFIDENTIAL DATA:

This employee may be exposed to all police records. Confidential data includes all police records. A few examples of these records are as follows: criminal records, requests for services, traffic information; juvenile records, domestic abuse complaints, child abuse complaints, employee personnel files and all written and computerized records. There are legal and internal controls on the release of any information from the Police Department.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

In addition, the Platteville Police and Fire Commission adopted the following physical demands for all sworn police officers: standing, walking, sitting, lifting/carrying (Max. an injured or ill individual), pushing, pulling hand-over-hand, climbing stairs, climbing – use of legs/arms, balancing, stooping, kneeling, repeated bending, crawling, reaching high/low/level, finger movement/repetitive, repetitive twisting or pressure involving wrists or hands, both hands required, both legs required, ability for rapid mental/muscular coordination simultaneously, oral communication – ability to speak clearly in English, hearing/conversation, near/far visual requirements, depth perception, color vision: distinguish basic shades, color vision: distinguish basic colors, operation of a police vehicle.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications:

- 1 Two-year associate degree from an accredited university/college or a minimum of 60 fully accredited college level credits.
- 2 Certification by the Wisconsin Law Enforcement Standards Board, or ability to obtain certification.
- 3 As established by the Wisconsin Department of Justice Training and Standards Board and the Platteville Police and Fire Commission.

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee occasionally works in outside weather conditions, near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibrations. The noise level in the work environment is usually moderate.

POSITION ACCOUNTABILITY:

REPORTS TO: Sergeant or Lieutenant.

SUPERVISION EXERCISED: Over subordinate officers and telecommunicators when acting as the officer in Charge.

SELECTION GUIDELINES:

The selection process is clearly outlined in the Police and Fire Commission's "Bylaws and Rules of Procedure". The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY OF PLATTEVILLE VALUES

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a "Can Do Spirit" • Acting as Good Stewards of the City's Resources • Ensuring Our Safety and the Safety of Others

Approved by Police & Fire Commission: 1/9/01

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