

	KENOSHA POLICE DEPARTMENT			
	POLICY AND PROCEDURE			
	21.14 Job specifications – Police Officer			
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POLICE OFFICER

I. CHARACTERISTICS OF THE CLASS

Under supervision, performs a wide variety of police and law enforcement activities. Tasks are primarily service oriented and include dispensing information, arbitrating disputes, providing assistance through referrals, property protection, crime prevention, investigative, and other public safety services. Duties include an element of personal danger, exposure to adverse conditions, apprehending criminals, directing traffic, and transporting prisoners. Incumbents perform duties in accordance with Wisconsin State Statutes, Federal Law and Local Ordinances, and established departmental policies, procedures, and guidelines. The incumbent must be able to act without close supervision and must be able to exercise good independent judgement. Work is reviewed through observation, conferences and review of written reports for results obtained and adherence to established policies and procedures. May be authorized to assume the duties of a Sergeant in their absence. Performs other work as requested or assigned.

II. EXAMPLES OF ESSENTIAL FUNCTIONS (illustrative only)

- A. Conducts routine preventative patrol in designated areas of the City; patrols residential/business areas for detection of violators; initiates contacts with both business operators and residents; maintains an open-line of communications within the community.
- B. Responds to calls for police service; attempts to resolve domestic disputes, disturbances and other incidents through counseling or referral; settles disputes among neighbors, juveniles, and/or gangs; resolves any and all complaints from citizens of the community.
- C. Provides information and/or assistance to the public; answers a wide range of non-police related service calls; informs citizens of available services in the community; promotes crime prevention through community and educational programs; makes presentations to public and local organizations concerning crime prevention and related police matters.
- D. Attempts to maintain the peace and safety of the community; responds to public disturbances; maintains civil obedience at group functions.
- E. Provides for the safe and convenient flow of traffic and pedestrians within the community; investigates traffic accidents; enforces traffic violations; conducts driver intoxication investigations; promotes vehicular and pedestrian safety; reports unsafe road conditions.
- F. Conducts criminal and non-criminal investigations; performs surveillance; conducts follow-up investigations.

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- G. Enforces laws and arrests lawbreakers; makes felony and misdemeanor arrests; issues Notices to Appear and traffic citations.
- H. Prepares written reports, forms, and other documents as required.
- I. Testifies in criminal and civil court proceedings; gives depositions.

(NOTE: The duties listed above are intended as illustrations of the various types of work performed by persons in positions covered by this classification specification. This list is not all-inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the position. Management reserves the right to assign employees in this classification to duties not listed above, if the duties are fairly within the scope of responsibilities applicable to the level of work performed by employees in positions covered by this classification specification. This classification specification does not create an employment contract between the City and the employee and is subject to change by the City as the needs of the City and the department change over time.)

III. REQUIREMENTS

A. Training and Experience:

1. High School Diploma or GED. Completion of either a two year Associate Degree or a minimum of 60 fully accredited college level credits within 5 years of the date of hire pursuant to LES 2.01(1)(e). Completion of Police Academy training prior to completion of probation. Certified as a Sworn Police Officer in the State of Wisconsin.

B. Knowledge, Abilities, and Skills:

1. Knowledge of federal laws, state statutes, and local ordinances. Knowledge of the rules, regulations, policies, and procedures of the Kenosha Police Department.
2. Knowledge of crime prevention techniques.
3. Knowledge of First Responder and CPR.
4. Ability to understand and follow oral and written instructions.
5. Ability to communicate effectively with superiors, subordinates, and the general public.
6. Ability to analyze situations quickly and objectively.
7. Ability to determine proper courses of action within the established framework of policies and procedures.
8. Ability to learn the geography of the City and surrounding areas.
9. Ability to maintain composure under emergency situations.
10. Ability to work effectively under stressful conditions.
11. Skills in the care and safe operation of a variety of firearms, impact weapons, and chemical agents.
12. Skills in the operation of motorized vehicles under adverse conditions.
13. Ability to work shift work.
14. Ability to develop a working knowledge of departmental rules, regulations, policies, and procedures.

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15. Ability to learn and adapt to changing technologies and practices.
16. Must possess ability to exercise discretion.

C. Physical Requirements:

1. Perform all the duties of a Police Officer and assigned tasks. Operate Police equipment as efficiently and economically as possible under a variety of conditions and in accordance with law and established procedures. This includes but is not limited to vehicles, weapons, computer and radio equipment, cameras and audio and video recording equipment.

D. Environmental Requirements:

1. Task requires that work be performed in adverse environmental conditions.

E. Sensory Requirements:

1. Task requires color perception and discrimination with no impairment. Task requires sound perception and discrimination. Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires texture perception and discrimination. Task requires visual perception and discrimination in each eye correctable to 20/20. Task requires oral communications ability.

F. Possession of a valid driver's license with a good driving record.

FLSA Status: Non-Exempt