

	KENOSHA POLICE DEPARTMENT			
	POLICY AND PROCEDURE			
	21.10 Job Specifications – Police Traffic Officer			
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TRAFFIC OFFICER

I. CHARACTERISTICS OF THE CLASS

Under direction of a Police Captain, reviews citations and accompanying paperwork for accuracy and completeness in the request of criminal traffic charges. The incumbent arranges for defendants held in custody to be taken to court for arraignment. The employee provides courtroom security and acts as a liaison between the Police Department, Court and District Attorney's office. Responsibilities include maintaining records and preparing reports for criminal traffic cases. Work is reviewed through conferences and written reports for adherence to prescribed policies and procedures. Performs other work as requested or assigned.

II. EXAMPLES OF ESSENTIAL FUNCTIONS (illustrative only)

- A. Identifies in custody defendants; reviews citations and related paperwork; prepares packets for requesting criminal complaints; arranges court appearances with jail; reviews criminal complaints for accuracy before submitting to Court Commissioner.
- B. Reviews citations and paperwork for non in custody defendants; prepares packets; transfers paperwork between Police Department, District Attorney's Office and Clerk of Circuit Court office.
- C. Returns incorrect work to arresting officers with letter of explanation; logs or deletes traffic cases in computer; transfers court disposition information to hard copy of citation; forwards citation to records; answers questions from officers, dispatch or supervisors regarding court/traffic matters.
- D. Provides courtroom security during arraignments; takes defendants into custody at time of arraignment and transfers to jail upon order of Court Commissioner.
- E. Obtains additional paperwork at request of District Attorney's office; reschedules court dates; sends certified mail to defendants; coordinates documents for transfer of cases from circuit court to municipal court.
- F. Performs all duties of a police officer.

(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

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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. Three (3) years of experience in law enforcement administration and accident investigation.
- B. Knowledge, Abilities, and Skills:
 - 1. Knowledge of police procedures and report writing.
 - 2. Knowledge of the State Motor Vehicle Code, local ordinance, state laws and the judicial system.
 - 3. Knowledge of modern police practices, methods, and principles in traffic control and safety.
 - 4. Ability to plan and organize work.
 - 5. Ability to establish and maintain effective public relations.
 - 6. Ability to keep accurate records and make clear concise reports.
- 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 may require infrequent exposure to 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 and a good driving record.

FLSA Status: Non-Exempt