

	KENOSHA POLICE DEPARTMENT			
	POLICY AND PROCEDURE			
	21.11 Job Specifications – Court Officer			
Effective Date:	1/11/1991	Revision Date:	9/1/2002	
Action:	A-24		Number of pages:	2

I. CHARACTERISTICS OF THE CLASS

Under direction of a Police Captain provides safety at City Hall and the Municipal Court. The incumbent provides safe transportation of prisoners from the Jail to the Municipal Court and back without incident. The employee ensures that prisoners receive due process as applicable by law. Work is reviewed through conferences and written reports for adherence to established policies and procedures. Performs other work as requested or assigned.

II. EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative only)

- A. Ensures prisoners receive appropriate attention within the jail system as mandated by law.
- B. Coordinates arrangements and transfers for prisoners.
- C. Prepares documents for custody situations.
- D. Prepares for initial court appearances.
- E. Review parking citations disputed by citizen to resolve the issue or set hearing date in Municipal Court for the subject.
- F. Provides security for hearings; conducts arrests in court.
- G. Maintain court dispositions.
- H. Writes, reviews and serves citations and warrants as directed by the prosecutors office and city agencies.
- I. Calibrates and attests to calibration of squad vehicles.
- J. Reviews paperwork, researches cases, acts as liaison to regulating agencies and the general public.
- K. Performs all of the 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 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

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to change by the City as the needs of the City and the department change over time.)

III. REQUIREMENTS

- A. Training and Experience: Five (5) years experience in law enforcement..
- B. Knowledge, Abilities and Skills:
 - 1. Knowledge of the legal system, state statutes, local ordinances, current departmental policies, rules, regulations, and standard operating procedures as they pertain to subpoenas, citations, and court orders.
 - 2. Ability to handle stressful situations with tact, courtesy, and professionalism.
 - 3. Ability to communicate clearly and effectively both in writing and orally.
 - 4. Ability to establish and maintain effective working relationships with the public, attorneys, and other law enforcement personnel.
 - 5. Ability to exercise independent judgment, discretion, and a high degree of confidentiality in the performance of job duties.
 - 6. Skill in preparing reports and maintaining complete and accurate records.
- 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. Tasks 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