

**Rhineland Police Department
Position Description**

Job Title: Police Officer
Department: Patrol
Immediate Supervisor: Sergeant of Police
Committee: None
Work Hours: 42hrs+/week
FLSA: Salaried, Non-Exempt
Bargaining Unit: Local 38

GENERAL POSITION SUMMARY:

The Police Officer is directly responsible to the Sergeant of Police and ensures the constitutional rights of all citizens. He/she will impartially enforce the laws of the State of Wisconsin and the ordinances of the City of Rhineland. The Police Officer carries out departmental functions primary to the prevention of criminal activity and providing day to day police services to the community.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Assess potential hazards in the community and refer any information to the proper authority for correction, or handle according to his/her abilities and authority.
2. Take appropriate action on all matters requiring police attention, whether in response to a specific assignment, by personal observation while patrolling an assigned district, or performing the tasks associated with other general assignments.
3. Support the Constitution of the United States, the Constitution of the State of Wisconsin, and the Mission of the Rhineland Police Department.
4. Patrols within the geographical boundaries of the City of Rhineland during an assigned shift to preserve law and order and for the purpose of preventing crime.
5. Answers calls and complaints involving traffic accidents, domestic situations, robberies, thefts, and other ordinance violations, misdemeanors, disturbances, and felonies. Responds to fire & EMS calls for investigation and/or crowd/traffic control, and take the necessary police action.
6. May be called on at any time for emergency duties and assists citizens in any way immediately available. Provides emergency medical attention when necessary.
7. Investigates complaints concerning the theft of, or damage to property. Conducts preliminary and follow-up investigations at the scenes of crimes and accidents. Gathers, recovers, protects, identifies, and takes custody of physical evidence, and may call for technical identification and laboratory assistance to evaluate such evidence.
8. Documents facts and testimonials. Locates and interrogates victims, suspects, and witnesses. May also testify as an "expert" witness at hearings and in court.
9. Investigates vehicle accidents, including hit and run accidents; Completes required accidents reports; determines if criminal negligence is involved and makes arrests of suspects or delivers summons as required.
10. Serves warrants; makes arrests, and processes and/or transports prisoners,
11. Prepares records of arrests and submits detailed reports of investigations made, completely, promptly, and in a form that can easily be understood. Is responsible for reviewing and making notes for the correction of all assigned reports.

12. Attends training courses and instructional meetings. May assist in the supervision and training of new recruits. Assists superiors in their work and may act for them in their absence.
13. Works with social agencies, schools, and other groups.
14. Performs business & vacation checks within their designated area of patrol.
15. Performs other related work as may be assigned by his/her supervisor.

Supervisory Responsibilities:

A Police Officer will be supervised and evaluated by their shift Sergeant.

Knowledge, Skills and Abilities:

1. Must be fair and impartial in all dealings with the public.
2. Must have a working knowledge of all ordinances and laws enforced.
3. Must be able to communicate both orally and in writing in a clear, concise manner.
4. Must be able maintain confidentiality.
5. Must be able to establish and maintain effective working relationships with fellow employees and the general public.
6. Must know, understand and comply with provisions of the Department Policy and Procedure Manual. Must adhere to policy and procedure in carrying out duties, where applicable. Must actively support the policies, procedures, programs, objectives and philosophies of the Department.
7. Computer knowledge and proficient in computer operations and typing.

Education and Experience:

A Police Officer must be a United States citizen, be at least 21 years of age, possess a valid Wisconsin driver's license with an, acceptable driving record; high school graduate or equivalent, Wisconsin Law Enforcement Standards Board certification, associate degree in Police Science or a related field or 60 college credits; ability to perform the essential functions of a police officer; ability to possess a firearm.

Physical and Environmental Factor

- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, hear, see and speak and use hands and fingers to handle and operate objects, tools, or controls; and reach with hands and arms and lift 15-20 pounds.
- The employee is occasionally required to lift and or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
- The use of force methods commonly called defensive and arrest tactics and the essential job functions of a police officer.
- The noise level in the work environment may vary from quiet to moderately loud.
- This position will be required to work indoors and outdoors; exposed to weather conditions typical of Wisconsin.
- Work is performed in a structured and sometimes stressful work environment.

- Police Officers are required to wear a uniform, comply with uniform and grooming standards and work various shifts including nights, weekends and holidays; overtime may be required including last minute shift extensions.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

