



## EVANSVILLE POLICE DEPARTMENT POLICE PATROL OFFICER POSITION DESCRIPTION

Direct Supervisor: Sergeant of Police, Lieutenant of police; as directed by Chief of Police

### **General Statement of Duties:**

The Patrol Officer is directly responsible to the Patrol Sergeant 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 Evansville. The Patrol Officer carries out departmental functions primary to the prevention of criminal activity and providing day to day police services to the community.

### **Distinguishing Features of the Position**

The patrol officer performs and investigates police functions/duties under the direction of the Lieutenant of Police and/or Sergeant of Police for the city of Evansville, including criminal investigations and related activity, training assignments, and patrol. In administering the activities of the department, the patrol officer exercises independent judgment and discretion.

### **Examples of Work (illustrative only):**

#### **Policing activities:**

The patrol officer shall assist the department in the following:

- Promoting and maintaining an atmosphere of community oriented policing within day to day police operations and police related duties and responsibilities.
- Establishing and promoting effective work relationships with police officers, civilian employees and department staff.
- Respond to current law enforcement needs in the community but also future attempts to engage the community in crime prevention.
- Insures that the constitutional rights and provisions of persons taken into custody are safeguarded.
- Enforce traffic laws and regulations, apprehending violators and issuing appropriate warnings or uniform traffic citations.
- Enforcement of state statutes and city ordinances, apprehending violators and making proper arrests or summonses.
- Interview and interrogate victims, witnesses and suspects as appropriate.
- Able to respond to changes in the community and, thereby, necessary and corresponding changes in the department.
- Police patrol of an assigned area of the city, either mobile or foot patrol.
- Respond to citizen requests for service.
- Investigate criminal and civil offenses, conducting preliminary investigations and follow-up investigations as may be required.
- Possess necessary knowledge and experience regarding law enforcement, especially in patrol procedures, arrest, interview and interrogation, investigations and crime prevention.
- Promoting departmental conduct based on a philosophy of "Professional and Ethical" standards, set by the law enforcement community.

**Community/External relations:**

- Maintain strong relationships with the general public, school district, city governance, community leaders, department staff and employees and outside agencies or organizations.
- Effectively interact with city governance and community leaders, members, etc.
- The Patrol Officer shall encourage other officers to learn the community and provide guidance and direction to promote public safety, stability and respect.

**Administration:**

The Patrol Officer shall assist the Chief and Lieutenant of Police in the following:

- Knowledge of systems to collate, collect and analyze information.
- Display necessary writing skills with corresponding ability to compose comprehensive written narrative reports, proposals, letters, research papers, policies and procedures, memos, and other written documents.
- Demonstrate excellent problem solving skills.
- Able and committed to developing and following policies and procedures, special orders, general orders, memorandums, rules and regulations, and other written directives for efficient operation of the department.
- Ability to articulate appropriate viewpoints of the department.

**Miscellaneous:**

The following duties are normal for this position and shall be directed by the Chief of Police. These are not to be construed as exclusive or all inclusive; other duties may be required or assigned by the Chief of Police and/or his/her designee.

- Communicate with Individuals in a clear and concise manner verbally and in written form.
- Possess the ability to follow instructions furnished in oral and written form and apply those standards to a variety of situations.
- Ability to recall from memory details of persons and things. Ability to reason spatially, make spatial transformations, and copy written and oral information with a minimum of errors.
- Traffic control.
- Investigate traffic accidents and offenses.
- Conduct lawful searches of persons and property, confiscate and secure all evidence and contraband seized according to law and department policy.
- Serve subpoenas and warrants, including body attachments, apprehension requests and juvenile capiases.
- Perform duties as may be assigned for special or temporary police duty assignments.
- Responds to fire & EMS calls for investigation and/or crowd/traffic control, and take the necessary police action.
- 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.
- Participate in police training and maintain required State of Wisconsin Certification for Law Enforcement Officers.
- While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of patrol officer.
- Performs other related work as may be assigned by his/her supervisor.

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- Committed to attending specialized, in service and advanced training programs that enhance the skills, knowledge, and effectiveness of the position.

### **Required knowledge, skills and abilities:**

- Ability to testify credibly and thoroughly without impediment in municipal, state or federal court.
- Thorough knowledge of federal laws, state statutes and local ordinances regarding police operations.
- Ability to make sound decisions and to communicate effectively both verbally and by using written communication,
- Ability to read, interpret, and apply rules and regulations.
- Ability to perform difficult and responsible work with independent discretion.
- Ability to exercise good professional judgment.
- Thorough working knowledge of departmental policies, procedures, rules and regulations.
- Working knowledge of the application of criminal civil law as they relate to the law enforcement function.
- Ability to maintain an effective working relationship with Chief, Public Safety Committee, City Administrator, and all other department employees.
- Working knowledge of the application of criminal civil law as they relate to the law enforcement function.
- Knowledge of the principles, practices, and methods employed in crime detection and criminal investigation.
- Working knowledge of criminal law, city ordinance, and civil rights
- Ability to work in all phases of the delivery of law enforcement services and their related police procedures, knowledge of State, Federal, and City laws and ordinances regulating the day to day delivery of police services.
- Ability to establish and maintain effective relations with co-workers, superiors, and the general public,
- Ability to maintain confidential information, organize and prioritize work effectively, within department guidelines.
- Communicate effectively with the public on as one-on-one basis, including in emergencies or situations where a customer may be angry, unruly, or verbally abusive.

### **Job standards (acceptable experience, training and education):**

- Minimum 60 college credits in criminal justice, management or related field preferred.
- Must possess a valid Wisconsin Driver's License.
- Must have (or have the ability to attain) certification as a law enforcement officer for the State of Wisconsin.

### **Tools and equipment used:**

Personal computer, Microsoft software, word processing and spreadsheet software, telephone, copy machine, optical scanner, TRACS, Spillman, LRMS, Tri-Vin, MVARS, Internal video system, Training Roll Call, and all other equipment required to perform the duties and responsibilities of this position.

### **Physical demands:**

Full range of movement, physical strength, endurance, fitness and condition to apprehend and control an individual and respond to other situations.

**Work environment:**

Ability to operate a motor vehicle while under normal, emergency and pursuit conditions. Ability to maintain a professional demeanor when confronted with stressful situations or verbal opposition. Ability to make quick decisions and process information based on limited information.

**Selection guidelines:**

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

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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 a logical assignment to the position.

The position description for the Patrol Officer 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. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

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