

Grand Chute Police Department

PATROL OFFICER JOB DESCRIPTION



NATURE OF WORK

This is a position within the Field Operations Division. Work involves the following responsibilities: provide a variety of law enforcement services, to include patrolling assigned areas; enforcing laws and ordinances; investigating criminal activity; gathering evidence; apprehending violators; maintaining public order, protecting life and property and assisting the public. Work is performed under direct supervision of the Police Lieutenants and general supervision of superior department personnel.

ESSENTIAL JOB FUNCTIONS

- Provide basic law enforcement services including, but not limited to, response to disputes, crimes, medical emergencies, motor vehicle accidents, traffic problems, and natural disasters
- Justly enforce the laws and ordinances of the State of Wisconsin and Town of Grand Chute
- Identify and investigate suspicious activity and/or suspected crimes against persons, property or public interest as observed and reported
- Determine appropriate course of action to provide the best level of service possible, such as requesting additional resources, initiating and assisting in major case investigations, and providing aid to those in need
- Gather information from reporting persons, witnesses, suspects, and others to conduct or assist in thorough investigation or intervention
- Detain and arrest subjects, including some who become combative
- Promote the department vision, mission, and values
- Engage in and promote community/professional outreach
- Review programs to determine effectiveness (program activity, monetary cost, outcomes, benefit to department, benefit to public, etc.)
- Maintain regular punctual and predictable attendance, work overtime and extra hours as required
- Answer calls for service including, but not limited to domestic disputes, assaults, personal neglect, medical emergencies, natural disasters, fires, accident scenes involving personal injury and death, and search/rescue operations
- Maintain composure and operational efficiency under high stress situations
- Perform detailed follow-up investigations and prepare cases for prosecution

ANCILLARY JOB FUNCTIONS

- Conduct criminal, non-criminal, and traffic-related investigations

- Perform traffic control and enforcement
- Provide testimony regarding actions taken as part of official duties
- Perform routine administrative duties; e.g., dictate and type reports, citations, warnings, and other case-related documents
- Encourage compliance of the laws through preventive policing strategies
- Identify and solve community problems
- Identify items of evidentiary value and preserve, collect, and inventory them accordingly
- Photograph and/or video tape crime and accident scenes and victims
- Assist emergency medical and fire personnel and provide first responder aid at scenes, including traffic accidents with injuries and extrications
- Participate in department programs and initiatives and perform other duties as assigned by the Police Lieutenants or Field Operations Division Commander

REQUIREMENTS OF WORK

- Participate in all required training and maintain LESB certification
- Provide fair and lawful treatment of all citizens
- Knowledge of federal, state and local laws and ordinances
- Knowledge of modern principles, practices and methods of police operations
- Ability to develop collaborative relationships within and outside department
- Ability to analyze community problems and formulate solutions, as appropriate
- Ability to function in a team environment
- Ability to communicate orally and in writing in an efficient and effective manner
- Ability to interact effectively with people of varied standing and background, both within and outside the organization
- Ability to adapt to changing environmental working conditions such as extreme heat, extreme cold, wet, dry, and alternating from outside to inside
- Ability to react quickly and effectively in stressful situations, including unsafe, life threatening, dangerous, uncomfortable conditions where there is a risk of injury and death
- Ability to operate standard office technologies; e.g., computer systems and software
- Ability to use all standard law enforcement equipment
- Ability to perform basic mathematic calculations
- Ability to perform all essential duties of a police officer, including physical demands such as heavy lifting, carrying, balancing, stooping, repetitive finger movement, hand grasping, twisting of wrists, reaching, using both hands and both legs
- Visual requirements: correctable to 20/20, intense visual concentration necessary, accurate/trained depth perception, ability to distinguish basis shades and colors
- Ability to perform all essential duties of a police officer
- Must be certified by the Law Enforcement Standards Board
- Must possess a valid Wisconsin driver's license