

**Butler Police Department
Patrol Officer Job Description**

Position: Patrol Officer

Department: Police

Direct Supervisor: Captain of Police
Chief of Police

Hours: Two shifts schedules with set days off.
6:00 A.M. - 4:00 P.M.
2:00 P.M. - 12:00 P.M.
8:00 P.M. - 6:00 A.M.

Status: L.A.W.

General Statement of Duties and Responsibilities:

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

1. Patrols within the geographical boundaries of the Village of Butler during an assigned shift to preserve law and order and for the purpose of preventing crime through visible patrols and enforcement of traffic laws by issuing warnings, citations and arrests.
2. Answers calls and investigate complaints involving traffic accidents, disturbances, ordinance violations, misdemeanors, and felonies. Responds to fire & EMS calls for investigation and/or crowd/traffic control, and take the necessary police action.
3. May be called on at any time for emergency duties and assists citizens in any way immediately available. Provides emergency medical attention when necessary.
4. Conduct preliminary and follow-up investigations at the scenes of crimes and accidents. Search/gathers, recovers, protects, identifies, and takes custody of physical evidence, and may call for technical assistance when conducting investigations and send evidence to the crime lab for identification and evaluate or identify such evidence.
5. Documents facts and testimonials. Locates, interrogates and interviews victims, suspects, and witnesses.

6. Testify in court and other judicial proceedings and provide credible testimony in a court of law.
7. Serves warrants; makes arrests, and processes and/or transports prisoners,
8. 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 corrections of all assigned reports.
9. 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.
10. Works with social agencies, schools, and other groups.
11. Performs business & vacation checks within their designated area of patrol.
12. Communicate effectively with dispatchers and relay pertinent information in an emergency or non-emergency situation.
13. Performs other related work as may be assigned by his/her supervisor.

Knowledge, Skills, and Abilities Required:

1. Working knowledge of departmental policies, procedures, rules and regulations.
2. Working knowledge of the application of criminal civil law as they relate to the law enforcement function.
3. Ability to maintain an effective working relationship with Chief, Captain, Public Safety Committee, Village Administrator, other employees and the general public
4. Required to complete all appropriate written exams and physical testing.
5. Ability to work in all phases of the delivery of law enforcement services and their related police procedures.
6. Knowledge of State, Federal, and Village laws and ordinances regulating the day to day delivery of police services.
7. Ability to make sound decisions and to communicate effectively both verbally and by using written communication.
8. Ability to work independent and without direct supervision.

9. Ability to qualify with firearms and other offensive and defensive weapons.
10. Ability to develop and maintain satisfactory performance levels in relevant psycho-motor skills.

General Competencies

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. In addition, the employee must be able to satisfy the following competency requirements.

ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.

COMMUNICATION SKILLS: Communicate ideas and information effectively in both written and oral form.

PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.

READING ABILITY: Effectively read and understand information contained in memoranda, reports, ordinances, statutes, technical manuals, bulletins, etc.

ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal and written instructions from a supervisor.

TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

Specific Proficiency Requirements:

1. MENTAL REQUIREMENTS/PROBLEM SOLVING ABILITIES

Standard practices usually apply, but a large amount of tasks are non-routine and of greater complexity. Skills of logic and understanding are used to make unstructured decisions. Situations may also call for conflict resolution or decision making.

2. WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Involves continuous physical risks, including recurrent contact with dangerous and potentially dangerous people, animals and equipment. Unpleasant working conditions and long hours. Some physical requirements such as endurance, strength, dexterity, are

to be maintained for persons in this position.

3. CONTACTS/PUBLIC INTERACTION

Requires continuous business contact (telephone, personal, or written) within and outside the organization. Involves information exchange calling for courtesy and tact to get cooperation or create a favorable impression.

4. MEETING DEPARTMENT GOALS AND OBJECTIVES

Timely completion of individual and departmental goals is emphasized. Likely effects several departments / bureaus / units due to the importance of the tasks duties.

Technical Requirements:

Knowledge of

- Butler Police Department rules, regulations, policies and procedure
- Law enforcement terminology
- Applicable state statutes and municipal ordinances
- Current office equipment, procedures, methods, and practices
- Design and maintenance of centralized records systems
- Data entry and data processing applications (Microsoft WORD & EXCEL)
- Proper grammar, spelling, and punctuation

Ability to:

- Maintain confidential information.
- Ability to operate a wide variety of Police related equipment including computer and RMS peripherals, calculator, photocopier, facsimile, telephone.
- Organize and prioritize work effectively, within department guidelines.
- Determine proper work priorities and meet established deadlines.
- Type and edit a variety of written materials.
- Establish and maintain effective working relationships with those contacted in the course of work.
- 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.

Qualifications

1. Minimum 60 college credits in criminal justice, management or related field preferred.

2. Must possess a valid Wisconsin Drivers License.
3. Must have (or have the ability to attain) certification as a law enforcement officer for the State of Wisconsin.
4. At least 21 years of age.

Cause For Removal

The officer may be removed with or without fault. Economic conditions that cause reductions in work force, the member's inability to attend regularly to work, and a failure to perform competently on any of the essential functions of the position or consistently failing to perform competently on regular tasks are among the major reasons of job removal without fault. Failures to support or uphold the oath of office, behave in a manner that supports the Law Enforcement Code of Ethics, or display due regard for the civil liberties of any person, or accruing atypical amounts of dysfunctional work time, or requiring atypical amounts of

***Note:**

This document is intended to describe the general content of the requirements for the performance of this job. This document is not intended to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Unless otherwise stated, all duties, responsibilities, requirements, and qualifications stated herein are essential functions of this position. This position shall be reviewed and evaluated on a regular basis, by the Chief of Police.