

# Job Description

<b>Human Resource Use Only</b>
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<b>Position Number:</b> <b>Step/Grade</b> <b>Effective Date: 6/2016</b>
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## POSITION IDENTIFICATION

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**Position Title:** Police Officer  
**Division:** Patrol  
**Status:** Full Time Non-Exempt  
**Normal Workweek:** 5-2/5-3 rotation (5 days on, 2 days off, 5 days on, 3 days off)

## SUPERVISORY RELATIONSHIPS

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**Reports to:** Shift Commander  
**Directly Supervises:** No supervisory responsibilities

## POSITION PURPOSE

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A patrol officer's responsibility involves the protection of life and property, prevention of crime, apprehension of criminals and the general enforcement of laws and ordinances in a designated area on an assigned shift, or on special assignments. The work involves an element of personal danger and the employee must be able to act without direct supervision and to exercise independent judgment in meeting emergencies. The work assignments are general, and special instructions are received from a supervisor. Work is reviewed by inspection, observation of results and thorough oral and written reports.

## ESSENTIAL DUTIES

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- Patrols city streets, roads and public places, either at large or in designated area;
- Checks buildings to ensure that they are in a safe condition and that no forced entries have occurred;
- Directs traffic and enforces motor vehicle and parking regulations;
- Investigates automobile accidents, interviews witnesses, gathers information, locates and identifies hit and run vehicles and makes detailed reports;
- Makes arrests when violations of laws and/or city ordinances are observed or when warrants are in existence for known offenders;
- Investigates suspicious incidents occurring during tour of duty;
- Issues verbal warnings, written warnings or citations to observed offenders;
- Operates a police vehicle outfitted with police related equipment;
- Detects and interviews suspicious persons;
- Answers calls for service and complaints involving ordinance, misdemeanor and felony violations;
- Interviews persons with complaints and inquiries and attempts to make proper disposition or direct them to appropriate authorities;
- Identifies and solves community conflicts and problems;
- Conducts follow-up investigations when necessary;
- Operates equipment for detecting intoxicants;
- Serves as traffic controller at funerals, parades and other special events;

- Provides assistance and information to citizens and motorists;
- Reports the need for maintenance or repair of department vehicles and/or equipment, to ensure proper and efficient functioning at all times;
- Testifies in all court proceedings when required;
- Investigates and reports hazardous conditions that might constitute a danger to the public;
- Checks for stray animals and investigates all animal bites
- Attends regular training classes in police methods and related subjects;
- Is proficient in the use and care of firearms and other weapons used by the department;
- Maintains records and prepares clear and concise reports;
- Knowledge and skills in operating computer systems;
- Demonstrates clear and concise communications skills

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## OTHER DUTIES

Other duties as may be assigned.

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## MINIMUM POSITION QUALIFICATIONS

**Education:** Associate Degree in Police Science or relevant Bachelor's Degree from accredited university or college, or 60 semester hours undergraduate credits from accredited university or college in Law Enforcement or related field OR

**Experience:** An equal amount of Law Enforcement experience (i.e. sworn in prior to February 1, 1993). Meet the minimum requirements as set forth by the Wisconsin Law Enforcement Standards Board.

**Certifications/Licenses:** A valid State of Wisconsin Operator's License

**Other Requirements:** U.S. citizen with NO felony convictions. NO domestic abuse convictions. Ability to possess a firearm. Must have acceptable personal and professional history as determined by successfully completing a background check.

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## KNOWLEDGE, SKILLS, & ABILITIES

This position must possess the ability to read and interpret policy manual, technical manuals, Wisconsin State Statutes, City ordinances, Supreme Court decisions and other related materials concerning police work; Ability to add, subtract, multiply, divide, and calculate percentages; Ability to interpret basic descriptive statistical data and reports; Ability to interpret graphs; Ability to apply situational reasoning by exercising good judgment, decisiveness and creativity in complex situations when dealing in a sometimes hostile environment.

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**BACKGROUND CHECKS-** Condition of Employment

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## PHYSICAL DEMANDS

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Manual Dexterity:** Specific vision abilities required by this job include vision correctable to at least 20/20, close and distant vision, peripheral vision, depth perception, and ability to focus. Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements in operation of computer keyboard, telephone and calculator. While performing the duties of this job, the employee is regularly required to sit, stand, walk, use both hands to handle, touch, grasp; reach with hands and arms; talk and hear. The employee often may be required to climb or balance, stoop, kneel, run or jog, crawl or crouch.

**Physical Effort:** The employee is occasionally required to run/jog and lift and/or move up to 75 pounds.

**Working Conditions:** While performing the duties of this job, the employee is regularly exposed to an indoor environment common to municipal buildings. The employee is occasionally exposed to wet, cold, heat and/or humid conditions.

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.