

Job Description

Human Resource Use Only	
Position Number:	
Step/Grade	I
Effective Date:	
Revision Date	

POSITION IDENTIFICATION

Position Title:	Police Officer (part-time)
Department:	Police
Division:	Police
Status:	Part-time, non-represented
Workweek:	Varies

SUPERVISORY RELATIONSHIPS

Reports to:	Chief of Police or the Chief's designee
Directly Supervises:	No supervisory responsibilities

POSITION PURPOSE

This is a part-time, sworn, non-represented position that will support full-time officers. This position may also assist the Detective Bureau on various tasks. Additionally, this position will perform a variety of tasks in support of law enforcement activities. The position requires an individual capable of exercising individual judgment in dealing with the public, ability for carrying out prescribed procedures in accordance with general instructions, patience, understanding, a positive attitude, and a desire to work with the public.

ESSENTIAL DUTIES

- Conduct employee background investigations.
- Fill out or dictates assigned police reports.
- May assist in investigating criminal law violations, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.
- May assist with Citizen's Academy.
- Analyze crime patterns.
- Listen to and evaluate jail calls to report to Detective Bureau.
- May be assigned to parking enforcement by issuing parking tickets, warnings, and related reports.
- Assist in reviewing surveillance video.
- May assist in collection, processing, and disposal of evidence.
- May be assigned to Crossing Guard duties as necessary.
- Assist with evidence room/evidence clerk.
- Assist electronic forensic detective with cellphone and electronics extractions.
- Assist officers with delivery of citations/warnings/subpoenas/other paper delivery.
- Guard prisoners at medical facilities and transport to other psych/medical facilities.
- Monitor known extra traffic enforcement areas to gauge the level of violations and verify complaints.
- Provide court testimony.
- Conduct traffic direction at special events.

OTHER DUTIES

- Participate in departmental training as requested.

- Other duties as assigned.

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.
Experience:	Meet the minimum requirements as set forth by the Wisconsin Law Enforcement Standards Board. Prior law enforcement experience is preferred.
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.

KNOWLEDGE, SKILLS, & ABILITIES

- Knowledge of applicable laws and ordinances.
- Knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Some knowledge of City's geography.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with peers and supervisors.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to follow and give verbal and written instructions.
- Ability to assess and handle difficult situations with customers in a calm manner by exercising good judgment, decisiveness, tact, and courtesy.
- Ability to keep information confidential.
- Ability to keep accurate records and make accurate reports.

BACKGROUND CHECKS

Condition of Employment

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:	While performing the duties of this job, the employee is regularly required to coordinate hands, eyes, feet and limbs in performing semi-skilled movements such as operation of a computer keyboard, telephone, calculator and transcription equipment. Must be able to tolerate the frequent repetitive motion required in typing.
Physical Effort:	The employee is regularly required to exert medium physical effort in work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching and crawling. Specific vision abilities required include close vision, and ability to adjust

	focus. The employee must occasionally lift and/or move up to 75 pounds. The employee is occasionally required to run/jog.
Working Conditions:	The employee is regularly in an office environment with controlled climate conditions. Noise level is generally moderate. At times, employee may be required to work outdoors. Hours may vary according to the needs of the department.

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.