

# City of Oak Creek

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**Class Title:** Police Officer  
**Department:** Police  
**Division:** Operations  
**Location:** Police Station

**Job Code Number:**  
**Grade Number:**  
**Union:** PPA

## Summary Description

The Police Officer provides at the highest level possible police patrol, investigation, traffic regulation, and related law enforcement services to the community while protecting the constitutional rights of all individuals.

## Major Duties/Essential Functions

Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.

Performs security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.

Comprehend and utilize the Incident Command System. Upon arrival at an incident, the officer must assume and verbalize incident command to both dispatch and responding officers. This command includes, but is not limited to, directing responding personnel to needed areas and the appropriate tasks to be performed to stabilize the incident, as well as maintaining accountability of officers and their safety. Incident command responsibilities will remain with this officer until the incident is concluded or they have been relieved by an individual of more authority or expertise.

Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

Investigates and renders assistance at scene of traffic crashes. Summons ambulances and other law enforcement vehicles. Takes measurements, photos and draws diagrams of accident scenes as necessary.

Prepares a variety of reports and records including reports of investigation, field interrogation report, alcohol influence reports, intoxilyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc.

Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, traffic safety, etc.

Participates in investigating criminal law violations occurring within the City limits, interviews suspects, obtaining evidences and compiles information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.

Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, District and City Prosecutor's Offices regarding cases, policies and procedures, as needed and assigned.

Maintains contact with police supervisory personnel to coordinate incident command, investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.

### **Minor Duties/Responsibilities**

Assists in developing plans for special assignments such as crowd control, hazardous communications, training programs, crime prevention, gang operations, and emergency aid activities.

Responsible for the proper care and maintenance of department equipment which is issued to him/her. Keeps all equipment and vehicles clean and operating smoothly; services assigned equipment with fuel and checks oil levels; safety checks and adjusts mirrors and windshield wipers and lights.

Projects a positive professional image as stated in the Oak Creek Police Department Mission Statement.

Establishes and maintains a positive working relationship with members of the community and other employees.

Attends training courses, meetings, conferences as directed by superior. May be required to confer with citizens on problems, concerns and accidents.

Responsible for notification to other City departments of any violations of City ordinances or regulations not in the primary area of responsibility of this position.

Confers with shift supervisor on a regular basis, discussing work processes, incidents, problems and plans and receiving advice, counseling and instruction.

Shall provide necessary emergency medical assistance as required within the scope of his/her training.

Performs the duties of emergency services dispatcher when assigned.

Performs other duties as assigned.

### **Supervision/Accountability**

Accountable to and receives direct supervision from the shift's lieutenant or, in the absence thereof, the shift sergeant. Has no supervisory responsibility other than the incident command responsibilities mandated through the Incident Command System.

### **Knowledge**

Basic knowledge of modern police principles. Knowledge of national, state and local laws and criminal codes. Extensive knowledge of City geography including streets, alarm locations and the building locations. Thorough knowledge of occupational hazards and standard safety precautions necessary in the work. Knowledge of policies and procedures established for the department. Carries out duties in conformance with Federal, State, County, and City laws and ordinances. Shall be thoroughly familiar with and responsible for following all department rules, regulations, policies, and procedures pertaining to the performance of a police officer's duties. Knowledge and understanding of work rules. Working knowledge of driver safety; working knowledge of first aid.

### **Skill/Ability**

Must be physically able to perform the duties required of a police officer. Ability to learn to apply standard police procedures, emergency aid and crime prevention techniques; Ability to establish and maintain effective interpersonal relationships with employees, other departments, and the public. Ability to communicate effectively verbally and in writing with the public and other law enforcement professionals. Ability to use computer and MDC equipment to access, retrieve, or input information. Ability to work independently with regular review of work product. Ability to qualify as required by the department in the use of all weapons authorized for his/her use. Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to perform work requiring good physical condition; Ability to exercise sound judgment in evaluating critical situations and in making decisions; Ability to follow verbal and written instructions; Ability to learn the City's geography. Ability to act effectively in emergency and stressful situations, including the implementation of the Incident Command System. Ability to effectively maintain incident command. Skilled in all types of equipment and vehicle operation. The ability to accept responsibility, to make decisions and to effectively prioritize work. Ability to ensure and follow standard safety practices and procedures; Ability to speak and understand the English language fluently and use proper grammar, punctuation and spelling. Ability to prepare, organize and maintain office data, reports and systems; Ability to perform required mathematical computations.

### **Education/Experience**

Any combination equivalent to education and experience that provides the required knowledge and skills is qualifying. Must have a minimum of high school diploma or GED certificate, followed by a minimum of 60 accredited college credits. A currently certified police officer in the State of Wisconsin will satisfy the 60 accredited college credits.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to reach, finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is regularly required to stand and talk or hear. The employee is regularly required to walk; stand; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must be able to run, grapple, climb, balance, bend, push and twist while performing normal operations. The employee must frequently lift, pull and/or move 50 pounds and occasionally in excess of 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here 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.

While performing the duties of this job, the employee continuously works in outside weather conditions. The employee occasionally works near moving mechanical parts; near vehicles traveling at high rates of speed; in high, precarious places; and with explosives and is regularly exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate to noisy.

### **Tools and Equipment Used**

The ability to use and be proficient with the tools and equipment listed below is essential to perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Police car, police radio, MDC, radar, handgun, shotgun, rifle, taser, and other weapons as required, baton, handcuffs, intoxilyzer, pager, first aid equipment.

### **License/Certifications**

Certified Police Officer by the Wisconsin Department of Justice, Division of Training and Standards. Possession of a valid Wisconsin motor vehicle operator's license is required. Loss of license or certification may be cause for demotion or termination.

### **Special Conditions of Work**

Must reside inside area described by Ordinance 1646 as amended.

### **Selection Guidelines**

As a union position covered by Police and Fire Commission rules, this job is covered by a process that includes, but is not limited to the completion of a formal application, the rating and verification of education and experience; oral interviews; a reference check. Job related tests may be required as determined by the City. All applicants will be required to submit to a stringent medical examination, occupational assessment and psychological examination prior to appointment consistent with requirements of the position. All appointees will be fingerprinted and a record check made of local, state or federal authorities.

*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 job description 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.*

**Approval:** \_\_\_\_\_  
Supervisor

**Approval:** \_\_\_\_\_  
City Administrator

**Revision History:**  
September 6, 2002  
May 12, 1999  
February 18, 1998  
July 16, 1993

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