

# Police Officer

**Direct Supervisor:** Lieutenant of Police  
**Department:** Police Department  
**Version Date:** February 23, 2021  
**Salary Grade:** 13  
**FLSA Status:** Non-Exempt, Represented



## Position Summary:

A police officer under general supervision, works in partnership with the public, using the community-policing concept, to prevent criminal activity and provide day-to-day police services to the community. The police officer will impartially enforce the laws of the State of Wisconsin and the ordinances of the City of Sheboygan and will ensure all citizens are afforded their Constitutional Rights.

## Essential Responsibilities:

1. Operate a law enforcement vehicle during emergency situations involving speeds in excess of posted limits, in congested traffic and on road conditions affected by fog, smoke, rain, ice or snow.
2. Exercise appropriate and independent decision making in determining when reasonable suspicion exists to detain, when probable cause exists to arrest and search and when appropriate force may be used to gain and maintain control.
3. Patrol streets, roads, alleys, business and residential areas of the city enforcing traffic, parking, criminal laws and city ordinances. Check suspicious persons and/or vehicles.
4. Respond to a wide variety of calls for service and investigate domestic violence, thefts, burglaries, assaults, missing children/persons, family disputes, alarms, and other law and ordinance violations.
5. Interview witnesses, suspects and victims.
6. Prepare full and comprehensive investigative and other types of reports, including sketches.
7. Testify in court using good communication skills.
8. Serve warrants and subpoenas. Read and comprehend legal and non-legal documents, including the preparation and processing of citations, affidavits and warrants.
9. Conduct visual and audio surveillance.
10. Effect an arrest, forcibly if necessary, using handcuffs and other restraints, subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.
11. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions.
12. Perform rescue functions at emergencies, accidents and disasters, administering first aid, CPR and using an automatic emergency defibrillation unit.
13. Proficiently and safely load, unload, aim and fire handguns, shotguns, rifles and other agency firearms from a variety of body positions, while under stressful conditions.
14. Perform all lawful assignments as prescribed by the Chief of Police or his designee and perform miscellaneous services as required by state law, city ordinance and department policy.

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## Education & Experience:

1. A United States citizen.
2. At least 18 years of age.
3. Sixty (60) college credits with a minimum of a C average (2.0 grade average on a 4.0 grading scale) from an accredited institution of higher learning.
4. No felony or domestic abuse convictions.
5. Legally able to possess a firearm.
6. Ability to possess a valid Wisconsin motor vehicle operator's license by time of hire.
7. Must be able to pass physical and psychological examinations.

## Qualifications & Skills:

1. Ability to identify and analyze problems, evaluate alternative solutions and make sound decisions.
2. Ability to analyze situations quickly and objectively and determine a proper course of action to be taken.
3. Ability to cope with situations firmly, courteously, tactfully and with respect for the rights of others.
4. Ability to work independently and as a team member.
5. Knowledge of laws and ordinances governing local law enforcement.
6. Ability to establish and maintain effective working relationships with other department personnel and the general public.
7. Ability to communicate effectively both verbally and in writing.
8. Ability to operate a personal computer and various software applications.
9. Knowledge of first aid, CPR and AED procedures.

## Post Job Offer Requirements:

Job offers for this position are contingent on the individual passing a pre-employment drug screen and background check.

## Work Environment:

The work environment and physical demands 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 qualified individuals with disabilities to perform the essential functions.

## Department Summary:

The function of the Police Department is to provide quality professional services to those who live, work, invest or visit our community; protecting lives and property from harm through continuous education, emergency services, and non-emergency services.

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## Acknowledgement:

The job description includes the essential responsibilities of the position and is not to be construed as all-inclusive. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific essential responsibilities does not exclude them from the position if the work is similar, related, or is 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.

My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City's Strategic Plan.

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_