

Ashwaubenon Public Safety Department

Job Description

I. Identification

Title: PUBLIC SAFETY OFFICER I
(Probationary Officer; training period and primarily night shift patrol)

Reports To: Works under general supervision of the assigned shift lieutenants.

II. Job Summary:

Upon completion of all certified training, the officer will perform police patrol and law enforcement duties including but not limited to investigation of criminal and civil ordinance violations, enforcement of traffic laws, and related law enforcement activities. The position protects life and property by performing firefighting, emergency medical aid, rescue, and fire prevention duties. An officer in this position will be assigned to work a night police patrol shift of 6 days on, 3 days off as described in the labor agreement with the Ashwaubenon Public Safety Officers Association, Article III.

III. Duties and Responsibilities:

- A. Performs law enforcement duties including patrols of streets, parks, commercial and residential areas to maintain peace and enforce laws and ordinances, traffic control and enforcement, investigation and detection of criminal and civil ordinance violations.
- B. Performs firefighting activities including, driving of fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishments tasks. Uses judgment in deciding course of action and handle difficult and emergency situations without assistance when necessary.
- C. Performs emergency medical activities including administering first aid, basic life support and providing assistance to paramedics as needed. Operates ambulance and other medical equipment as needed.
- D. Maintain communication by radio, telephones, or computer to respond to calls and for consultation on emergencies or other assigned incidents.
- E. Carries out duties in conformance with federal, state, and local laws and ordinances. Follows department policies, procedures, rules, and regulations.

- F. Interrogates suspects and interviews witnesses and other members of the public. Takes measurements and draws diagrams of scenes. Obtains and preserves evidence and found property in accordance with Department policy.
- G. Summons ambulances and other law enforcement personnel for assistance.
- H. Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victims, witnesses, and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders.
- I. Prepares cases for giving testimony and testifies in court proceedings.
- J. Prepares a variety of reports and records including officer's reports of investigation, field interrogation reports, alcohol influence reports, vehicle impoundment forms, traffic hazard reports, citations, etc.
- K. Undertakes community oriented police work and assists citizens with various issues that affect their safety and quality of life.
- L. Coordinates activities with other Officers or other Village Departments as needed, exchanges information with Officers in other law enforcement agencies and obtains advice from Village Attorney, Court Clerk, and the Brown County District Attorney's Office, regarding cases, policies and procedures, as needed and assigned. Maintains contact with supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities. May assist in coordinating and instructing the work of the Paid-on-Call Fire Fighters, EMT's recruits, or other part-time Department personnel as assigned.
- M. Participates in training drills, attends classes in law enforcement, firefighting, emergency medical, and related subjects. May serve as a member of various departmental committees or special assignments.
- N. Maintains police, rescue, and fire equipment, apparatus, and facilities. Performs minor repairs to departmental equipment.
- O. Performs general maintenance work and up-keep of Department facilities and equipment.

IV. Minimum Education and Experience:

- A. Two year associates degree in law enforcement, firefighting or related degree or minimum of have 60 college credits. Other degrees will be considered with related law enforcement, E.M.T. or firefighting experience.
- B. Meets or able to meet all standards set by Wisconsin Law Enforcement Standards Board to be a certified as a Police Officer.
- C. Certified or able to be certified by the State of Wisconsin as an Emergency Medical Technician or Paramedic.
- D. Certified or able to be certified by the State of Wisconsin as a Fire Fighter I.
- E. Must possess a valid state driver's license.

V. Knowledge, Skills and Abilities:

- A. Knowledge of Public Safety principles, procedures, techniques, and equipment.
- B. Able to communicate effectively orally and in writing. Able to exercise sound judgment in evaluating situations and make quick decisions under highly stressful and emergency situations while maintaining a calm and stable demeanor.
- C. Working knowledge of driver safety and working knowledge of first aid and CPR.
- D. Basic knowledge of operation of fire suppression and other emergency equipment.
- E. Must be able to lawfully carry a firearm.
- F. U.S. Citizen and at least 18 years of age.
- G. Must be able to read and write the English language.
- H. Must be of good moral character and of temperate and industrious habits.
- I. Proficient use of computers and job related software.

VI. Physical Requirements:

- A. Requires frequent running, jumping and lifting.

- B. Ability to carry and lift 100 pounds or more.
- C. Ability to reach, stoop and lift.
- D. Ability to pass A.P.S. Physical Agility Test.
- E. Able to frequently work in outside weather conditions, near moving mechanical parts, in high, precarious places, and conditions with fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. May be exposed to excessive and moderate noise, particularly during certain firefighting or E.M.T. activities or working with the canine.
- F. Requires frequently standing, walking, use hands to finger, handle or operate objects, tools, or controls and reach with hands and arms. Requires occasional sitting, climbing, balancing, stooping, kneeling, crouching, crawling, talking, listening, tasting and smelling.
- G. Specific vision ability with or without corrective lenses required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Revisions: April 25, 2018