

# Village of Ashwaubenon

## Job Description

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**Date:** January 2020

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

**Reports To:** Works under general supervision of the assigned shift Lieutenants

**Supervises:** None

**FLSA Status:** Non-exempt

**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. Essential Job Functions:**

- A. Performs law enforcement duties including patrols of streets, parks, commercial and residential areas to maintain peace and enforce laws and ordinances. Law enforcement duties further include 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. Maintains availability 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 and takes measurements and draws diagrams of scenes. Obtains and preserves evidence and found property in accordance with Department policy.
- G. Conducts follow-up investigations of crimes and ordinance violations as assigned. Seeks out and questions victims, witnesses, and suspects. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders.
- H. Testifies in court proceedings in matters.
- I. Prepares a variety of reports and records including police, medical and fire reports, citations, statements and other documents necessary for billing, data tracking, and the prosecution of crimes and ordinance violations.
- J. Undertakes crime prevention and assists citizens and businesses with various issues that affect their safety and quality of life.
- K. Presents programs to the community on safety, crime, medical, and fire prevention topics as assigned.
- L. Cooperates with internal and external colleagues in Village departments, other government entities. 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. Performs general maintenance work and upkeep of Department facilities and equipment. Clean, makes minor repairs, and tests various pieces of police, fire, and medical equipment.

#### **IV. Minimum Education and Experience:**

- A. A minimum of two-year associate degree, minimum of 60 college credits, or bachelor's degree in law enforcement, firefighting or related degree program. Other degrees will be considered with related law enforcement, rescue or firefighting experience.

- B. Certified by the Wisconsin Law Enforcement Standards Board as a Police Officer, inclusive of all minimum employment standards established by the Standards Board.
- C. Certified by the State of Wisconsin as an EMT (EMT licensure).
- D. Certified by the State of Wisconsin as a fire fighter I.
- E. Must be 18 years or older at the time of employment.
- F. Must possess and maintain a valid Wisconsin driver's license prior to date of hire and maintain a good driving record.
- G. Must be able to lawfully carry a firearm.
- H. May not have any felony convictions and no convictions of the crime of domestic violence unless granted absolute and unconditional pardon.
- I. Must be able to read and write the English language.
- J. Must be of good moral character and of temperate and industrious habits and free of any physical, emotional or mental condition that may adversely affect performance of duties as a public safety/law enforcement officer.

**V. Knowledge, Skills and Abilities:**

- A. Knowledge of Public Safety principles, procedures, techniques, and equipment.
- B. Able to communicate effectively orally with persons of all skills and abilities. Ability to communicate effectively in writing with precision and detail. 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. Practical knowledge of municipal, county, state and federal laws, regulations and ordinances related to criminal, traffic or ordinance violations.
- D. Proficient knowledge and skill in advanced and basic life support measures.
- E. Proficient knowledge of operation of fire suppression and other emergency equipment.

## **VI. Tools & Equipment Used:**

Able to operate a police car, ambulance, and fire apparatus. Ability to use police/fire radio, radar gun, handgun, TASER, long gun, handcuffs, and other weapons as required. Able to operate fire apparatuses, fire pumps, hoses, ladders, and other standard firefighting equipment, and emergency medical equipment, including AED, non-latex gloves, syringes, blood pressure monitors, and medication. Ability to proficiently utilize computers and various software programs.

## **VII. Physical Requirements:**

- A. Requires occasional running, jumping, stooping, kneeling, crouching and crawling.
- B. Ability to frequently lift, push, pull and/or carry 50 pounds. Ability to occasionally lift, push, pull and carry 100 pounds or more.
- C. Ability to pass department physical agility test on a bi-annual basis.
- D. Able to work outside in varying weather conditions.
- E. The typical work environment is usually moderate noise, but occasionally may be subject to loud noises in emergency environments.
- F. May be exposed to moving mechanical parts, high/precarious places, and conditions with fumes or airborne particles, toxic or caustic chemicals in emergency situations.
- G. Requires frequently standing, walking, sitting, use of hands to operate objects, tools, or controls and reach with hands and arms, talking, listening, and smelling.
- H. Must have 20/20 or near 20/20 vision with or without corrective lenses. Vision includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.