



New Richmond Police Department
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Mark W. Samelstad
Chief of Police

Job Announcement

April 2nd 2015

The New Richmond Police Department is currently accepting “job applications” for the position of Police Officer. The Police Department is looking to fill an anticipated opening in the near future and also in establishing an “Eligibility List”.

Individuals interested in applying should check the Wisconsin Law Enforcement Network (WILENET). Also check the “Job Announcement” on WILNET.

Individuals interested must submit a “Letter of Interest”, “Form DJ-LE330” and a “Complete Resume”.

Applications will be accepted until 4:00 p.m., May 8th 2015. Applications must be sent to the Chief of Police, New Richmond Police Department, 1443 Campus Drive, New Richmond WI 54017. No “emailed or faxed” applications will be accepted.

Attached to this Notice, is the job description for the position of “Police Officer”.

New Richmond Police Department

Job Description – Revised April 2nd, 2015

JOB TITLE: POLICE OFFICER:

Full time employee authorized for employment with sworn powers under authority of Police & Fire Commission and with duties/authority designated In Wisconsin Statutes.

The Police Officer position standards, authority, responsibility and minimum training/educational requirements shall apply to all persons employed as a Police Officer and shall provide a base-standard to all sworn officers of the Department, regardless of rank.

DEPARTMENT STANDARD – ALL SWORN EMPLOYEES:

Police Officer standards, conduct and performance shall be understood to apply to all officer ranks based on the premise all employees regardless of rank must meet minimum standards and all sworn officers have a first priority of providing protection of life, property and public order and a second priority or duty to provide authority and responsibility of their rank as designated.

GENERAL STATEMENT OF DUTIES: (not Inclusive)

General charter requirement that duties shall provide for protection of life, protection of property, insure public order, provide enforcement of all applicable laws and ordinances and provide designated services to the public.

Police Officer performs basic patrol function with police vehicle or on foot in assigned areas of the community. Patrol to determine and detect criminal activity, prevent criminal activity, enforce laws and ordinances by citation and arrest, investigate accidents, complaints, calls for service and reports of all crimes and less serious offenses or incidents.

Conducts investigations, collects and preserves evidence, documents all actions, evidence and investigations in detailed reports. Provides evidence and reports to prosecutors and in court as required.

Participates in investigations, support and coordination with other law enforcement agencies - city, county, state and federal agencies to insure enforcement of laws.

Duties may entail other special assignments or similar complexity. An element of danger and risk is routinely involved in all job duties, such as personal harm and/or injury.

Assignments are received from supervisory officers and are carried out under established policies, procedures, rules and legal requirements. Employees must exercise considerable judgment, initiative and skill in their application to a variety of cases and circumstances. Employees must be able to act without direct supervision in meeting routine and emergency situations. Work is reviewed thru direct supervision, evaluation, reports and observation.

Police Officers shall be expected to be community oriented in their attitude, involvement in the community and approach to police duties. Crime prevention and community service are expected standards of routine performance.

Police Officers shall perform Department approved services and assistance to persons in the community, a high percentage of their time, as part of their daily duties. Provision of services and assistance to the public

JOB TITLE: POLICE OFFICER:

New Richmond Police Department is too broad by definition to specifically identify, but includes all reasonable services and assistance needed, demanded and/or provided by Department direction.

A Police Officer must be a daily and integral part of the community and its activities providing enforcement, protections, assistance, information and often must perform a role of peace keeping where laws and ordinances often provide little or no guidance.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Initial certification by Wisconsin Law Enforcement Training & Standards Board and maintain re-certification as required on annual basis.

Educational requirement of two years post-high school education with preferred major in police science, criminal justice or social/human relations or behavioral science courses. Educational requirement administered under guidelines or Training & Standards Bureau.

Valid Wisconsin Drivers License with favorable traffic record, no criminal record and/or no major conviction record of other offenses. Good moral character, proven reliability and educational/work record. Must meet all employment standards as established by Training & Standards Bureau, the Department and the Police & Fire Commission which are not re-stated herein.

Residency requirement and other standards as imposed under employee contract with the City of New Richmond as specified in current contract.

Must be free from physical or mental conditions which may adversely affect performance of duties of the position. Must be able to perform all competencies required by the Wisconsin Department of Justice, Training & Standards Bureau for the position of Police Officer. With or without reasonable accommodation as defined by the American with Disabilities Act of 1990, must be able to meet required skills, abilities and knowledge and must be able to perform all essential job functions.

Must maintain good physical condition and health with physical and emotional ability to endure stress, varied work schedules and hours and under severe weather conditions.

Ability to maintain emotional control and restraint under stressful conditions. Ability to work well with others within the Department and relate well with persons of all ages, sex, socioeconomic levels, races or beliefs within which the officer must contact within the scope of employment. Ability to cope with situations firmly, courteously and tactfully with respect for the rights of others.

Required to work with minimum of supervision and independent judgment when performing routine and emergency police tasks.

Typing ability preferred with ability to write accurate and detailed written reports and documentation, effective verbal communication skills.

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JOB TITLE: POLICE OFFICER:

REQUIRED KNOWLEDGE, SKILLS & ABILITIES (cont.)

One year probation upon employment, during which time Officer must successfully complete Department Officer Field Training Program.

Must be able to obtain and maintain CPR and emergency medical training/certification and must be able to obtain and maintain specialized training required initially and throughout service.

Ability to obtain information effectively through interviews, interrogations and observations.

Ability to maintain information and police activity confidentiality.

Must be physically capable of gaining proficiency with Department required firearms, must have ability to perform and maintain certification in defensive and arrest tactics which include self defense against attack, restraint and control of persons, handcuffing and ability to employ force to overcome resistance of suspects or stop attack of suspects against yourself or others.

Physical ability required includes the ability to pursue suspects on foot, ability to walk and stand for prolonged periods of time in extreme weather or terrain conditions. Ability to operate a police car safely in routine driving and in pursuit of violators/emergency and high speed conditions.

Physical ability to lift, carry or drag adults or equivalent weight of persons for short distances, i.e. lift and carry persons for medical emergency response and to ambulance, emergency room and other. Rescue of persons from accidents, fires and removing persons physically by carrying or dragging from all types of hazards. Lift, carry or drag resisting and violent persons to take custody, transport or confine in arrests, emergency detentions and other law enforcement custody.

Upon initial employment and re-examination as required, must pass required medical examination and be certified by a physician as qualified to perform the duties of a police officer under standards established by Wisconsin Justice Department Bureau of Training & Standards. Physical standards maintained throughout the employment period.

ESSENTIAL JOB FUNCTIONS:

Essential job functions listed with or without reasonable accommodation which must be performed by this job title:

Must be able to perform all tasks and competencies required by Wisconsin Department of Justice Training & Standards Bureau for title of Police Officer.

Performs patrol of assigned areas on foot and thru use of police vehicle. Responds to calls and complaints throughout the city or other areas on mutual aid and responds to emergency calls for medical, fire, accidents or crimes in progress.

Patrols business and residential properties for open doors, signs of criminal activity, fire or other dangerous/hazards to property or persons. Performs crime prevention role during patrol protecting property and safety of persons, public order and provides variety of police services to persons.

JOB TITLE: POLICE OFFICER:

ESSENTIAL JOB FUNCTIONS (cont.)

Patrols high risk and problem locations where persons are known to frequent, commit crimes or public order violations. Check suspicious persons and vehicles for wanted status, criminal activity, and violations of laws/ordinances.

Checks compliance with all city permits and licensing requirements. Checks all premises with liquor licenses, beer permits for compliance with laws/codes.

Responds to accidents and insures treatment of injuries, fire and extrication when needed, provides traffic control, investigation of accident and citation of violation of laws; documents accident investigation thru reports.

Arrests and apprehends persons wanted on criminal complaints, warrants or other legal process including persons involved in criminal activity. Transports and processes suspect(s) including fingerprinting, photographing, confinement in jail, to and from courts(s).

Responds to ambulance calls within the city or on mutual aid to provide emergency care or other medical care to person(s) and assist ambulance staff.

Responds on fire calls for provision of traffic control, security of fire scene, safe delivery of fire equipment, emergency removal of persons from premises or area of threat, care for injured. Investigate/document suspicious circumstances, injuries or deaths.

Enforces municipal ordinances, state and federal laws, enforces traffic and parking laws. Issues equipment notices, summons and citations to violators and writes reports of actions taken.

Responds to alarms, bank/fire alarms as received or other notification source to insure clearance and protection of life/property to owners/occupants.

Checks abandoned and disabled vehicles, citations, summons and/or towing and impoundment. Inventory search and documentation of property.

Recovers and insures disposition of evidence, found and abandoned property and secures, identifies and reports on actions taken.

Checks and reports on required repairs, replacements or removal of streetlights, traffic lights, street signs, road conditions, debris or hazards.

Directs traffic where needed for safety purposes, escorts traffic and persons, manages traffic for pedestrian and vehicle safety including during periods of construction, damages from storms and other weather.

Executes emergency mental commitments on persons experiencing mental problems as defined by law, transports and confines and documents action taken in reports. Takes custody of persons incapacitated by alcohol and places into protective custody or to responsible persons.

Responds to, investigates and enforces applicable laws on chemical and all hazardous materials spills and other threats to the environment or public safety. Insure protection of life and property

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JOB TITLE: POLICE OFFICER:

ESSENTIAL JOB FUNCTIONS (cont).

and other emergency providers, control the incident area, evacuate persons or initiate other emergency government procedures.

Monitors and provides notifications and emergency response as required during serious storms and weather related hazards or emergencies. Provides traffic control and coordination with public works, public utilities and others.

Investigates all citizen complaints including criminal activity, animals, noise, disturbances, public order etc and determines violations of laws/ordinances; determines agreements or solutions between parties without formal action and/or refers to other persons/agencies.

Investigates and files reports on lost property, missing persons, juveniles, assist persons who need assistance. Determine disposition of person's found/in custody who were missing/lost, runaways.

Participates in the execution of search warrants, recovery of evidence, security of persons and property and makes arrests.

Investigates deaths and injuries to persons, cooperation with coroner on death investigations. Delivers emergency messages, death messages and other important messages as required or directed.

Assists and supports other city departments, other law enforcement, criminal justice agencies or other persons/agencies with investigations, legal process including direct mutual aid to other law enforcement agencies.

Assists motorists and persons in traffic that need assistance, provides lock out service/entry into locked vehicles only in life threatening situations.

Transports prisoners and other persons in custody from/to jails, courts, emergency mental placements, alcohol detox facilities, juvenile detention, etc. Provide prisoner security where required.

Routinely assists other officers on back-up during traffic stops, arrests, investigations or potential hazards.

Enforces domestic abuse laws thru investigation and/or arrest, child abuse and child neglect investigations, elder abuse and neglect, animal abuse and neglect, animal bite and injury investigations & compliance with rabies procedures.

Attends all training provided/required and maintains required certifications of skills, abilities and competencies.

Investigates, enforces or refers violations of city codes including building codes, health and sanitation laws, fire codes, housing and property maintenance codes and/or other city codes subject to violations/complaints.

JOB TITLE: POLICE OFFICER:

ESSENTIAL JOB FUNCTIONS (cont.)

Provides information and referral services to persons on registration, licensing, police regulations and services, salvation army assistance, other community services, agencies and programs. Provides directions and routing of persons and transportation.

Maintains police department and personally owned police equipment in good and operating condition at all times, restock of supplies and equipment as needed.

Serves and delivers various notices, legal documents and other notifications as necessary or directed.

Crowd control and security for special events, traffic control and public order during large gatherings.

Performs overall enforcement and service roles as required by Department special orders, instruction or policy and procedure.

Provides investigative and/or other law enforcement services on special assignment for security, crime detection, crime prevention, etc.

Attends meetings, provides programs and public presentations to schools, community organizations, service organizations or others.

Completes detailed reports on all investigations, complaints, arrests, crimes, accidents and other police actions/activities. Documents evidence and information for prosecution, referral, civil law use and Uniform Crime Reporting requirements. A high percentage of officer time is spent recording and reporting of information determined or obtained by the officer.

Performs other duties and services as instructed, necessary or directed by the Department. The preceding list of police essential functions is not intended to be inclusive but is representative of the many and complex duties performed by the Police Officer.

SUPERVISION:

Reports directly to the Patrol Sergeant or other supervisor designated in the absence of the Patrol Sergeant. Police Officer by designation may supervise others on a shift or special assignment.

SCHEDULES:

Full time employee(s), shift assignments and shift rotation according to current contract provisions. Normal work day as specified in the contract.

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JOB TITLE: POLICE OFFICER:

APPOINTMENT:

Police Officers are appointed by the Police & Fire Commission from an eligible list of qualified applicants. Officers are on probation for one year and given permanent appointment by the Commission following completion of probation.

OTHER:

The City of New Richmond is an equal opportunity employer who does not discriminate against anyone based on race, religion, age, sex, sexual preference or disability. The City of New Richmond does comply with provisions of the Americans with Disability Act of 1990 in providing opportunity for the disabled in employment.

ADA ANALYSIS:

Analysis of the essential job functions of this position indicates that reasonable accommodations for the disabled in the performance would be extremely difficult to provide and would still not allow the performance of the required job tasks.