

Job Description: Police Officer Regular Part-time

General Statement of Duties:

Under the direction of the Police Chief, performs a full range of police related duties ranging from routine to complex. Work assignments and instructions are received in general terms from the Chief, who reviews work methods and results through reports, observations and discussions. Enforce ordinances, state and federal laws. Engages in preventative patrol, community policing activities, criminal and incident investigations, vehicle crash investigation, first responder responsibilities, traffic control, cite and/or arrest offenders, assist other agencies, resolves conflicts, handles emergencies and unplanned matters, prepares reports, respond to citizen requests and performs all other police functions within the Village of Brooklyn. This position assists in covering shifts not covered by permanent part-time or full-time staff with no set routine or regular schedule or set hours per pay period.

Essential Duties and Responsibilities:

- Perform all tasks/competencies required by Wisconsin Department of Justice Training & Standards Bureau for title of police officer,
- Performs patrol function with intent of deterring violations of laws and ordinances,
- Observes, detects and apprehends violators of traffic and other laws
- Responds to citizen requests and resolves problems
- Conducts investigation into matters involving criminal, misdemeanor, traffic, or ordinance in nature and conducts appropriate follow-up,
- Prepares and reviews reports,
- Collect, process, and preserve evidence,
- Issues warnings, citations, refers cases to prosecutor, arrests offenders, arrests persons wanted on warrants,
- Protects and respects the constitutional rights of all persons,
- Identifies, proposes improvements and follows department policies,
- Responds to emergency calls,
- Provides other services to citizens as permitted by the department's resources,
- Checks compliance with Village permits and licensing requirements including liquor licenses, beer permits for compliance with laws and ordinances,
- Assists other agencies, i.e. EMS, Fire, Law Enforcement, Prosecutors, etc...
- Check abandoned and disabled vehicles,
- Patrol all areas of the Village paying specific attention to high risk or problem noted areas,
- Monitors Village for hazards and initiates appropriate actions,
- Provides assistance to those requiring assistance,
- Makes appropriate referrals to applicable agencies as needed,
- Carries out lawful orders of a supervisor,
- Performs other duties as requested or as needed,
- Generally provides protection of life, property, public order, etc...
- Handles assignments by the Chief,

- Exercises considerable judgment, initiative, skill in their application to a variety of cases and circumstances,
- Must be able to act without direct supervision in meeting routine and emergency situations,
- Able to work with the Community Oriented Policing framework including Problem Oriented Policing, and Crime Prevention,
- Possess a positive attitude and represent the Department and Village in a professional and courteous manner,
- Provide emergency medical care,
- Able to collect information via field interviews and formal interview/interrogation,
- Process warrants,

Required Knowledge, Skill and Ability:

- Certified Law Enforcement Officer per Wisconsin Law Enforcement Training and Standards,
- Able to maintain Wisconsin Law Enforcement Certification,
- Possess Valid Wisconsin driver's license,
- Possess and maintain favorable traffic record,
- U.S. Citizenship,
- Minimum of 21 years of age,
- Must not have convictions of any Federal felony or any offense, which, if committed in Wisconsin, would be punishable as a felony,
- Good moral character,
- Proven reliability and educational work record,
- Meets all employment standards established by the Village and Wisconsin Training & Standards Bureau,
- Possess physical, emotional and mental abilities to function in and handle routine and urgent or adverse conditions,
- Maintain physical and emotional ability to endure stress, varied work schedules and hours under severe conditions including weather,
- Able to maintain emotional control and restraint under stress conditions,
- Able to work well alone and with other people including in groups,
- Able to work well with and related to people from varied ages, sexes, socioeconomic levels, races or beliefs,
- Able to cope with situations firmly, courteously, tactfully, respectfully, and professionally,
- Work reliably with minimum supervision exercises independent judgment,
- Able to write accurate and detailed reports, document information,
- Possesses effective communications skills,
- Considerable knowledge of police practices and methods and applicable federal, state and local laws and ordinances,
- Able to read and interprets laws, ordinances, and technical material,
- Able to communicate effectively orally and in written form,

- Able to establish and maintain effective work and public relationships,
- Able to analyze situations quickly and objectively and determine proper course of action,
- Able to meet and maintain the physical requirements of the position,
- Able to render credible testimony when required,
- Proficiency in word processing and using technical equipment of the agency,
- Able to understand and maintain confidential matters,
- Able to use equipment issued or available for the Officers use, i.e. firearm, patrol vehicle, computers, radar, telephone, etc...
- Able to follow verbal and written instructions,

An equivalent combination of education and/or experience may be considered.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities r requirements.