

CITY OF FRANKLIN
Job Description

Job Title: Recruit Officer
Department: Police
Appointing Authority: Chief of Police
Reports To: Captain of Police
Salary Grade:
FLSA Status: Non-Exempt
Prepared By: Chief Rick Oliva
Prepared Date: October 11, 2018
Approved By: Common Council
Approved Date:

Summary

The Recruit Officer is a sworn officer that attends a Wisconsin certified technical college Recruit Training Academy program. Upon graduation from the academy and receiving state certification to be employed as a Wisconsin Law Enforcement Officer, the Sworn Police Recruit is promoted to Patrol Officer. The Recruit Officer performs related duties as required to achieve successful results in support of the City's mission, goals, policies and objectives.

Essential Duties and Responsibilities

Essential duties and responsibilities include the following. Other duties may be assigned.

Attends, participates and successfully completes a Wisconsin certified police training academy and passes all required classes, scenarios, physical training and other assigned duties and tasks.

Performs rigorous physical training

Learns the use and care of firearms and other common defensive equipment as provided by the training academy

Learns to safely operate a motor vehicle under normal and emergency conditions

Understands and complies with oral and written directions

Complies with all policies, procedures, rules and regulations of the training academy and the Franklin Police Department.

Speaks clearly and learns to properly use police radio systems

Submit clear, comprehensive and accurate reports, legibly and with correct grammar and spelling

Learns to establish and maintain effective working relationships with those contacted in the course of employment, learns principles and practices of effective interpersonal communication and good customer service.

Understand, interpret and apply criminal and civil laws, court decisions, regulations, policies and procedures with particular reference to the laws of arrest, use of force, custody, search and seizure, juvenile laws and procedures, property crimes, crimes against persons, crimes against children, sex crimes, domestic violence, missing persons, weapons violations, alcohol, and controlled substances.

Demonstrates the ability to learn and implement police methods and procedures including patrol techniques, vehicle stops, response to crimes in progress, apprehension of suspects, defensive tactics, traffic enforcement, control and collision investigation, crowd control, and gang and terrorism awareness.

Demonstrates the ability to learn and implement crime scene management, forensics, collection, preservation and presentation of evidence; identification techniques; interviewing and interrogation techniques.

Performs other related duties as assigned.

Upon successful completion of academy instruction and graduation, the employee receives further training as a sworn Police Patrol Officer in the Field Training Officer Program and is responsible for performing related duties as required.

Any and all other duties as assigned by the Chief of Police.

Supervisory Responsibilities

None

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Possess a high school diploma or G.E.D. equivalent

Must have a minimum of 60 college credits from an accredited college. Must be accepted into a Wisconsin 720 hours basic law enforcement training course. An applicant must be at least 21 years of age at time of promotion to police officer.

Language Skills

Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such

as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Word and other police department related software. Ability to work with various computer hardware and other computer related equipment. Must be able to keyboard 25 words per minute.

Certificates, Licenses, Registrations

Valid Wisconsin Driver's License

Earn a current Basic Law Enforcement Training Certification

Maintain Intoximeter Certification

Maintain CPR/First Aid Certification

Firearms Certification.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment 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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; toxic or caustic chemicals; risk of electrical shock; explosives and vibration. The noise level in the work environment is usually moderate. At certain times the noise level may be very loud (fire arms training and emergency vehicle response).

Other Qualifications

Tools and Equipment: Police car, police radio, handgun and other weapons as required, baton, handcuffs, first aid equipment, personal computer, telephone, fax, copy machine, calculator, keyboard, intoximeter, ECD and oleoresin capsicum spray.

Other Skills and Abilities

Obtain thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment. Ability to learn the applicable laws, ordinances, and department rules and regulations

Skill in operating the tools and equipment listed above.

Ability to perform work requiring good physical condition and stable/balanced mental condition

Ability to establish and maintain effective working relationships with peers, and supervisors.

Ability to identify problems and opportunities, reviewing possible alternative course of action before selecting one, utilizing information resources available when making decisions, sometimes under extreme pressure or stress.

Ability to develop feasible realistic solutions to problems, recommending actions designed to prevent problems from occurring and referring problems to supervisions when necessary.

Ability to establish systematic methods of accomplishing goals.

Ability to effectively convey ideas and information both in written and oral form

Ability to effectively read and understand information contained in memos, reports, bulletins, etc.

Ability to evaluate or make independent decisions, based upon experience or knowledge, without supervision, sometimes under extreme pressure or stress.

Ability to follow instructions from supervisor, verbally or in written form.

Ability to set priorities in order to meet assignment deadlines

Any and all other duties as assigned by the Chief of Police.

Miscellaneous

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or 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.