## Position Description

<table>
<thead>
<tr>
<th>Classification Title:</th>
<th>Police Officer</th>
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</thead>
<tbody>
<tr>
<td>Working Title:</td>
<td>Police Officer</td>
</tr>
<tr>
<td>Supervisor’s Working Title:</td>
<td>Chief of Police</td>
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<tr>
<td>Hours/Shift:</td>
<td>12 and 10 hour shifts. 6:00 a.m.- 6:00 p.m., 6:00 p.m.- 6 a.m. and power shift 5:00 p.m. -3:00 a.m. rotating schedule.</td>
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<tr>
<td>Department:</td>
<td>University Police and Security Services</td>
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<tr>
<td>Supervisory Position:</td>
<td>☐ Yes ☑ No</td>
</tr>
<tr>
<td>Employee Category:</td>
<td>University Staff</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>☐ Exempt ☑ Non-exempt</td>
</tr>
<tr>
<td>Date Created/Updated:</td>
<td>08/2020</td>
</tr>
<tr>
<td>Position of Trust:</td>
<td>☑ Yes ☐ No</td>
</tr>
<tr>
<td>(Defined as: Having access to vulnerable populations, property access, financial/fiduciary duties, and all executive positions)</td>
<td></td>
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<tr>
<td>Position of Trust with Access to Vulnerable Populations:</td>
<td>☐ Yes ☑ No</td>
</tr>
<tr>
<td>(Defined as: Position requires unsupervised or significant access to minors, under the age of 18 who are not enrolled or accepted for enrollment at a UW System Institution, and medical patients)</td>
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</tbody>
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## Position Summary

The job of a police officer is a sworn and state certified peace officer position assigned to University Police and Security Services. Police officers operate under the general direction of the Director of University Police and Security Services. A police officer will provide a full range of law enforcement and security services. Police officers will enforce laws, investigate calls, complaints and suspicious occurrences and incidents which may impact the University, maintain order, assist people, identify criminal activity, apprehend offenders, identify the source of problems in the community and work with the community to resolve issues. The police officer will support the department’s mission by providing essential functions while respecting the rights and dignity of all individuals.
Goals and Worker Activities

Crime Deterrence and Proactive Patrolling 45%
A. The police officer is the principal agent for carrying out the functions of Protective Services. These functions include: protection of life and property, preservation of peace and good order of the University community and furnishing of various services to achieve and maintain the mission and goals of the department.

B. Possess considerable knowledge of an assigned patrol area, not only of its physical environment, but also of its normal routine of events and the usual behavior patterns of users of its space and facilities.

C. Through intuitive judgement and deductive reasoning, effectively determine and apply appropriate patrol procedures including mobile, exterior foot patrol, interior foot patrol, fixed station, stakeouts, etc. as to deter violations of law, detect safety hazards or security discrepancies, facilitate the safe movement of traffic, detect and investigate criminal activity, provide general assistance to the public within the scope of their authority.

D. Respond to and investigate all calls, complaints, suspicious activities, determine the problem and take appropriate action, which may also include but not limited to, request, coordinate, and direct necessary response, address pedestrian and vehicle traffic, as well as building access and safety. Protect, secure and maintain crime, disaster and fire scenes, preserve evidence, collect witness statements and conduct preliminary investigations. Respond to disturbances and use the appropriate physical force in personal confrontations as required to effect an arrest, disarm or render an antagonist ineffective, or otherwise quell the disorder.

E. Exercise independent judgement in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.

F. Provide crowd control management duties at events such as sporting events, concerts, cultural activities, demonstrations, protests, rallies, large gatherings and appearances by visiting dignitaries using good judgement and experience to dictate responses. Must be sensitive to the nature/philosophy of the group/speaker, the audience and inherent problems.

G. Demonstrate critical awareness in discerning signs for out-of-the-ordinary conditions or circumstances which indicate trouble or a crime in progress.

H. Operate a law enforcement vehicle during both day and night; in emergency situations potentially involving speed in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow, etc. using due care at all times.

I. Inspect buildings and grounds on a regular basis for unusual activities, fire alarm activation, and unauthorized entrance and/or use of facilities. Check buildings (inside and outside) to insure doors and windows are locked at designated times or as needed or requested. Identify and make recommendations to the appropriate department concerning faulty locks, security discrepancies and lapses and safety hazards.

J. Recognize unusual conditions, odors, and sounds and investigate their source. Recognize conditions that may indicate an illegal entry, the movement of unauthorized personnel, malfunctioning equipment or laboratory experiments, or any other potentially dangerous situations.
K. Disseminate information about safety and security issues, criminal activity patterns and persons wanted by our department or other criminal justice agencies for criminal assaults, thefts, and other crimes, and communicate any other vital information involving safety or security.

L. Provide rescue functions at accidents and emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.

M. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting a patrol vehicle; lifting, carrying, dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches, and water; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.

N. Prepare and maintain accurate, complete, concise and detailed reports on all activities.

O. Read all department correspondence on a daily basis.

P. Provide for armed escort and security for dignitaries, celebrities and objects of value.

Q. May be required to legally carry and qualify with duty weapons and maintain proficiency in their proper handling and guidelines for their use.

R. Adhere to all state laws, university and department rules, policies, and procedures.

S. Perform other duties as assigned.

Investigation and Law Enforcement Activities 40%

The work product involves preliminary, supplementary, and miscellaneous investigations which are necessary in solving crimes, identifying suspects and victims, apprehending criminals, and case documentation.

A. B1. Investigate and enforce state law and University code violations through the apprehension of violators, while preserving the constitutional rights, dignity, and safety of all persons. Physically arrest, issue citations, and incarcerate when appropriate. Identify persons in need of protective custody and place them in the appropriate facility.

B. B2. Exhibit a number of complex physical abilities and skills, such as driving a police vehicle in normal and emergency situations, firing a weapon accurately under extreme varied conditions in the defense of one’s own life or another’s, maintaining agility, endurance and strength, and showing ability in self-defense measures and apprehensions, as in taking a person into custody with a minimum of force.

C. Effect lawful arrests of suspected violators by taking them into physical custody, subduing or restraining them if necessary, thoroughly searching the person for weapons, contraband or stolen property, inventorying and safeguarding property, explaining the reason for the arrest, and issuing the Miranda Warnings if appropriate.
D. Possess and apply considerable knowledge and skills in interviewing complainants, witnesses, suspects and others who may have knowledge of an accident, crime, incident or violation in order to obtain facts and information that is relevant, thorough document and complete written statements or obtain information or confessions to crimes.

E. Conduct legal physical searches of suspects, vehicles and residences for weapons, contraband, fruits of the crime or illegal substances. Perform searches incidental to a lawful arrest, with a search warrant or consent.

F. Conduct follow-up investigations of complaints assigned which entail further interviews of suspects, victims and witness’s completion of thorough supplementary reports and a final disposition at the District Attorney’s Office. Testify in court, depositions or other hearings or other proceedings.

G. Use an evidence technician field kit to package, safeguard, inventory and preserve evidence for trial purposes. Process the crime scene applying considerable knowledge of legal and proper police practices involving identifying an obtaining evidence in accordance with the United States Constitution, state law, and court case law. Protect evidence throughout an investigation from unauthorized access, and deterioration by time and weather. Take photographs, measurements, preparing diagrams, collecting, preserving and processing physical evidence including lifting latent fingerprints, and field testing-controlled substances. Transmit this evidence by the proper Chain of Evidence rules to the crime laboratories. Present and testify about evidence in court.

H. Be proficient in the use of departmental photographic equipment in a variety of situations including booking photographs, crime scene photography, crowd surveillance, etc.

I. Using the Wisconsin Crime Information Bureau and the National Crime Information Center, determine subject criminal history and any outstanding warrants for other criminal justice agencies.

J. Fingerprint and photograph and otherwise obtain positive identification of all arrested individuals.

K. Considerable knowledge and skill in the safe and proper deployment of police vehicles, teletypewriter, department radios consisting of the base station and hand-held walkie-talkies, use of the baton and handcuffs, and firearm discipline, safety, and proficiency.

L. Must be capable of sustaining verbal and physical abuse from citizens and offenders (as when placing a person under arrest) when confronted with hostile views and opinions or when facing societal resistance to police authority while using only necessary force in the performance of this function.

M. Exhibit initiative, problem solving capacity, effective judgement, and imagination in coping with numerous complex situations such as combative and dangerous emotionally disturbed individuals, fights, a potential suicide, a robbery in progress, an accident, etc.
Public Service / Community Relations 5%

A. Assist the community with lockouts, disabled vehicles, and access to facilities when authorized, and other sources of available services (tow trucks, battery cables, directions, information etc.)

B. Make emergency notifications

C. Prepare and present programs to the community on such topics as: The Office of Public Safety, crime prevention, personal security and protection, sexual assault prevention, bicycle safety and loss prevention, drug/alcohol abuse, operation identification, traffic safety, etc.

D. Effectively communicate with people, including juveniles, by giving information and directions.

Communications 5%

This is necessary in coordinating the transmissions and receptions of messages or information via radio, telephone and computer with the university and with other agencies.

A. Receive and disseminate information by radio, telephone, computer. Communicate in person with the public, or other university community members. Coordinate communications between units within the Office of Public Safety and other external agencies.

B. Operate computer equipment to conduct inquires in office, local and state data files, provide police relief and emergency dispatch services for the office.

C. Develop knowledge of Public Safety, University and Community resources to assist in directing public inquiries to appropriate resources.

D. Be accountable and have considerable knowledge of the proper FCC radio communication procedures and regulations.

E. Provide protection and security for departmental facilities, equipment, and resources. This includes the intrusion detection system controls, weapons, master keys, the records room, the communications center, and emergency vehicles.

F. Use considerable skill when expressing facts and/or ideas orally and in writing in a clear, complete, and concise manner.

G. Operate computer hardware and software, including word processing, database applications, and the Internet.

H. Demonstrated ability to communicate with and be respectful of a diverse community of individuals.
Supervision/Training 5%

A. In the absence of the security supervisor, function as acting student patrol coordinator/supervisor to provide leadership in terms of directing and controlling all student personnel assigned to that shift. These responsibilities include taking charge in any emergency and remaining in charge until relieved by a higher authority.

B. Develop lines of communication with office personnel to ensure the dissemination of information.

C. Attend and successfully complete all training required and as assigned.

Minimum Qualifications to apply

A. Must have one of the following: A. Graduated with either an Associate - OR - Bachelor's degree from an accredited university, college or technical college in Criminal Justice, Police Science, or related liberal arts field. B. Will be graduating within four months of appointment to this position with either an Associate - OR - Bachelor’s degree from an accredited university, college or technical college in Criminal Justice, Police Science, or related liberal arts field. C. Completed 60 post-secondary education credits, with at least 12 of those credits completed in Criminal Justice, Police Science or Sociology or a related liberal arts field, from a degree or non-degree program at an accredited educational institution.

B. Have been certified by the Wisconsin Law Enforcement Standards Board (LESB) as a Law Enforcement Officer and am currently employed by a law enforcement agency. Have successfully completed a Wisconsin Department of Justice "Law Enforcement Recruit" training course and am eligible to receive my certification upon employment by a law enforcement agency. Certified Law Enforcement Officer in another state and am eligible for certification by the Wisconsin Law Enforcement Standards Board (LESB).

C. Must not have a criminal conviction of an un-pardoned adult felony conviction on personal record.
Qualifications – Knowledge, Skills, and Abilities:

Required Knowledge, Skills, and Abilities

1. Considerable knowledge of criminal and traffic laws.
2. Knowledge of investigative methods and techniques, the proper preparation of all reports, and forms.
3. Skill in expressing facts and or ideas orally and in writing in a clear, complete, and concise manner.
4. Knowledge and skill in defense and arrest tactics, emergency vehicle operation, use of force, crowd control techniques, and assigned equipment and techniques.
5. Knowledge and skill in foot and vehicle patrol techniques.
6. Knowledge and skill in first aid and CPR.
7. Be proficient in word processing, database applications and the Internet.
8. Knowledge of Federal Communications Commission regulations, procedures, department policies and procedures. Essential is the knowledge of state computer interface procedures prescribed by the Department of Justice.
9. The operation of two-way radios, dispatch equipment, paging and alarm systems.
10. A fundamental knowledge in logging data required by state, and federal agencies and this department. The ability to disseminate information from driver’s license and motor vehicle databases as well as other pertinent data obtained using computer systems.
11. The ability to work under stressful conditions and maintain a high level of proficiency.
12. Ability to communicate with and be respectful of a diverse community of individuals.
13. Ability to observe and recall facts and details about persons, events, accident scenes, physical conditions, and human behaviors; ability to make appropriate quick decisions based on training and experience quickly.
14. Ability to read and understand complex printed material; ability to deal with a diverse population in a variety of situations.
15. Possess strong interpersonal, communication, and organizational skills; be able to set priorities and manage multiple tasks.
16. Maintain the strength, stamina, dexterity and overall physical fitness required for the performance of their duties under a variety of adverse conditions and to be able to be on foot for eight to ten or more hours of a shift, walking five to eight miles.
17. Be able to take defensive measures in the event of physical assault, which may include lifting, climbing, pushing, stooping, kneeling, crouching, crawling, or reaching.

Personal Contacts and Their Purpose

Contacts occur daily with members of the University community (faculty, staff, students and visitors) to exchange information, resolve problems, and provide police and/or medical assistance. However, some contacts involve persons who are acting in violation of the law, ranging from parking violator scofflaws and illegal drug users to violent felons. Officers are constantly confronted by people who are in trouble or who are victims of crime. Besides dealing with criminals, officers must relate to research personnel, professors, graduate students, visiting dignitaries and struggling students. Their interpersonal relations must range up and down a continuum defined by friendliness and persuasion on one end and firmness and force at the other. Further, considering some elements of our society are resistive to any authority, contact with the police are frequently hostile and uncooperative and require force form minimal to stringent.
Contacts with supervisors and peers are for the purpose of identifying and implementing mutual goals, resolving differences, solving problems, and exchanging information. Contacts may be on a one to one basis or in a group. Atmosphere can vary from cooperative and compromising to argumentative. Other contacts, less frequent but none the less important, occur between other law enforcement and criminal justice agencies, district attorneys, judges, and civilian personnel. Occasional contacts also exist involving various community organizations. These include student orientation, sexual assault, personal protection, crime prevention and other topics.

Physical Effort/Demands:
It is imperative that officers maintain the strength, stamina, dexterity, and overall physical fitness required for the performance of their duties under a variety of adverse conditions. The work requires physical ability to function in all kinds of weather and usually in an “outdoor” setting. Periodically, the employee must utilize his/her maximum strength in extricating sick or injured persons from facilities presenting obstacles that demand manual dexterity, balance, coordination, and maneuvering skills. Also, an officer must have the physical stamina to pursue fleeing suspects or violators on foot, over fences, through buildings, up and down stairs for extended distances and maintain the necessary physical strength to overcome all resistance to physical arrest, handcuffing and maintaining safe custody of the prisoner. Further, the nature of police work requires the extending of one’s tour of duty due to investigations, court, emergencies, or manpower shortages. At times there are situations such as strikes, civil disorders that entail canceling of days off and working periods of 5 to 15 days without a day off. Other physical demands include the prerequisite to control a police vehicle at emergency rates of speed on slippery roads in all weather conditions. Officers must be able to take defensive measures in the event of a physical assault, which may include lifting, climbing, pushing, stooping, kneeling, crouching, crawling, or reaching. Officers routinely are on their feet from eight to ten or more hours of a shift, walking five to eight miles or more.

Discretion and Accountability
Officers in this position are responsible for the implementation of law enforcement and the exercise of full statutory arrest authority. Work assignments are general in nature. Officers exercise discretion in determining corrective action ranging from verbal warnings to physical arrest. Judgement must be exercised in determining priority and level of response to multiple situations and requests for police services. Objectives and priorities are determined by department policies and procedures, however discretionary deviations from policy are closely reviewed and the officer must articulate the extenuating/mitigating circumstances that were presented to him/her and the options available.

The work is performed in accordance with Wisconsin Statutes concerning the criminal and traffic code, Wisconsin Administrative Code Chapter 18, department rules, policies and procedures, general orders, memorandums, attorney general rulings, and district attorney and other legal opinions. Although there is no modification of statutory or court-imposed controls permitted, there exists minimal latitude in discretion and deviation from policy predicted by the officer’s judgement and close supervision. Although guidelines are specific and clearly established, how and when an officer applies them is at times determined by the nature and seriousness of the situation and circumstances presented on a case by case basis.

There is a frequent communication and interaction with supervisors at daily meetings. Work is reviewed closely by supervisors and at various level for compliance with statutes, rules and regulations, general orders, policies and procedures, and the appropriate exercise of judgement. There is a periodic review
of officer’s activity concerning parking citations issued, apprehensions and court cases, use of sick leave, etc. Supervisors frequently patrol the campus to ensure that police officers are completing their assignments in a timely and proper manner. Further, supervisors investigate, review and evaluate complaints from citizens involving officers and take the appropriate action. Finally, an annual written evaluation is presented and discussed with the officer indicate areas of improvement, if deemed necessary, and areas of strength.

University of Wisconsin – Stevens Point police officers have complete statutory arrest powers and consequently are unique in that they have total accountability and responsibility for any and all police services on University of Wisconsin – Stevens Point property which includes property within the City of Stevens Point. At times of fires or similar situations, officers must share responsibilities and risks with firefighters and rescue personnel. Our officers are first responders to any report of fire, explosion, radioactive spillage, etc.

**Equipment Operated:**
Various computer systems and/or software, calculator, fax machine, office copier, telephone, and other electronic office devices

**Working Environment:**
Injury may result from physical demands to render emergency service, extricate injured from wrecked vehicles, pushing disabled vehicles, apprehending offender. The officer may be exposed to an occasional threat of bodily harm is increased when the officer works alone.

The risk potential for injury is increased due to the nature of security work and the potential of dealing with work environment hazards including fires, radiation or contamination from hazardous chemicals. The work demands expose the officer to all types of weather conditions including ice, sleet, rain, fog, snow, etc. The potential for personal danger, varied physical demands, irregular hours of duty, maintaining calm in the face of adversity, often create stressful work environment, which may result in serious life problems.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position 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 position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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<tr>
<th>Employee Name</th>
<th>Date</th>
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<tbody>
<tr>
<td>Employee Signature</td>
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<table>
<thead>
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