

WISCONSIN STATE CAPITOL POLICE DEPARTMENT OF ADMINISTRATION

POSITION DESCRIPTION POLICE OFFICER

Position Summary:

This position will provide law enforcement services to the citizens of the State of Wisconsin in and around state facilities in the Madison or Milwaukee area. This position will determine appropriate law enforcement actions to be taken; preserve evidence, enforce parking statutes; provide first aid including CPR, record and preserve evidence, and conduct beat patrols. This position performs under the general supervision of a Police Sergeant.

35% A: Security and law enforcement functions

A1. Determine appropriate corrective action including remedial, warning, citing or arrest of persons observed in violation of Wisconsin State Statutes and/or Department of Administrative Codes.

A2. Preserve the peace for employees and visitors to state facilities and grounds and as required in other locations. Protect property put in the charge of the Department of Administration throughout the State of Wisconsin.

A3. Enforce state parking statutes, rules and policies which may include citing, ticketing or arresting.

A4. Apply first aid/emergency medical procedures to persons injured or ill, examples include: giving cardio pulmonary resuscitation (CPR) to heart attack victims, using defibrillators, caring for injured people, and assisting people with drug or alcohol problems. Arrange for transportation of the ill or injured persons to emergency centers.

A5. Record and document case events by preparing incident reports, interview witnesses, establish facts for court. Give testimony in court as required regarding arrests and investigations. Assist adjacent law enforcement agencies, document case activities when required.

A6. Maintain, familiarize, be proficient with, and document use of equipment used for law enforcement purposes (i.e. squad car, mobile data computers, surveillance equipment, weapons etc) as assigned.

A7. Officer will provide aid, guidance and instruction to new and less senior police officers in all aspects of the duties and responsibilities of the job.

A8. Maintain a record of all properties and facilities under the control of the Department of Administration. Have knowledge of how entry is obtained into the facilities, fire and emergency panels, evacuation routes, etc. to ensure that during emergency as well as routine operations you can adequately handle the situation.

A9. Maintain, familiarize, and be proficient in the use of the computer aided dispatch, report writing system and mobile data computers.

35% B: Perform specialized duties as assigned.

B1. Perform the duties of team leader as assigned by supervisor. Conduct shift briefings prior to and after shift with other work unit supervisors or team leaders. Inform the proper authorities i.e. Chief, Deputy Chief, Captain, Lieutenants, On Call Supervisor, Division Administrators Office of major incidents that

require the knowledge to be forwarded and dealt with (i.e. bomb threats, fires, major arrest, threats to public officials, etc.).

B2. Perform the duties of field training officer when assigned. Conduct thorough training sessions with new police officer recruits. Evaluate performance of new employees, prepare and review with new employees written progress reports during the period they are assigned to you for training.

B3. Perform duties as training officer when assigned. In this capacity, officers should maintain current knowledge in the various fields that they may be required to instruct. Examples of areas in which officers may be required to teach may include CPR, range, crime prevention, safety, etc.

B4. Officers maybe required to act in preserving and collecting of evidence as a photographer, evidence collection, breathalyzer operator, etc. Officers assigned to the area of evidence collection and preservation must remain proficient with current information.

B5. Officers maybe assigned to oversee the operations of specialized work units within the agency i.e. bike patrol unit, canine unit, narcotics and gang task force unit, hostage negotiation team, crowd management team, special operations team, etc.

B6. Officers maybe assigned to the Capitol Police Dispatch Center during periods of emergency or for allowing Law Enforcement Dispatcher's breaks.

B7. Officers maybe assigned to other specific tasks not directly indicated above.

25% C: EMERGENCY ASSISTANCE.

C1. In the case of a bomb threat or severe storm, direct the tenants and visitors in emergency procedures such as directing people to shelters or assisting to inform people of evacuation routes.

C2. Aid during hostage situations as directed. If you are the primary officer insure that the area is secured and notify additional resources for assistance.

C3. During fire, smoke and odor alarms, assist in trying to identify the cause. Be prepared to take charge during an event if directed to do so.

C4. Assume responsibility during emergency situations such at traffic accidents insuring that care is provided for the injured, directing traffic to ensure that it is operating safely, direct and assist emergency response during situations such as ambulance calls.

5% D: Preserve and protect evidence at crime scenes for later collection and processing.

D1. Collect and package evidence in accordance with policies and procedures set up by the state of Wisconsin Crime Lab and the Department of Justice.

D2. Secure collect evidence in accordance with the department policy for presentation in court. Maintain all records for evidence collected and destroyed. All pertinent factors should be included in the evidence report.

D3. Insure that the evidentiary chain required for all photographic, video and audio evidence obtained to document criminal, traffic and misdemeanor violations is completed and followed in accordance with departmental policy.

D4. Maintain all evidence equipment required including cameras, video and collection equipment. Report all needed repairs and restocking of items that are either missing or defective.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of investigation and related techniques; laws, including state and local laws; and rules of evidence, arrest, search and seizure.
2. Skills in defense and arrest tactics, firearms and emergency vehicle operation.
3. Ability to apply sound investigatory methods and techniques to everyday assignments.
4. Ability to observe and accurately recall facts or details about persons, events, accidents or crime scenes, physical conditions and individuals' behavior.
5. Ability to read and comprehend complex directions or instructions.
6. Ability to complete multiple tasks under stressful or crisis conditions.
7. Knowledge of appropriate law enforcement statutes, laws and administrative rules and regulations; proper methods of law enforcement and use of law enforcement tools obtained through training and certifications.
8. Knowledge of law enforcement reporting and record keeping.
9. Excellent oral and written communication skills.
10. Strong computer and keyboarding skills.
11. Ability to work effectively in a team environment.
12. Ability to deal with a diverse population in a variety of situations.

SPECIAL REQUIREMENTS:

- ✓ Must have a high school diploma or General Equivalency Diploma (GED).
- ✓ Must have a two-year degree or 60 post-secondary education credits (unless certified prior to February 1, 1993).
- ✓ Must be certifiable or certified as a police officer in the State of Wisconsin prior to hire.
- ✓ Possession of, or eligibility to obtain, a valid Wisconsin driver's license upon appointment.
- ✓ Must be at least 18 years old.
- ✓ Must have good character.
- ✓ Must have a good driving record.
- ✓ Must have no unpardoned adult felony convictions; no convictions for domestic violence.
- ✓ Correctable 20/20 vision.
- ✓ Must be able to work all shifts, weekends and holidays.
- ✓ Must be able to work on call.
- ✓ Must be able to lift 50 lbs.
- ✓ Must be able to successfully complete the psychological and fitness exams, drug screening, and criminal background check.