

BOYCEVILLE POLICE DEPARTMENT

POSITION DESCRIPTION

POSITION: Police Officer
REPORTS TO: Field Services Sergeant
RANK: Police Officer

POSITION SUMMARY:

Under the general direction and supervision of the Field Services Sergeant, this sworn position performs the responsibilities of a patrol officer for the Village of Boyceville. This position responds to calls for service and conducts high visibility, proactive patrols to enforce state and federal criminal laws and municipal ordinances.

GENERAL DUTIES:

- Uphold and defend the Constitutions of the United States of America and the State of Wisconsin.
- Respond to any calls for service received by either Dispatch or other source.
- Investigate any suspicious activity, criminal acts, violation of ordinance, or deaths.
- Enforce municipal ordinances and state and federal laws.
- Make physical arrests of suspects as needed.
- Conduct traffic enforcement and respond to investigate traffic collisions.
- Conduct high visibility patrols around the community and at Boyceville schools, sporting events, and other community events.
- Assist Village departments, fire departments, EMS services, other law enforcement agencies, and other governmental agencies as needed.
- Respond to calls for mutual aid.
- Prepare police reports and citations as needed. Submit required reports and documentation to prosecutors and other agencies in a timely manner.
- Process crime scenes; including taking photographs and collecting and documenting evidence.
- Conduct interviews of victims, witnesses, and suspects or coordinate forensic interviews.
- Assist in the prosecution of suspects by testifying and presenting evidence.
- Assist with public relations and participate in community events.
- Interact with the public and represent the Department in a positive manner.
- This position will be held to all standards according to the Boyceville Police Department policy manual and the Village of Boyceville employee code of conduct.
- This is a uniformed position but may wear a modified uniform or casual attire as approved by the Chief of Police.
- May be called in from off-duty status to respond to incidents and assist or investigation.
- Act as Field Training Officer when qualified and assigned.
- Attend Village Board and Committee meetings as directed by the Village Board or Chief of Police.
- This position will be scheduled by the Chief of Police or designee.
- Perform other duties as assigned by the Chief of Police or Field Services Sergeant.

REQUIRED SKILLS AND ABILITIES:

- Excellent communication skills, to include public speaking abilities.
- Be certified or certifiable by the Wisconsin Law Enforcement Standards Board.
- Maintain annual training as required by the LESB and BPD standards.
- Maintain proficiency in firearms, conducted energy weapons, and defensive tactics.
- Possess and maintain a valid driver's license.

ADDITIONAL PAYGRADE QUALIFICATIONS:

Officers will be compensated at the following paygrades under the following qualifications.

- Police Officer – Certified or certifiable by LESB. Less than two years of full-time or equivalent sworn service.
- Senior Police Officer – Two years or more of full-time or equivalent sworn service with a law enforcement agency.
- Master Police Officer – Five years or more of full-time or equivalent sworn service with a law enforcement agency.