

DODGE COUNTY JOB DESCRIPTION

JOB TITLE:	Traffic Patrol Officer	FLSA STATUS:	Non Exempt
DEPARTMENT:	Sheriff	REPORTS TO:	Patrol Captain
LOCATION:	Law Enforcement Center	DATE:	9/30/02
LABOR GRADE:	Sworn – Four (4)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of Patrol Captain, works out of patrol car in assigned area of County and communicates with headquarters, fellow officers, field supervisors and other agencies by police radio.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Prevents traffic accidents and deters violators by fair, consistent, and courteous traffic law enforcement.
2. Responds to all requests for assistance from public as necessary.
3. Determines where high accident volume locations exist.
4. Determines if violations of law have occurred, responsible party, and apprehends and/or arrests violator.
5. Correctly records facts, enforces identified violations of traffic code, assists injured, protects accident scene from subsequent accidents, and restores normal flow of traffic as soon as practical.
6. Records for permanent record clear, complete, correct, and concise reports of daily assignments and investigations.
7. Works with District Attorney's office to competently and correctly prosecute arrested persons.
8. Detects/deters crime within assigned area by use of modern police patrol practices.
9. Keeps or restores peace, prevents injury or death, prevents damage to property, and controls crowds.
10. Acts pursuant to legal writ or warrant and safely transfers prisoners to or from State prison system, approved mental health facilities, or local law enforcement agencies according to specific judicial order.
11. Provides traffic direction, special security measures, or other functions so that special events may occur in safe and orderly fashion.
12. Presents formal and informal public appearances to responsibly inform public about various aspects of law enforcement on local and state levels and to portray professional and competent department image.
13. Attends Police Equipment training (Driving, shooting, etc.).
14. Stays current on legal updates on laws and procedures.
15. May work as Undercover Investigator to detect and record information and collect evidence of narcotic, drug, and other criminal violations and to reduce/deter crime which may otherwise go undetected or unsolved.
16. May act as Temporary Communications Officer as necessary when regularly scheduled dispatcher is not present or is absent and assignment is made by shift commander.
17. Regular attendance and punctuality required.
18. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Proficient skill as traffic accident investigator, traffic law enforcer, criminal and incident investigator, and report writer. Working knowledge of applicable state statutes, county ordinances, and departmental policies, rules, and procedures. Ability to communicate effectively. Ability to function effectively and prioritize functions under stressful conditions. Ability to explain and enforce federal, state, and county laws clearly and courteously. Must meet requirements of Civil Service Commission. Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

Must be 21 years of age, law enforcement certified by State of Wisconsin, and have valid, unrestricted Wisconsin motor vehicle operator's license. Before commencing employment on any basis in law enforcement, an individual must have met recruit qualifications established by Law Enforcement Standards Board. Must pass written, oral and physical examinations as required by the Commission. Must possess at least either a two (2) year associate degree from Wisconsin vocational, technical, and adult education district or its accredited equivalent from another state or minimum of 60 fully accredited college level credits. Prior experience as a law enforcement officer is desired. Requirements of the current labor agreement apply where pertinent.

WORKING CONDITIONS

Nearly constant time pressure. Frequent repetitive activities. Frequent work under distractions. Frequent high/low temperatures. Frequent high stress situations. Occasional improper illumination. Minimal intense/continuous noise. May be exposed to free flowing blood and communicable disease.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).