



CITY OF NEW HOLSTEIN

JOB DESCRIPTION

Created 03/18/2020

POSITION: *Police Officer of the New Holstein Police Department*

DEFINITION: Police officers for the City of New Holstein shall possess the powers, enjoy the privileges and be subject to the liabilities conferred and imposed by law. Each police officer shall possess the general knowledge of and be able to apply the laws, regulations, and ordinances of the City of New Holstein, the State of Wisconsin, and the federal government to situations he/she encounters. Police officers shall also be responsible for the following specific functions and duties as may be assigned by a supervisor or other lawful, competent authority. Police officers will be required to perform emergency duties as necessary and as assigned by a supervisor or other lawful, competent authority.

APPOINTED/HIRED/TERM: This is a full-time non-exempt position appointed by the Chief of Police and approved by the Police and Fire Commission. This position is subject to removal by the Police and Fire Commission.

SUPERVISION: The Police Officer reports to the Chief of Police through the chain of command.

HOURS/LOCATION OF DUTIES: Full-time police officers work an eight (8) hour day on a six (6) days on and three (3) days off schedule, which equates to 37.5 hours per week on average. Part-time police officers work an average of eight (8) to sixteen (16) hours per workweek.

SUPERVISORY REQUIREMENT: None

ESSENTIAL DUTIES AND RESPONSIBILITIES: This listing of typical duties is intended to be illustrative only and does not include all the tasks performed by the position:

- A. Detect and apprehend those breaking the law in order to enforce the laws, regulations, and ordinances of the federal government, the State of Wisconsin, and the City of New Holstein.
- B. Gather and clearly document relevant information in order to prepare accurate, truthful, concise and complete reports including crime scene

sketches for criminal investigations and other police activity requiring the completion of reports.

- C. Conduct thorough ordinance and criminal investigations, including the gathering of information required to obtain arrest and/or search warrants.
- D. Identify, photograph, collect, package and preserve all evidence and substances found at crime scenes, crash scenes, or any other scene.
- E. Prepare accurate, truthful, and complete investigation reports legibly, using appropriate grammar, and submit those reports in a timely manner.
- F. Gather information for criminal and ordinance investigations in a timely manner by interviewing and obtaining statements from victims, suspects, witnesses and other confidential sources.
- G. Conduct video, visual and audio surveillance for extended periods of time.
- H. Exercise independent judgment in determining when there is reasonable suspicion to detain and when there is probable cause to search or arrest.
- I. Perform searches of people, buildings, vehicles and large outdoor areas when required to locate and obtain evidence of possible criminal activity or violations of ordinance.
- J. Respond to domestic disputes, identify the predominant aggressor, make an arrest when appropriate or required in order to enforce domestic abuse laws and insure the safety of victims and others involved.
- K. Read and comprehend legal and non-legal documents, including the preparation and processing of documents such as citations, subpoenas, restraining orders, affidavits, criminal complaints, arrest and search warrants.
- L. Conduct traffic investigations related to crash scene and traffic complaint locations, issue citations and make arrests when needed.
- M. Maintains the ability to and does lawfully operate motor vehicles, including law enforcement vehicles, under normal and exigent circumstances.

- N. Maintains the ability to engage in bike and foot patrol when appropriate and necessary under normal and exigent circumstances.
- O. Search, frisk and process arrested persons, prisoners and/or mental health patients or subjects using handcuffs and other appropriate restraints.
- P. Effect and arrest subjects, with appropriate and necessary force, using handcuffs and other restraints.
- Q. Transport and assist with preliminary processing of arrested suspects to include taking their photographs and obtaining legible fingerprint impressions.
- R. Keeps abreast of new developments in legislative and court rulings affecting department procedures and accepted practices, including civil process laws and department procedures and accepted practices for timely service.
- S. Communicate professionally and effectively at all times and when communicating (verbal or written) with other officers, members of the public, juveniles, suspects and others who are in need of assistance.
- T. Conduct school, civic and other community presentations as assigned and in a professional manner that insures the public is educated on the specific law or public safety crime prevention issue.
- U. Remain calm and professional when enduring verbal and/or mental abuse or criticism by a person, witness, suspect, prisoner or in an antagonistic environment.
- V. Render first aid and/or CPR and AED service in emergency medical situations.
- W. Perform rescue functions and assist in emergency response operations at traffic crash scenes and other major emergency incidents that may require carrying or moving people away or evacuating them from dangerous situations in or near particular areas.
- X. Operate a law enforcement vehicle during day and nighttime hours in a safe and controlled manner that ensures the safety of the officer and those people who are on or near the roadway during normal and emergency driving situations while taking into consideration any unsafe road or weather conditions. This includes situations involving fleeing suspects that require pursuit under department policy.

- Y. Maintains the ability to and does lawfully carry, load, unload, and discharge a department issued firearm (handgun, shotgun, rifle) in accordance with department policy.
- Z. Provides truthful, complete, and accurate written and verbal communications.
- AA. Maintains the predictable and unencumbered ability to competently and credibly testify in court.
- BB. Maintains the predictable and unencumbered ability to seize, submit, and testify as to evidence and to serve as a dependable link in the chain of custody.
- CC. Maintains the reliable and predictable ability to issue citations, subpoenas, and warrants, to swear under oath, and to obtain warrants.
- DD. Maintains prompt, predictable, and regular physical attendance.
- EE. Maintains the ability to lawfully perform all duties required of the position at all times.
- FF. Perform all other tasks as assigned by the Chief of Police or through the chain of command.

REQUIREMENTS: The position requires the individual to perform each essential duty and responsibility satisfactory. The requirements listed are representative of the knowledge required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Position requires:

- A. Ability to understand and follow directives necessary to accomplish law enforcement objectives.
- B. Ability to read and write effectively, accurately, completely, and truthfully in order to prepare and explain reports, forms, bonds, and associated documents. This includes the ability to read and write in English.
- C. Advanced knowledge in the field of law enforcement, the law, departmental policy, procedure, rules, and regulations.
- D. Advanced knowledge of patrol and investigative techniques, and emergency response procedures.
- E. Ability to read, analyze, and interpret complex documents.

- F. Ability to engage in basic mathematic computations to measure distance and/or speed.
- G. Ability to respond effectively to sensitive inquires or complaints.
- H. Ability to testify credibly and thoroughly without impediment.
- I. Ability to lawfully operate a motor vehicle, including law enforcement vehicles.
- J. Ability to lawfully perform the essential functions of the job.

ADVANCED KNOWLEDGE, SKILLS, AND ABILITIES:

- A. Ability to understand and follow directions in order to apply a general knowledge of state and city laws and ordinances and to follow proper procedures for detecting and apprehending suspected criminals.
- B. Ability to properly assess a situation in order to take appropriate action and keep a mental memory of events to put into a report.
- C. Ability to effectively communicate with people in high stress situations such as domestic disputes, investigations and accidents.
- D. Ability to communicate effectively, professionally, truthfully, accurately, and completely both orally and in writing.
- E. Ability to estimate speeds, distances and time, perform mileage calculations and any other incident related measurements.
- F. Ability to communicate in a courteous, professional manner when assisting the public, other agencies and fellow officers.
- G. Ability to operate office equipment, including telephone, writing equipment, typewriter and/or keyboard, computer terminal, calculator, copy machine, fax machine, Varda Alarm System, closed circuit camera equipment, photography equipment, and emergency warning equipment.
- H. Ability to operate technical equipment, such as camera, measuring devices, radar, mobile video camera, digital recorder, police radio, and internal squad computers.
- I. Ability to lawfully operate vehicles, including patrol cars.
- J. Ability to effectively and appropriately utilize law enforcement equipment including firearms and other assigned weapons, fingerprinting equipment,

O.C. Gas, baton, flashlight, handcuffs, other restraints, portable and fixed system radios and other equipment.

- K. Ability to effectively utilize medical equipment including first aid kit, CPR protective equipment and defibrillator.
- L. Ability to effectively utilize protective equipment including bullet resistant vests, helmets and blood borne pathogen kits.
- M. Ability to effectively and appropriately employ law enforcement techniques, including but not limited to appropriate use of force, apprehending suspects, and interrogation techniques.
- N. Ability to communicate, coordinate, use sound judgment, and react calmly during emergencies.
- O. The applicable federal, state, and local laws, standards and codes.

QUALIFICATIONS:

- A. Minimum of sixty (60) college credits as required by Law Enforcement Standards Board.
- B. Possess Law Enforcement Standards Board certification by the State of Wisconsin and maintain such certification by completing the annual in-service recertification training required by the Law Enforcement Standards Board.
- C. High school diploma or GED equivalent.
- D. Possess and maintain CPR and AED certification in order to provide life saving assistance in emergency situations.
- E. Possess and maintain a valid Wisconsin Motor Vehicle Operator's license or equivalent.
- F. Any additional requirements as established by the Common Council and Police and Fire Commission pursuant to their authority contained in Chapter 62 of the Wisconsin Statutes.
- G. Applicants considered for this position must successfully pass a criminal background check.

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.

- A. Work is performed in a variety of extreme and harsh Wisconsin weather conditions.
- B. Uses appropriate equipment and tools such as firearms, flashlights, bulletproof vests, and medical equipment.
- C. Operates motor vehicles requiring a standard Wisconsin Driver's License and other non-motor vehicles, such as bicycles.
- D. Apprehends subjects, which at times requires running after, restraining, or tackling subjects.
- E. Climbs ladders, steps, fences, etc. when necessary to carry out job duties, such as apprehending a subject.
- F. Moves subjects weighing up to 200 pounds or more for distances of more than 20 feet.
- G. Walks for prolonged periods of time to patrol areas or to evaluate a crime or accident scene.
- H. Swims through various bodies of water to apprehend a subject, obtain evidence, or rescue a citizen.
- I. Stoops, kneels, crouches, and crawls for prolonged periods of time, such as assuming a position of cover behind a vehicle, wall, or building.
- J. Navigates cramped, small spaces to apprehend subjects, investigate crimes, or rescue citizens.
- K. Verbally communicates, such as calls for assistance, general radio communication, face-to-face communication, etc., which requires the ability to talk and hear.
- L. Uses hands to finger, handle, feel, or operate objects, tools, or controls.

- M. Distinguishes colors to identify traffic signal colors, a subject's car, clothing, hair, skin, or eyes.
- N. Enters data into a personal computer (PC) or other keyboard device to document crimes, citizen complaints, reports and other documents.
- O. Uses appropriate Personal Protection Equipment (PPE), including a bulletproof vest, while performing law enforcement-related tasks in environments that may be immediately dangerous to life.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

DISCLAIMER: The job description has been prepared to assist in evaluating various classes of responsibilities, skills, and work conditions. It indicates the kinds of tasks and levels of work difficulty required of the position. It is not intended as complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of New Holstein is an Equal Opportunity Employer. In compliance with state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. 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.

My signature below is an acknowledgement of my understanding of the purpose of my position.

ACKNOWLEDGED: Employee Signature

Date

PRINT: Employee Name

ACKNOWLEDGED: Chief of Police

Date

*Document last updated: 10/18/12
Revised 06/13/16, 03/01/2017, 03/18/2020*

CITY OF NEW HOLSTEIN

ADDENDUM TO POLICE OFFICER JOB DESCRIPTION: POLICE SCHOOL LIAISON OFFICER ASSIGNMENT DESCRIPTION

PURPOSE OF ADDENDUM: This document serves as an addendum to the City of New Holstein Police Department’s Police Officer job description for police officers assigned to serve as a Police School Liaison Officer (“PSLO”). All individuals assigned to serve as a PSLO are required to be able to perform the essential duties, functions, and responsibilities of the Police Officer job description. Likewise, all individuals assigned to serve as a PSLO must be able to meet the minimum requirements set forth in the Police Officer job description. Therefore, unless expressly stated otherwise herein, the requirements set forth in this addendum are in addition to (as opposed to in place of) the requirements set forth in the Police Officer job description.

ASSIGNMENT: *Police Officer/Police School Liaison Officer for the New Holstein Police Department*

DEFINITION: Police Officers serving in the assignment of Police School Liaison Officer (“PSLO”) will be a uniformed or plain-cloths officer of the New Holstein Police Department. The PSLO will operate under the policies and supervision of the New Holstein Police Department, but will also accept guidance, missions and responsibilities as assigned by the school administrator. The PSLO will have major responsibility for the protection of life and property, prevention of delinquency, enforcement of all laws and ordinances, serve as a primary resource person to facilitate school, community and student relationships. The PSLO will work with all youth and youth service agencies involved with the juvenile justice system in carrying out specific juvenile statutory responsibilities.¹

APPOINTED/HIRED/TERM: The PSLO assignment is determined by the Chief of Police and is revocable by the Chief of Police in accordance with the Collective Bargaining Agreement.

HOURS/LOCATION OF DUTIES: Police Officers serving in the assignment of PSLO work an eight (8) hour day on a five (5) days on and two (2) days off schedule, 37.5 hours per week.

These hours may be flexible on a daily basis. This is consistent with other officers who work a six days on and a three days off schedule.

¹ This information is in place of the “Definition” section contained within the Police Officer job description while the PSLO is serving in the capacity of PSLO and not assisting the Department in the capacity of Police Officer.

The PSLO is required to check in at the Police Department on a daily basis prior to arriving at the schools to keep current and consistent with the activities going on within the Department. He/she will call into the Department if using sick leave.

Any time that school is not scheduled or is cancelled, the PSLO must report in uniform to the Chief or Captain and complete a shift in the capacity of Police Officer.

The PSLO's mandatory training may be scheduled any time during the school academic year and the officer may be called upon at any time to assist the daytime officer.

When school is not in session, (summer months), the PSLO will work his/her normal preferred Police Officer shift by seniority.²

SUPERVISION: The PSLO reports to the Chief of Police; however, the PSLO is subject to extended supervision of the school administrator or his/her designee.³

ESSENTIAL DUTIES AND RESPONSIBILITIES: In addition to the essential duties and responsibilities listed in the Police Officer Job description, the following constitutes a listing of typical duties the PSLO must also be capable of performing satisfactorily. This listing of typical duties is intended to be illustrative only and does not include all the tasks performed within the PSLO assignment:

- A. Must possess thorough knowledge of and keep abreast of the principles and practices of modern police investigation and juvenile investigation methods.
- B. Must possess thorough knowledge of and keep abreast of the standards by which police and juvenile services are evaluated and the use of police records and their application to juvenile investigations and future prevention planning efforts.
- C. Must possess thorough knowledge of the function of federal, state and local laws as they relate to police and juvenile investigations.
- D. Must possess thorough knowledge of the educational system and the Police School Liaison Officer program.
- E. Responsible for preparing and presenting effective, complete, accurate, thorough, and truthful oral and written information, materials and reports related to juveniles and juvenile investigations.
- F. Responsible for establishing and maintaining effective communication and harmonious working relationships with students, school administration and staff.

² This information is in place of the "Hours/Location of Duties" section contained within the Police Officer job description while the PSLO is serving the assignment of PSLO.

³ This information is in place of the "Supervision" section contained within the Police Officer job description while the PSLO is serving the assignment of PSLO.

- G. Responsible for assisting school staff with school safety programming, emergency and disturbance planning, coordination of services with other emergency service personnel and agencies (EMS, fire, emergency management).
- H. Responsible for serving as the primary law enforcement contact and resource person for protective services regarding children.
- I. Responsible for acting as a liaison officer with youth service agencies and other youth groups within the city and county who provide direction, guidance and help to the youth with any problems they may have.
- J. Responsible for taking part in school functions and community activities to become acquainted with parents and community members and to assist in the social and cultural development of students.
- K. Responsible for obtaining information and observe conditions that may adversely affect the welfare of children and report those conditions and situations to the school administration, counselors or social workers and assist them in making the appropriate referrals to youth service agencies.
- L. Responsible for making regular patrols of the school grounds, checking parking areas for suspicious people or vehicles, observing infractions of safety rules or traffic violations in parking areas and on main routes leading to and from school property.
- M. Responsible for handling or coordinating security at school functions and other school activity, as requested.
- N. Responsible for assisting with the development and presentation of appropriate school programs for grades 4K through 12, as requested by school administration.
- O. Responsible for Assisting the school principal with school specific truancy prevention and enforcement efforts, reporting and referring all truancy violations to the Municipal Court in a timely manner, assisting and referring parents of truant students to the appropriate youth service agency that is best able to assist the parent in dealing with truancy matters.
- P. Whenever possible, act as the primary police officer investigating suspected child abuse/neglect involving school children, conduct preliminary and follow-up investigations to alleged violations on school grounds, collect physical evidence, take photographs, interview student witnesses, suspects, and victims concerning activities that occur on school property or within school buildings. Responsible for providing information and referrals to the appropriate Department of Human Services as needed.

- Q. Responsible for assisting the school administration with school building specific emergency and disturbance planning to insure the safety of students, staff and those visiting or attending activities hosted on school property.
- R. Responsible for providing direct assistance and be present when conducting emergency drills or practice sessions with other city or county emergency service agency.

ADVANCED KNOWLEDGE, SKILLS, AND ABILITIES: In addition to the requirements set forth in the Police Officer job description, the PSLO must be able to effectively utilize all equipment requested by the school administrator.

DISCLAIMER: The job description has been prepared to assist in evaluating various classes of responsibilities, skills, and work conditions. It indicates the kinds of tasks and levels of work difficulty required of the assignment. It is not intended as complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of New Holstein is an Equal Opportunity Employer. In compliance with state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. 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.

My signature below is an acknowledgement of my understanding of the purpose of my assignment.

ACKNOWLEDGED: Employee Signature Date

PRINT: Employee Name

ACKNOWLEDGED: Chief of Police Date

CITY OF NEW HOLSTEIN

ADDENDUM TO POLICE OFFICER JOB DESCRIPTION: DRUG TASK FORCE OFFICER ASSIGNMENT DESCRIPTION

PURPOSE OF ADDENDUM: This document serves as an addendum to the City of New Holstein Police Department's Police Officer job description for police officers assigned to serve as a Drug Task Force Officer. All individuals assigned to serve as a Drug Task Force Officer are required to be able to perform the essential duties, functions, and responsibilities of the Police Officer job description. Likewise, all individuals assigned to serve as a Drug Task Force Officer must be able to meet the minimum requirements set forth in the Police Officer job description. Therefore, unless expressly stated otherwise herein, the requirements set forth in this addendum are in addition to (as opposed to in place of) the requirements set forth in the Police Officer job description.

ASSIGNMENT: *Drug Task Force Officer for the New Holstein Police Department*

DEFINITION: Police Officer serving in the Drug Task Force Officer assignment for the City of New Holstein shall possess the powers, enjoy the privileges and be subject to the liabilities conferred and imposed by law. Each Drug Task Force Officer shall possess the general knowledge of and be able to apply the laws and ordinances of the City of New Holstein, the State of Wisconsin, and the federal government as stated in the Police Officer job description. The Drug Enforcement Officer assignment is generally expected to be assigned twenty percent drug enforcement and prevention duties and eighty percent general police officer duties; however, these percentages vary from month to month. This job assignment will require the officer to work at times in uniform and in plain clothes, depending on the assigned duty.

APPOINTED/HIRED/TERM: The Drug Task Force Officer assignment is determined by the Chief of Police and is revocable by the Chief of Police at his/her discretion.

HOURS/LOCATION OF DUTIES: This assignment works the same hours as those set forth in the Police Officer job description; however, officers serving in the Drug Enforcement Officer assignment are expected to be assigned twenty percent drug enforcement and prevention duties and eighty percent general police officer duties.

SUPERVISION: The Drug Task Force Officer reports to the Chief of Police; however, the Drug Task Force Officer is subject to extended supervision of the Calumet County Drug Task Force Unit investigators.⁴

ESSENTIAL DUTIES AND RESPONSIBILITIES: In addition to the essential duties and responsibilities listed in the Police Officer Job description, the following constitutes a listing of typical duties the Drug Task Force Officer must also be capable of performing

⁴ This information is in place of the "Supervision" section contained within the Police Officer job description while the PSLO is serving the assignment of PSLO.

satisfactorily. This listing of typical duties is intended to be illustrative only and does not include all the tasks performed within the Drug Task Force Officer assignment:

- A. Responsible for detecting and apprehending those involved in the possession, manufacture or delivery of controlled substances.
- B. Responsible for conducting drug criminal investigations, including the gathering of information required to obtain arrest and/or search warrants specific to drug and other controlled substance related violations.
- C. Responsible for conducting drug criminal investigations, including the gathering of information required to obtain personal record and phone subpoenas specific to drug and other controlled substance related violations.
- D. Responsible for conducting video, visual and audio-recorded clandestine surveillance operations using legal acceptable practices consistent with covert undercover drug investigations and operations.
- E. Responsible for conducting legal searches of vehicles, buildings and people to locate and obtain evidence specific to controlled substance criminal violations.
- F. Responsible for reading and comprehending legal and non-legal documents, including the preparation and processing of documents such as subpoenas for records, subpoenas for phone records, affidavits for search warrants, affidavits for arrest warrants, affidavits for seizure of property, land and vehicles.
- G. Responsible for conducting and handling informant and controlled buy situations in a manner specific to acceptable department policy and procedures.
- H. Responsible for conducting school, business, civic and other drug prevention and education community presentations as assigned.
- I. Responsible for preparing all written documentation, reports, affidavits, subpoenas and warrants in a truthful, accurate, thorough, and complete manner.
- J. Responsible for possessing the knowledge and ability to perform field testing on controlled substances that may be purchased, discovered and/or seized as part of any drug investigation.
- K. Responsible for possessing the knowledge and ability to properly identify, recover, package and send drug related evidence to an acceptable crime lab for proper analysis.
- L. Responsible for preparing for and providing unencumbered, truthful, accurate, and complete court room testimony on drug investigations and arrests.

QUALIFICATIONS: In addition to the qualification requirements set forth in the Police Officer job description, the officer serving in the assignment of Drug Task Force Officer must meet the following requirements:

- A. At least twenty-four hours of basic drug investigation training; and
- B. NARK II field testing certification or the equivalent.

DISCLAIMER: The job description has been prepared to assist in evaluating various classes of responsibilities, skills, and work conditions. It indicates the kinds of tasks and levels of work difficulty required of the assignment. It is not intended as complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of New Holstein is an Equal Opportunity Employer. In compliance with state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. 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.

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ACKNOWLEDGED: Employee Signature Date

PRINT: Employee Name

ACKNOWLEDGED: Chief of Police Date

CITY OF NEW HOLSTEIN

ADDENDUM TO POLICE OFFICER JOB DESCRIPTION: FIRE INVESTIGATOR ASSIGNMENT DESCRIPTION

PURPOSE OF ADDENDUM: This document serves as an addendum to the City of New Holstein Police Department's Police Officer job description for police officers assigned to serve as a Fire Investigator. All individuals assigned to serve as a Fire Investigator are required to be able to perform the essential duties, functions, and responsibilities of the Police Officer job description. Likewise, all individuals assigned to serve as a Fire Investigator must be able to meet the minimum requirements set forth in the Police Officer job description. Therefore, unless expressly stated otherwise herein, the requirements set forth in this addendum are in addition to (as opposed to in place of) the requirements set forth in the Police Officer job description.

ASSIGNMENT: *Fire Investigator for the New Holstein Police Department*

DEFINITION: Police Officer serving in the Fire Investigator assignment for the City of New Holstein shall possess the powers, enjoy the privileges and be subject to the liabilities conferred and imposed by law. Each Fire Investigator shall possess the general knowledge of and be able to apply the laws and ordinances of the City of New Holstein, the State of Wisconsin, and the federal government as stated in the Police Officer job description. The Fire Investigator assignment is generally expected to be assigned fire inspection duties on an as needed basis.

APPOINTED/HIRED/TERM: The Fire Investigator assignment is determined by the Chief of Police and is revocable by the Chief of Police at his/her discretion.

HOURS/LOCATION OF DUTIES: This assignment works the same hours as those set forth in the Police Officer job description; however, officers serving in the Fire Investigator assignment are expected to be assigned fire inspection duties on an as needed basis.

SUPERVISION: The Fire Investigator reports to the Chief of Police.

ESSENTIAL DUTIES AND RESPONSIBILITIES: In addition to the essential duties and responsibilities listed in the Police Officer Job description, the following constitutes a listing of typical duties the Fire Investigator must also be capable of performing satisfactorily. This listing of typical duties is intended to be illustrative only and does not include all the tasks performed within the Fire Investigator assignment:

- A. Examine fire sites and collect evidence such as glass, metal fragments, charred wood, and accelerant residue for use in determining the cause of a fire.
- B. Examine debris to obtain information about causes of fires.

- C. Photograph damage and evidence related to causes of fires or explosions to document investigation findings.
- D. Thoroughly, accurately, and completely record crime or accident scene evidence with video or still cameras.
- E. Analyze crime scene evidence and other information to determine probable cause of fire or explosion and any violations of local, state, or federal laws or regulations.
- F. Package collected pieces of evidence in securely closed containers, such as bags, crates, or boxes, to protect them.
- G. Process forensic or legal evidence in accordance with Department procedures.
- H. Credibly, truthfully, accurately, and without impediment testify in court cases involving fires, suspected arson, and false alarms.
- I. Credibly, truthfully, accurately, and without impediment testify at legal or legislative proceedings.
- J. Thoroughly, completely, and accurately prepare and maintain reports of investigation results, and records of convicted arsonists and arson suspects.
- K. Thoroughly, completely, and accurately record information about suspects or criminals.
- L. Thoroughly, completely, and accurately prepare investigation or incident reports.
- M. Subpoena and interview witnesses, property owners, and building occupants to obtain information and sworn testimony.
- N. Interview people to gather information about criminal activities.
- O. Coordinate efforts and maintain effective working relationships with other organizations, such as law enforcement agencies.
- P. Collaborate and maintain professional working relationships with law enforcement or security agencies to respond to incidents.
- Q. Swear out warrants, and arrest and process suspected arsonists.

- R. Apprehend criminal suspects.
- S. Test sites and materials to establish facts, such as burn patterns and flash points of materials, using test equipment.
- T. Examine debris to obtain information about causes of fires.
- U. Instruct children about the dangers of fire.
- V. Educate the public about fire safety or prevention.
- W. Dust evidence or portions of fire scenes for latent fingerprints.
- X. Examine crime scenes to obtain evidence.
- Y. Conduct internal investigation to determine negligence and violation of laws and regulations by fire department employees.
- Z. Investigate crimes committed within organizations.

QUALIFICATIONS: In addition to the qualification requirements set forth in the Police Officer job description, the officer serving in the assignment of Fire Investigator must meet the following requirements:

- A. Possess and maintain status as a full-time sworn law enforcement officer;
- B. Successful completion of probationary period as a full-time sworn law enforcement officer;
- C. Minimum of three (3) years' experience as a full-time sworn law enforcement officer;
- D. Possession of Evidence Technician Certification preferred but not required.
- E. Possession of Evidence Photography Training preferred but not required.
- F. Successful completion of Basic Fire Investigator training, which may occur after selection to this assignment.

DISCLAIMER: The job description has been prepared to assist in evaluating various classes of responsibilities, skills, and work conditions. It indicates the kinds of tasks and levels of work difficulty required of the assignment. It is not intended as complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any

supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract and is subject to change by the employer as the needs of the employer and requirements of the job change.

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PRINT: Employee Name

ACKNOWLEDGED: Chief of Police Date