



## New London Police Department

700 Shiocton Street  
New London, Wisconsin 54961  
Jeffrey A. Schlueter, Chief of Police

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202.1

### *PATROL OFFICER*

#### ***Purpose of Position:***

To enforce state laws and local Ordinances, maintain public peace, protect life and property, and serve the community in maintaining its sense of well being.

***Normal Probationary Period:*** One year from completion of field training

***Note:*** This position is included in a labor (union) contract.  
This position is not exempt from flsa overtime requirements

***This Position Reports To:*** Police supervisors (Chief, Assistant Chief, Lieutenant, Sergeant)

#### ***Essential Duties and Responsibilities:***

- \* Preventative patrol
- \* Crime investigation
- \* Victim/suspect interviews
- \* Traffic law enforcement
- \* Traffic control
- \* Animal control
- \* Maintain certifications
- \* Testify in court, as required
- \* Render first aid & life support, as needed
- \* Write daily/monthly reports
- \* Document interviews/complaints
- \* Communicate effectively
- \* Issue citations & warnings
- \* Arrest suspects

#### ***Other Duties and Responsibilities:***

- \* Assist fire departments and ems
- \* Assist locked-out drivers
- \* Other duties, as assigned

#### ***Knowledge, Skills and Abilities Expected:***

- \* WLESB certification
- \* Associates degree
- \* Skill in use of weapons (handgun, rifle, shotgun, baton, taser)
- \* Good communication skills
- \* Knowledge of law enforcement procedures, policies & practices
- \* Drivers license
- \* Ability to deal with emotionally difficult situations, distraught persons without becoming personally involved

- \* Ability to notice small inflections in voice, changes in mannerisms, things which are out of place.
- \* Ability to respond to quickly changing situations
- \* Skill in deflecting blows, effectively wrestling, disarming people

***Work Environment:***

- \* A lot of sitting required, patience, will be outside in all weather conditions.  
May need to be physically aggressive, may have to run, jump, avoid obstacles from time to time.

202.2 *PATROL OFFICER II*

*Officers who have completed 3 years of service will be advanced to the pay grade of patrol officer II.*

202.3 *PATROL OFFICER III*

*Officers who have completed 4 years of service will be advanced to the pay grade of patrol officer III.*

202.4 *PATROL OFFICER IV*

*This position is a promotion. Officers who attain this rank, shall in addition to the essential and other job functions, supervise other patrol officers.*

***Essential Job Functions:***

- \* *Assisting patrol officers in the proper performance of their duties*
- \* *Completing other evaluations as directed*
- \* *Make recommendations about probationary officers*

***Other Job Functions:***

- \* *Make recommendations about policy and procedure*
- \* *Any other task directed by administration*