

VILLAGE OF BONDUEL  
Shawano County  
P. O. Box 67  
Bonduel, WI 54107  
Phone: (715) 758-2402 Fax: (715) 758-6841

**VILLAGE OF BONDUEL  
POSITION DESCRIPTION**

**NAME:** **DEPARTMENT:** Police Department  
**POSITION:** Police Officer  
Part-Time **FSLA STATUS:** Non-Exempt  
**DATE:** June 2018 **REPORTS TO:** Chief of Police

**POSITION SUMMARY:**

The incumbent of this position preserves public peace, order, and safety and health in the Village. This includes general patrol, criminal investigation, traffic law enforcement and citizen assistance. The police officer must have knowledge of state laws, municipal ordinances and department rules and regulations.

The incumbent must exercise independent judgement in emergency situations. The nature of police work means there is an element of personal danger.

The incumbent must be certified or certifiable by the Law Enforcement Standards Board of the Wisconsin Department of Justice.

**DUTIES AND RESPONSIBILITIES:**

**GENERAL PATROL:**

Patrols all streets in the Village to preserve law and order, to enforce laws and ordinances, to deter crime by his/her presence, and to discover the commission of a crime or ordinance violation.

Checks security of business establishments, other buildings, and unoccupied residences.

Conducts surveillance of suspicious persons, objects, and activities.

**TRAFFIC:**

Enforces the provisions of the state traffic code, which has been adopted by reference by the Village Board.

Enforces local traffic ordinances, including speed limits, parking restrictions, and stop sign violations.

Investigates motor vehicle accidents, including interviewing drivers and witnesses and gathering information.

Directs traffic at public events, fires, ambulance calls, accidents, or other emergency situations.

**CRIMINAL:**

Conducts preliminary and follow-up investigations of crimes.

Collects, marks and preserves evidence.

Interviews and questions victims and witnesses.

Apprehends and interviews suspects.

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**OTHER SERVICES:**

Receives and responds to citizen complaints, including those concerning loud noises, suspicious persons, domestic disturbances and stray animals.

Furnishes assistance and information to motorists and citizens.

Controls crowds at public events or celebrations.

Restores order in case of public disturbances.

Deals with intoxicated, highly emotional or mentally distraught persons and arbitrates domestic or personal disputes.

Refers persons to community, social, or educational agencies.

Investigates and reports obstructions or other hazards that might constitute a danger to the public, such as damaged traffic signs, burned out lights or fallen trees.

Enforces the provisions of any permits or licenses issued by the State or Village.

Serves civil and criminal papers, warrants and summons.

**OTHER ACTIVITIES:**

Maintains good relations with other Village departments, other government agencies, private groups, and citizens.

Transports persons to the county jail or other institutions.

Prepares and presents evidence and testifies in court.

Reviews reports on activities occurring since the previous tour of duty.

Makes reports and maintain records.

Attends training and other meetings to keep abreast of recent developments in court interpretations, law changes and police procedures.

Is available for service during off-duty hours in case of emergency.

Performs other duties as assigned.