

**Approved 2-6-17 by V. Board**

**Village of Palmyra  
PUBLIC SAFETY DEPARTMENT  
Position Description**

**PUBLIC SAFETY OFFICER  
Police, Fire and Emergency Medical Services Divisions**

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**I. Identification**

**PUBLIC SAFETY OFFICER**

(Certified as Police Officer, Firefighter, and EMT)

Works under general supervision of assigned supervisor(s) as established in chain of command within Police Division Policy and Fire Rescue SOG

**II. Position Summary:**

Upon completion of certification as Law Enforcement Officer, Firefighter, and Emergency Medical Technician, a Public Safety Officer will perform police patrol and law enforcement duties including but not limited to investigation of criminal and civil ordinance violations, enforcement of traffic laws, and related law enforcement activities. The officer protects life and property by performing firefighting, emergency medical aid, rescue, and fire prevention duties. A full time officer in this position may work extended work shifts exceeding 24 consecutive hours with workplace assignment that may involve active patrol duty and time spent in quarters awaiting calls for service. Part time positions will be assigned work shifts in a case by case basis. Officers assigned in this role will not work police patrol for a period greater than eight hours in a 24 hour period as described in Wisconsin statute 62.13 (2e).

**III. Duties and Responsibilities**

- A. Performs law enforcement duties including patrols of streets, parks, commercial and residential areas to maintain peace and enforce laws and ordinances, traffic control and enforcement, investigation and detection of criminal and civil ordinance violations.
- B. Performs firefighting related activities including, driving of fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishment tasks. Uses judgment in deciding course of action and handle difficult and emergency situations without assistance when necessary.

- C. Performs emergency medical activities including administering first aid, basic life support, and providing assistance to other emergency medical providers as needed.
- D. Maintains availability by radio, telephones, or computer to respond to calls and for consultation on emergencies and other assigned incidents.
- E. Carries out duties in conformance with federal, state, and local laws and ordinances. Follows department policies, procedures, rules and regulations.
- F. Interrogates suspects and interviews witnesses and other members of the public, and takes measurements and draws diagrams of scenes. Obtains and preserves evidence and found property in accordance with Department policy.
- G. Summons ambulances and other law enforcement personnel for assistance
- H. Conducts follow up investigations of crimes committed during assigned shift. Seeks out and questions victims, witnesses, and suspects. Develops leads and tips. Searches scene of crime for clues. analyzes and evaluates evidence and arrests offenders.
- I. Prepares cases for giving testimony and testifies in court proceedings.
- J. Prepares a variety of reports and records including officer's reports of investigation, field interrogation reports, alcohol influence reports, vehicle impoundment forms, traffic hazard reports, citations, etc.
- K. Undertakes community oriented police work and assists citizens with various issues that affect their safety and quality of life.
- L. Presents programs to the community on safety, crime, medical, and fire prevention topics.
- M. Coordinates activities with other officers or other Village Departments as needed, exchanges information with Officers in other law enforcement agencies and obtains advice from Village Attorney, Court Clerk, and the District Attorney's Office, regarding cases, policies and procedures, as needed and assigned. Maintains contact with supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about departmental activities. May assist in coordinating and instructing the work of paid-on-call Firefighters, EMT's, recruits, or other part time department personnel as assigned.

- N. Participates in training drills, attends classes in law enforcement, firefighting, emergency medical, and related subjects. May serve as a member of various departmental committees or special assignments.
- O. Maintain Police, Rescue, and Fire equipment, apparatus, and facilities. Performs minor repairs to departmental equipment.
- P. Performs general maintenance work and up-keep of departmental facilities and equipment. Cleans and makes minor repairs, washes, hangs and dries hose and washes, cleans, polishes, maintains, and tests police, fire, and medical equipment.

**IV. Minimum Education and Experience:**

- A. High School Diploma or equivalent
- B. Two year associate degree in law enforcement, firefighting, or related degree or minimum of 60 college credits. Other degrees will be considered with related law enforcement, rescue, or firefighting experience.
- C. Certifiable by Wisconsin Law Enforcement Standards Board as a Law Enforcement Officer
- D. Certified by the State of Wisconsin as an Emergency Medical Technician
- E. Certified by the State of Wisconsin as a Firefighter I
- F. Must be 21 years old at time of appointment
- G. Must possess valid driver's license
- H. Must be able to lawfully carry a firearm
- I. U.S. Citizen
- J. Must be able to read and write the English language
- K. Must be of good moral character and of temperate and industrious habits

**V. Knowledge, Skills, and Abilities:**

- A. Knowledge of public safety principles, procedures, techniques, and equipment.
- B. Able to communicate effectively orally and in writing. Able to exercise sound judgment in evaluating situations and make quick decisions under highly stressful and emergency situations while maintaining a calm and stable demeanor.

- C. Proficient knowledge of driver safety and proficient in first aid, CPR, and Emergency Medical Services techniques.
- D. Proficient knowledge of operation of fire suppression and other emergency equipment.

**VI. Tools and Equipment Used:**

- A. Able to operate a police car, ambulance, and fire apparatus. Ability to use police/fire radio, pager, radar gun, handgun, electronic control device, long gun, handcuffs, and other weapons as required. Able to operate fire apparatuses, fire pumps, hoses, ladders, and other standard firefighting equipment, and emergency medical equipment, including AED. Ability to proficiently utilize computers and various software programs.

**VII. Physical Requirements**

- A. Requires frequent running, jumping, and lifting.
- B. Ability to carry and lift 100 pounds or more
- C. ability to reach, stoop, and lift
- D. Ability to pass medical examination meeting NFPA standards
- E. Able to work in outside weather conditions, near moving mechanical parts, in high, precarious places, and conditions with fumes or airbourne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.
- F. Requires frequent standing, walking, use of hands to touch, handle, or operate objects, tools, or controls and reach with hands and arms. Requires occasional sitting, climbing, balancing, stooping, kneeling, crouching, crawling, talking, listening, tasting, and smelling.
- G. Specific vision ability with or without corrective lenses required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- H. May be exposed to excessive to moderate noise, particularly during certain firefighting or EMS activities.

**REVISION HISTORY**

**02/06/2017      Creation of Job Description by Village Board approval**