

*Current  
1997.*

PATROL OFFICER JOB TASK ANALYSIS

ARREST AND DETENTION

1. Arrest persons with or without a warrant
2. Advise persons of constitutional rights
3. Take mentally ill people into protective custody
4. Take people incapacitated by alcohol into protective custody.
5. Take developmentally disabled people into protective custody.
6. Issue a citation or summons to offenders in lieu of custody arrest.
7. Explain the nature of criminal offenses to offenders.
8. Detain persons not under arrest for brief periods (questioning).
9. Request verification of warrants before arrest.

SEARCH AND SEIZURE

1. Conduct a search based on probable cause.
2. Search premises or property incident to an arrest.
3. Search premises of property with written/verbal consent.
4. Search premises or property with a warrant.
5. Perform no-knock searches.
6. Conduct "plain view searches".
7. Search abandoned vehicles.
8. Search unconscious/helpless persons in emergencies (medic-alert).

CRIMINAL INVESTIGATIONS

1. Complete preliminary and/or follow-up criminal investigation.
2. Conduct death investigations.
3. Utilize department records to assist in investigations.
4. Conduct lineups, photo lineups, and/or show ups.
5. Locate persons using information sources such as utility companies, schools, post office, and other sources available.
6. Locate witnesses to crimes or accidents.
7. Conduct intelligence activities on known or suspected offenders.
8. Interview complainants, witnesses, drivers, etc.
9. Conduct surveillance of individuals or locations.
10. Exchange information with other law enforcement officers.
11. Interrogate/Interview suspects.
12. Review crime lab reports to assist in investigations.
13. Recruit confidential informants.
14. Verify reliability and credibility of witnesses.
15. Obtain search or arrest warrants.

### CRIMINAL INVESTIGATIONS (con't.)

16. Investigate child abuse complaints/cases.
17. Protect crime scene.
18. Investigate & enforce domestic, harassment and abuse restraining.

### EVIDENCE COLLECTION AND PRESERVATION

1. Secure and search crime scenes, accident scenes and disaster scenes.
2. Evaluate the need for specialized assistance at a crime scene.
3. Assist/coordinate large scale area searches.
4. Fingerprint and photograph people.
5. Witness autopsies for evidence documentation.
6. Collect, retrieve, package and transport property or evidence.
7. Sketch/photograph/document crime scenes, accident scenes or incidents.
8. Recover and inventory stolen or found property.
9. Document the chain of custody for evidence.
10. Inspect vehicle/property for fresh damage (e.g. H&R accident).

### PATROL OPERATIONS

1. Respond to and verify circumstances on 911 disconnects received by the 911 center.
2. Stop vehicles to investigate, cite or arrest occupants.
3. Observe businesses and dwellings for illegal entry.
4. Coordinate actions and responses of other officers as back-ups.
5. Secure vehicles (after arrest, accident or abandoned).
6. Identify and investigate suspicious vehicles/persons/situations.
7. Search buildings or dwellings for criminals, criminal activity or suspicious situations.
8. Respond to alarm incidents (e.g. bank alarm, hold-up alarm, burglary alarms, unknown circumstances).
9. Physically examine and test doors and windows for security in businesses.
10. Physically examine and test doors and windows for security in vacation dwellings.
11. Issue warnings or citations to offenders in lieu of a custody arrest.
12. Identify specific problems in the city and recommend directed patrol activity to address those problems.
13. Identify and report specific problems with streets (e.g. water main break, street lights out, pot holes, ice conditions, etc.).

### NON-ROUTINE SITUATIONS

1. Respond to and stabilize hostage situations.
2. Participate in raids, search and arrest warrants.
3. Evacuate persons from dangerous situations (e.g. bomb threat, gas leak, building fire).
4. Provide security and assistance at disaster/unusual occurrences.
5. Transport persons not under arrest and in need of assistance (Use of police vehicle)
6. Advise citizens or officials of potentially hazardous conditions (e.g. leaking gas main, barricaded person with gun, etc).

1ST SHIFT, DAY SHIFT (7am to 4:30pm) ROAD PATROL RESPONSIBILITIES

1. Answer and respond to calls assigned by dispatch
  - a. traffic accidents with injuries or road blockage
  - b. complaints assigned that are life threatening
  - c. requests for police assistance from the public and from other police agencies.
  - d. non-emergency, non-injury traffic accidents and follow-up
  - e. non-emergency regular complaints assigned by dispatch and follow-up investigation
2. "Keeping the Peace" function
  - a. make criminal, warrant and misdemeanor arrests of violators
  - b. provide a "keep the peace" presence at all festivals, fairs, celebrations or other gatherings of citizens throughout the County during your shift
  - c. respond to calls for officers to "keep the peace" and call for extra help when it is needed.
3. Traffic Security Patrol
  - a. serious life-threatening traffic patrol  
example: Enforcement of OWI, reckless driving, juvenile drinking and driving, left of center, inattentive driving, illegal passing and display of power as well as any other serious traffic violation
  - b. possible life-threatening traffic patrol  
example: speeding, headlight and tail light problems, minor traffic violations and 5 day warnings and fix it orders and all other minor moving violations
  - c. other traffic violations-- non life threatening  
example: registration expiration, illegal registration, muffler, etc.
4. Paper Service, Civil Process, Assisting the Courts
  - a. serve all types of civil process and court documents as defined in the Wisconsin State Statutes requiring the Sheriff and deputies to perform this function
  - b. document actions regarding the service of civil process or court documents as to: when served(date and time), the person or company being served, whether it is a personal service or a substitute service, where the service was done and which officer served the document.
  - c. document unsuccessful attempts at civil process and court documents in the same manner as "b" above.
  - d. Report an irregularities or special circumstances regarding any civil process or service of court documents to the Sheriff, Chief Deputy or Lieutenant
  - e. provide security for the courts as needed
  - f. transport prisoners to and from Richland County Court or to and from any facility ordered by the court.
  - g. transport prisoners held in other jails for appearances in Richland County court picked up on warrants.
5. Security Patrol -(Checking doors and property)
  - a. patrol businesses located in the County
  - b. patrol residential areas located in the County
  - c. patrol farm/rural areas located in the County
  - d. monitor and stop traffic that is suspicious in their actions
  - e. provide security to the Courthouse, Sheriff's Dept. and Jail during your shift.  
check all suspicious activity

2ND SHIFT, EVENING SHIFT (2:30pm to 12 midnight) ROAD PATROL RESPONSIBILITIES

1. Answer and respond to calls assigned by dispatch
  - a. traffic accidents with injuries or road blockage
  - b. complaints assigned that are life threatening
  - c. requests for police assistance from the public and from other police agencies.
  - d. non-emergency, non-injury traffic accidents and follow-up
  - e. non-emergency regular complaints assigned by dispatch and follow-up investigation
2. "Keeping the Peace" function
  - a. make criminal, warrant and misdemeanor arrests of violators
  - b. provide a "keep the peace" presence at all festivals, fairs, celebrations or other gatherings of citizens throughout the County during your shift
  - c. respond to calls for officers to "keep the peace" and call for extra help when it is needed.
3. Traffic Security Patrol
  - a. serious life-threatening traffic patrol  
example: Enforcement of OWI, reckless driving, juvenile drinking and driving, left of center, inattentive driving, illegal passing and display of power as well as any other serious traffic violation
  - b. possible life-threatening traffic patrol  
example: speeding, headlight and tail light problems, minor traffic violations and 5 day warnings and fix it orders and all other minor moving violations
  - c. other traffic violations-- non life threatening  
example: registration expiration, illegal registration, muffler, etc.
4. Paper Service, Civil Process, Assisting the Courts
  - a. serve all types of civil process and court documents as defined in the Wisconsin State Statutes requiring the Sheriff and deputies to perform this function
  - b. document actions regarding the service of civil process or court documents as to: when served(date and time), the person or company being served, whether it is a personal service or a substitute service, where the service was done and which officer served the document.
  - c. document unsuccessful attempts at civil process and court documents in the same manner as "b" above.
  - d. Report an irregularities or special circumstances regarding any civil process or service of court documents to the Sheriff, Chief Deputy or Lieutenant
  - e. provide security for the courts as needed
  - f. transport prisoners to and from Richland County Court or to and from any facility ordered by the court.
  - g. transport prisoners held in other jails for appearances in Richland County court picked up on warrants.
5. Security Patrol -(Checking doors and property)
  - a. patrol businesses located in the County
  - b. patrol residential areas located in the County
  - c. patrol farm/rural areas located in the County
  - d. monitor and stop traffic that is suspicious in their actions
  - e. provide security to the Courthouse, Sheriff's Dept. and Jail during your shift.  
check all suspicious activity

2 SHIFT, EVENING SHIFT (2:30pm to 12 midnight) ROAD PATROL RESPONSIBILITIES

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6. Perform other tasks assigned prior to shift or during shift
  - a. dispatching or jailing in emergency situations or assisting the jail staff when needed
  - b. posting "no parking" signs
  - c. transports to Passages
  - d. any other tasks as assigned by the Sheriff, Chief Deputy, Lieutenant or supervisor

3RD SHIFT (10:30 p.m. to 8:00 a.m.) ROAD PATROL RESPONSIBILITIES

1. Answer and respond to calls assigned by dispatch
  - a. traffic accidents with injuries
  - b. complaints assigned that are life threatening
  - c. requests for police assistance from the public and from other police agencies
  - d. non-emergency, non-injury traffic accidents and follow-up
  - e. non-emergency regular complaints assigned and follow-up investigations
2. "Keeping the Peace" function
  - a. make criminal, warrant and misdemeanor arrests of violators
  - b. provide a "keep the peace" presence at all festivals, fairs, celebrations or gatherings of citizens throughout the County during your shift
  - c. respond to calls for officers to "keep the peace" and call for extra help when it is needed
3. Security Patrol - (Checking doors and property)
  - a. patrol businesses located in the County
  - b. patrol residential areas located in the County
  - c. patrol farm/rural areas located in the County
  - d. monitor and stop traffic that is suspicious (no plates, etc.)
  - e. provide security to the Courthouse, Sheriff's Dept. and Jail during your shift. Check suspicious activity.
4. Traffic Security Patrol
  - a. serious life-threatening traffic patrol  
example: OWI, reckless driving, juvenile drinking & driving, left of center, inattentive, illegal passing, display of power
  - b. possible life-threatening traffic patrol  
example: speeding, fail to dim headlights, tail-light and headlight malfunctions, 5-days
  - c. other traffic violations -- non life-threatening  
example: registration expiration, illegal registration, muffler, etc.
5. Perform other tasks assigned to you prior to shift or during shift
  - a. building moving assists, usually arranged
  - b. paper service if prior arrangements made or person is hard to serve during the other 2 shifts
  - c. traffic problem areas that have been assigned for you to work due to citizen complaints.
  - d. any other tasks as assigned by the Sheriff, Chief Deputy, Lieutenant or supervisor. (i.e. prisoner transports, posting no parking signs, etc.)

1ST SHIFT, DAY SHIFT (7am to 4:30pm) ROAD PATROL RESPONSIBILITIES

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6. Perform other tasks assigned prior to shift or during shift
  - a. dispatching or jailing in emergency situations or assisting the jail staff when needed
  - b. posting "no parking" signs
  - c. transports to Passages
  - d. any other tasks as assigned by the Sheriff, Chief Deputy, Lieutenant or supervisor