

# City of Oak Creek

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**Class Title:** Police Aide  
**Department:** Police  
**Division:** Operations  
**Location:** Police Station

**Job Code Number:**  
**Grade Number:**  
**Union:** Non-Union

## Summary Description

The Police Aide is a para-professional whose responsibilities are to relieve police officers from certain administrative, clerical and service functions which do not require sworn officer status.

## Major Duties/Essential Functions

Provide traffic control and direction at accident scenes and at events and functions where required.

Provide crowd control and monitoring at accidents, crime scenes and for functions and events where large groups of people are in attendance.

Perform security checks for vacation home watches, parks, construction sites and areas of frequent vandalism.

Transport people and/or equipment to designated areas.

Assist citizens with disabled vehicles.

Respond to and assist with animal control complaints, to include animal pick-ups.

Assist officers with booking and processing of prisoners.

Identify, collect, and preserve found property.

Perform squad checks to insure all equipment is in vehicles and vehicles are in presentable/operable condition—both inside and out.

Assist all specialty unit officers (i.e., Crime Prevention, Property Room, DARE, Evidence Technicians, ERU, K-9, etc) with duties that do not require a sworn officer and can further enhance the operations of the unit.

Assist officers in taking measurements at accident scenes.

Monitor and assist walk-in citizen traffic in the Police Department. This includes receiving information, requests and inquiries from citizens and identifying the nature of assistance needed.

Deploy and monitor speed radar trailer (Cop-In-The-Box).

Inventory supplies and equipment as needed.

Provide security and assistance while Municipal Court is in session.

**Minor Duties**

Does research projects as assigned

Makes non-enforcement public contacts.

May be required to assist with routine maintenance of building and grounds.

Assists and performs minor clerical duties.

Projects a professional image as stated in the Oak Creek Police Department Mission Statement.

Establishes and maintains a positive working relationship with members of the community and other employees.

Attends training as directed by his/her superior.

Confers with shift supervisor on a regular basis, discussing work process, incidents, problems, plans and receives advice, counseling and instruction.

Performs other duties as assigned.

**Supervision/Accountability**

Directly accountable to the shift commander on duty. Overall accountability to the Operations Division Captain. Has no supervisory responsibility.

**Skill/Ability**

Must be physically able to perform the duties required of a police aide. Ability to learn to apply standard police procedures, emergency aid and crime prevention techniques; ability to establish and maintain effective interpersonal relationships with employees, other departments, and the public. Ability to communicate effectively verbally and in writing with the public and other law enforcement professionals. Ability to use computer and MDT equipment to access, retrieve or input information. Ability to work independently with regular review of work product. Ability to learn applicable laws, ordinances, department rules and regulations; ability to perform work requiring good physical condition; ability to exercise sound judgement in making decisions; ability to follow verbal and written instructions; ability to learn the City's geography. Ability to identify suspicious activity. Skilled in all types of equipment and vehicle operation. The ability to accept responsibility, to make decisions and to effectively prioritize work. Ability to ensure and follow standard safety practices and procedures; ability to understand the English language fluently and use proper grammar, punctuation and spelling. Ability to prepare, organize and maintain officer data, reports and systems; ability to perform required mathematical computations.

**Education/Experience**

Must have a minimum of a high school diploma.

**Physical Demands**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to reach, fingers to feel or operate objects, tools, or controls and reach with arms and hands. The employee is regularly required to walk; stand; sit; climb or balance; stoop, kneel, crouch or crawl; and taste or smell. The employee must be able to run, grapple, climb, balance, bend, push and twist while performing normal operations. The employee must frequently lift, pull and/or move 50 pounds and on occasion in excess of 100 pounds.

**Work Environment**

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.

**Tools and Equipment Used**

The ability to use the tools and equipment listed below is essential to perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Police vehicles, police radio, cellular phone, computers, camera equipment, MDC, handcuffs, oleoresin capicum spray, radar equipment, speed trailer, and first aid equipment.

**License/Certifications**

Possession of a valid Wisconsin motor vehicle operator's license is required.

**Special Conditions of Work**

Regular work hours will vary depending on time of the year and tasks assigned. Some call-out may be required. Must currently be pursuing a Police Science degree or have completed training in this field and currently seeking a full-time position in law enforcement. Must be at least 18 years of age.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Approval:** \_\_\_\_\_  
Supervisor

**Approval:** \_\_\_\_\_  
City Administrator

**Revision History:**  
2/21/13