

	KENOSHA POLICE DEPARTMENT			
	POLICY AND PROCEDURE			
	21.13 Job Specifications – Safety Officer			
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SAFETY OFFICER

I. CHARACTERISTICS OF THE CLASS

Under general supervision of the Police Sergeant is responsible for the training and assignment of school crossing safety personnel in and around schools and on strategic feeder pedestrian routes. Incumbent coordinates their activities and ensures the availability and presence of proper crossing signs. Develops and teaches Safety Education Programs for school children. Work is reviewed through observation and written reports for adherence to established policies and procedures. Performs other work as requested or assigned.

II. EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative only)

- A. Interviews and recommends the selection of individuals to be engaged in controlling vehicular and pedestrian traffic at designated locations.
- B. Assigns personnel to school locations; schedules hours; conducts orientation and training of new personnel.
- C. Maintains records of time and equipment issued.
- D. Plans and develops new safety education programs; develops lesson plans and course outlines for safety education programs; conducts safety education programs.
- E. Prepares course material and visual aids; evaluates Safety Education programs.
- F. Effectively supervises and recommends the hiring, discharge, assignment, evaluation, discipline and adjustment of grievance of subordinate department employees.
- G. Perform the duties of a Police Officer as needed.

(NOTE: The duties listed above are intended as illustrations of the various types of work performed by persons in positions covered by this classification specification. This list is not all inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the position. Management reserves the right to assign employees in this classification to duties not listed above, if the duties are fairly within the scope of responsibilities applicable to the level of work performed by employees in positions covered by this classification specification. This classification specification does not create an employment contract between the City and the employee and is subject

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to change by the City as the needs of the City and the department change over time.)

III. REQUIREMENTS

A. Training and Experience:

Three (3) years full or part-time public safety experience; or an equivalent combination of training and experience.

B. Knowledge, Abilities and Skills:

1. Knowledge of pedestrian and vehicular traffic regulations.
2. Knowledge of the road network within the municipality.
3. Knowledge of supervisory principles and practices.
4. Knowledge of basic traffic laws, ordinances and regulations pertaining to school zones.
5. Ability to establish and maintain effective working relationships with superiors, subordinates, school administrators, and the public of all ages.
6. Ability to design and plan educational programs concerned with safety.
7. Ability to use audio visual equipment.
8. Considerable skill in public relations and public speaking.
9. Ability to supervise subordinates in a manner conducive to full performance and high morale.
10. Ability to understand and follow written and oral instructions.
11. Skill in the operation of an automobile and be able to qualify for a Commercial Driver License.

C. Physical Requirements:

1. Perform all the duties of a Police Officer and assigned tasks.
2. Operate Police equipment as efficiently and economically as possible under a variety of conditions and in accordance with law and established procedures. This includes but is not limited to vehicles, weapons, computer and radio equipment, cameras and audio and video recording equipment.

D. Environmental Requirements:

1. Task may require frequent exposure to adverse environmental conditions.

E. Sensory Requirements:

1. Task requires color perception and discrimination without impairment.
2. Task requires sound perception and discrimination.
3. Task requires odor perception and discrimination.
4. Task requires depth perception and discrimination.
5. Task requires visual perception and discrimination in each eye correctable to 20/20.
6. Task requires oral communications ability.

F. Possession of a valid driver's license and a good driving record.

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FLSA Status: Non-Exempt