

**Appleton Police Department
Traffic Safety Unit
Job Description**
LTE Position 2022 (06/01/2022 – 12/31/2022)

Purpose

Traffic Safety Unit

The **Traffic Safety Unit** (TSU) will promote and facilitate the smooth and orderly flow of traffic to reduce traffic congestion, reduce the number and severity of traffic crashes, reduce motor vehicle violations within the city, and promote overall traffic safety for motorists, bicyclists, and pedestrians.

The purpose of the TSU is to protect lives and property through aggressive, proactive enforcement of motor vehicle laws and education of our community. An emphasis will be placed on enforcement of the motor vehicle laws of the State of Wisconsin and established codes by the City of Appleton.

The Appleton Police Department is committed to the strict enforcement of violations that contribute to personal injury, death, or serious property damage. These violations include, but are not limited to:

- Speed, reckless driving, or inattentive driving violations.
- Operation of a vehicle while impaired.
- Operation of a vehicle after driving privileges have been suspended or revoked.
- All violations identified during an accident investigation.
- Pedestrian/bicycle violations that could lead to injury or death.
- Illegal equipment or operations of vehicles that create a public nuisance.

Duties and Responsibilities

Traffic Safety Officer

The following are some of the duties and responsibilities of the **Traffic Safety Officer** (TSO), these are in addition to the duties of a patrol officer:

1. Proactively address traffic, pedestrian, and other conveyance issues in the city and handle ongoing citizen complaints regarding traffic safety.
2. Aggressively enforces motor vehicle, pedestrian, and other conveyance regulations in areas of concern.
3. Proactively uses resources, such as speed signs and data analysis, to identify problem areas and develop mitigation strategies.
4. Provides community education on traffic safety, including school-related programs.
5. Collaborates with the CRU Lieutenant to disseminate traffic related information.
6. Creates programs designed to engage and educate the community on traffic safety.
7. Represents the department at government or community meetings related to their duties.
8. Is the departments point of contact for traffic-related concerns or questions.
9. They are not assigned in the call rotation or assigned to a district, but they will be expected to help when call volume or shift workload dictates it.
10. Investigating major accidents and OWI's.
11. Providing reports as needed that outline the performance and outcomes of the TSU.
12. Responsible for maintenance and certification of PBT's and Radars.
13. The above is not to be construed as an exhaustive statement of duties and responsibilities.

HOURS OF WORK

1. The pilot position will work the core hours of 3:00pm to 11:00pm, Monday to Friday, with a roll call at 2:50pm.
2. They would have every 4th Friday off to balance their hours to align with patrol officers.
3. If there are more than one Traffic Safety Officers assigned to the unit, their 4th Fridays off will be scheduled so that they are not off on the same Fridays.
4. The position will not supplant patrol staffing but will bolster staffing during the hours they work so they will not count towards minimum staffing. The Chief will, at their discretion, consider minimum patrol staffing levels before initially assigning an officer to the Traffic Safety Officer position.
5. The position will select vacation and time off separate from the normal patrol selection, approval of time off is at the discretion of their supervisor.
6. The position will be allowed to flex their hours during a pay period, with the permission of their supervisor, to address specific issues or perform other required duties.
7. The position will be filled through a selection process, with a rotation of every 2 years. Those in the position can reapply for another 2-year extension, with no limit on the number of extensions.

Patrol Usage

1. The TSO will not be dispatched to handle routine calls for service, unless directed by a supervisor to assist with shift workload. They would be expected to assist with in-progress or other emergency type calls, shift supervisors will direct resources as needed.
2. The TSO can be assigned to investigate minor traffic crashes, when available.
3. The TSO should assist or investigate major traffic crashes.
4. The TSO can assume OWI investigations of other officers stops, when appropriate, so district officers can be available for other calls.