

POSITION DESCRIPTION

Class Title: **Police Officer**
Department: **Safety**
Division: **Police**

Date: **02/01/2018**
Grade Number: **Civil Service**
Union: **Fraternal Order of Police**

GENERAL PURPOSE

Major responsibilities require constant attention and commitment to this agency's mission. All assigned duties and tasks are expected to be performed in an effective, efficient and safe manner. The job holder must accept the responsibility to support and promote this organization's mission and comply with its directives. Personal conduct and behavior (off duty as well as on duty) must be such that it does not bring disrepute or unnecessarily endanger the public's trust or confidence in the agency or its members. This position requires a high level of problem-solving ability, self-initiative, and the ability to work a majority of the time without direct supervision. Successful performers are those who are capable and willing to make decisions consistently in line with the agency's mission, goals and objectives.

Major duties involve responding to calls for service, patrolling to deter and detect crime, investigating complaints, citing and/or arresting law violators, following up on pending reports and cases, protecting persons and property, and securing and protecting prisoners. When not responding to calls for service, the incumbent is expected to use self-directed work time in an efficient manner by self-initiating work on those tasks identified by supervisory personnel as priorities for this job position. As necessary, the incumbent may be required to temporarily assume the duties, activities and tasks of the patrol sergeant.

SUPERVISION RECEIVED

Works under the general supervision of a Police Sergeant.

SUPERVISION EXERCISED

May be required to serve as acting supervisor on shift.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Works on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.

Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.

Maintains normal availability by radio or telephone.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances;

Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations' and to otherwise serve and protect.

Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

Interrogates suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene.

Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victim, witnesses and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings.

Prepares a variety of reports and records including officer's Daily Log, reports of investigation, field interrogation report, alcohol reports, influence reports, breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc.

Undertakes community oriented police work, and assists citizens with such matters as crime prevention, drug abuse resistance education, traffic safety, etc.

Participates in investigating criminal law violations occurring within the City limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.

Conducts patrol activities including directing traffic, investigation of reported or observed violations of law, bar checks, etc.

Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.

Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.

PERIPHERAL DUTIES

Maintains departmental equipment, supplies and facilities.

Maintains contact with general public, court officials, and other City officials in the performance of police operating activities.

Serves as a member of various employee committees.

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.

DESIRED MINIMUM QUALIFICATIONS

Entry Level

General:

- (A) Must be 21 years or older at the time of employment;
- (B) Must possess, a valid State driver's license without record of suspension or revocation in any State;
- (C) No felony convictions;
- (D) U.S. citizen;
- (E) Graduate of high school or equivalent;
- (F) Must be of good moral character and of temperate and industrious habits.

Education and Experience:

- (A) High school diploma.

Necessary Knowledge, Skills and Abilities:

- (A) Some knowledge of modern law enforcement principles, procedures, techniques, and equipment;
- (B) Some skill in operating the tools and equipment listed below.
- (C) Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow verbal and written instructions; Ability to meet the special requirements listed below; Ability to learn the City's geography.

SPECIAL REQUIREMENTS

- (A) Ability to meet Department's physical standards.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun and other weapons as required, baton, handcuffs, breathalyzer, pager, first aid equipment.

PHYSICAL DEMANDS

The physical demands described 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.

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.

Work conditions vary by shift. The majority of tasks are performed outside while working from a police cruiser. Few tasks require heavy lifting, pushing, pulling or carrying heavy loads. Flexibility is important because of the frequent need to enter and exit vehicles, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is important because of the need to make fine discriminations and decisions concerning subtle clues of impending danger or to discover inconsistencies in witnesses' or suspects' testimonies, etc. Physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore incumbents must maintain a physical and mental state of fitness and readiness that will enable them to handle (with minimal force and often without back up) recurrent contacts and involvements with dangerous people, animals, and equipment.

The noise level in the work environment is usually moderate.

REMOVAL

Removal can be with or without fault of the job holder or agency. Economic conditions that cause reductions in the work force, the member's inability to attend regularly to work, chronic illness, and a failure to perform competently on any of the critical tasks of the position, or a consistent failure to perform competently on regular tasks are among the major reasons for removal without fault. Failure to support the agency's mission, uphold the oath of office, behave in a manner that supports the Police Officer's Code of Ethics, continually comply with preconditions for original employment, or to display due regard for the civil liberties of any person will lead to removal with or without fault. In addition, accruing atypical amounts of dysfunctional work time or requiring atypical amounts of supervisory counseling or remedial training will lead to removal with or without fault.

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate civil service commission testing including written and physical agility test; oral interview; background check; polygraph examination; psychological examination; final selection.

This 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:

Human Resource Manager

Director of Administration

Director of Law