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POLICE OFFICER

DEFINITION

Under general supervision, performs a wide variety of law enforcement and crime prevention work, including patrol, narcotics, K-9, motorcycle, crime prevention, school resource, investigations, and the protection of life and property; enforces Federal, State, and local laws, regulations, and ordinances; assists in the preparation of cases and testifies in court; serves in specialized departmental roles as assigned; provides information and assistance to the public; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Police Sergeant. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This sworn, working-level law enforcement class performs all non-supervisory assignments found in a municipal police department. While incumbents are normally assigned to a specific geographic area for patrol or traffic enforcement, all functional areas of the law enforcement field, including narcotics, K-9, motorcycle, crime prevention, school resource, and investigations are included. Incumbents are required to be armed while on duty and may be assigned to work in uniform or plain clothes. Shift schedules and job assignments are changed periodically to ensure the maximum delivery of effective police services. This class is distinguished from Police Sergeant in that the latter is the first supervisory level in this sworn class series.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

When performing duties in the patrol assignment:

- Patrols assigned jurisdiction, enforces traffic and criminal laws; observes and investigates unusual conditions in facilities, property or other areas; conducts investigations of felony and misdemeanor criminal activities; secures crime scenes as appropriate; investigates suspicious persons, vehicles, circumstances; deters crime by providing high visibility; takes appropriate action or makes arrests; transports arrested individuals for booking, as required; issues citations and warnings; investigates accidents; reports public safety hazards; directs traffic.
- Assists the public regarding directions, laws, and other information as needed; assists disabled motorists; participates in meetings with the public representing the department's interests and responsibilities.
- Observes, monitors and controls routine and unusual traffic situations; stops and warns drivers or issues citations as appropriate; assists motorists with inoperable vehicles and arranges for immediate removal of stranded vehicles if they are stolen or a hazard; provides direction and traffic control in accident or incident situations, special events, or other congested situations.

When performing duties in the investigations assignment:

- Conducts investigations of felony and high-level criminal activities; conducts surveillance; interviews victims, witnesses and suspects; analyzes crime scenes and gathers or directs the collection of data and evidence; writes notes and prepares reports and case files.
- Takes command of and secures crime scenes as appropriate or in absence of a supervisor; collects and preserves evidence; interviews suspects, victims, and witnesses; provides emergency medical attention and requests appropriate medical assistance as necessary; gathers and records information and data.
- Makes arrests and serves warrants and subpoenas; takes individuals into custody and may transport them for medical clearance and/or booking at a longer-term facility, as required.
- May serve on special committees such as inter-agency Drug Task Forces, Gang Enforcement Team, and other organizations.

When performing duties in the School Resource Officer assignment:

- Acts as liaison and resource between department and school systems, students; assists and counsels youths; assists parents, school authorities, community and other officers; presents educational programs such as D.A.R.E. Program, gang awareness, drug awareness, internet safety, etc.; assists school officials in enforcement of regulations; coordinates special programs as required.
- Investigates cases involving unfit homes and crimes committed against or by juveniles, including but not limited to child abuse, Department of Human Services referrals, and runaways; advises and refers juveniles to appropriate community resources as requested or as necessary.

When performing duties in the commercial crimes assignment:

- Analyzes crime trend data and develops programs, projects, and activities aimed at reducing and preventing crimes.

When performing duties in the Tactical Negotiations Team or Special Weapons and Tactics assignment:

- Responds to incidents involving high-risk situations, including hostages, armed suicidal subjects, clandestine drug labs, barricaded wanted subjects, civil unrest or riots, and other assignments.

When performing duties in the K-9 assignment:

- Utilizes K-9 to enforce, pursue, investigate and contain situations and persons; responsible for maintenance and training of K-9; presents community education programs; instructs other personnel.

When performing all assignments:

- Responds to a wide variety of emergency calls for service, disturbances, thefts, burglaries, vehicle accidents, domestic disputes, suspicious activities, and other incidents to protect public safety and property, resolve problems, diffuse situations, and enforce laws and ordinances; determines appropriate action; calls for assistance as needed.
- Prepares case records and reports on major activities within the jurisdiction; prepares affidavits for search warrants; serves arrest and search warrants and subpoenas as required.
- Prepares and writes a variety of reports, forms, records and files; interacts with prosecutors, attorneys, and court officials; appears in court as required.
- Handles prisoners as called for by law.

- May develop, implement, and present various community education programs on a wide variety of crime prevention subjects.
- Maintains effective working relationships with other law enforcement agencies and personnel.
- Assists other officers as needed.
- May serve as a field training officer for orientation and training of new officers.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications and materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Oversees the use and care of equipment used in the course of work.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, pursuit, apprehension and transportation of suspects.
- Investigation and identification techniques and equipment.
- Rules of evidence regarding search, seizure, and the preservation of evidence.
- Courtroom procedures and techniques for testifying.
- Applicable Federal, State, and local laws, codes, ordinances, court decisions, and departmental rules and regulations.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agencies, impact weapons, and tazers.
- Techniques of first aid, cardiopulmonary resuscitation (CPR), and automated external defibrillator (AED).
- Modern office practices, methods and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Learn a considerable amount of factual information regarding laws, ordinances, statutes, regulations, procedures and apply this knowledge to the duties of the position.
- Observe accurately, recall faces, names, descriptive characteristics, facts of incidents and places.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies and procedures, laws, codes, regulations, and ordinances.
- Prepare clear and concise reports, correspondence, records, and other written materials.
- Identify and be responsive to community issues, concerns, and needs.
- Coordinate and carry out special assignments.
- Understand and follow oral and written instructions.
- Monitor changes in laws and court decisions and apply them in work situations.
- Enter information into a computer with sufficient speed and accuracy to perform the work.
- Make sound, independent decisions in emergency situations.
- Organize own work, set priorities and meet critical time deadlines.

- Operate a motor vehicle in a safe and responsible manner under patrol and emergency conditions; act effectively and calmly in emergency situations.
- Safely and skillfully use firearms and other police equipment.
- Operate modern office equipment, including computer equipment and software programs.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and one (1) year of experience working with the public. Some college-level coursework in and/or volunteer law enforcement experience are desirable.

Licenses and Certifications:

- Possession of a valid driver's license with a satisfactory driving record.
- Police Officer Certification from DPSST or ability to obtain within twelve (12) months of date of hire.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain State-mandated physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing and descending structures to access crime scenes and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects, as well as crime/accident suspects/victims weighing up to 150 pounds and heavier weights with the appropriate assistance.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to pass a detailed background investigation. Must be willing to work extended or varying shifts, weekends, and holidays or be called back in emergency situations, and work with exposure to difficult circumstances, including exposure to dangerous situations and violent individuals.