

PATROL OFFICER / DETECTIVE

FLSA CLASSIFICATION: Non-Exempt

GENERAL PURPOSE:

Performs police patrol, investigation, traffic regulation, and related law enforcement activities. May include "special assignment" to various functions including, but not limited to membership on the special response team, investigations, motors or traffic enforcement, police canine, MCAT detective or school resource officer etc.

DISTINGUISHING FEATURES OF WORK:

This is a non-supervisory police services position with the overall responsibility of overseeing the delivery of police services within the guidelines of the department rules and regulations, mission statement, management philosophy, and goals and objectives. Patrol officers receive assignments and instructions from officers of higher rank. Work normally consists of routine patrol, preliminary investigations, traffic regulation duties and the enforcement of city ordinances and state laws, the protection of the public and the preservation of the peace. Work may involve an element of personal danger and employees must be able to act without direct supervision and exercise independent judgment in managing emergencies. Work methods and results are checked by superior officers through personal inspections, review of reports and discussions.

SUPERVISION RECEIVED:

Works under the general supervision of a police sergeant.

SUPERVISION EXERCISED:

May exercise some supervision over junior officers as a field training officer, Lead Officer and/ or by being the senior officer on duty in the absence of any other supervisor as outlined in the department policy manual.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Works on permanent or 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 constant availability by radio and/or telephone for assignment modification of duties, general status reporting, and consultation on major emergencies.

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 routine and 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 scenes of vehicular accidents. Summons ambulances, emergency services vehicles, tow trucks 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 victims, witnesses and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for prosecution and testifies in court proceedings. Treats all victims, suspects and witnesses with dignity and respect, showing empathy and understanding as needed to maintain exceptional police/public relationships.

Prepares a variety of reports and records including standard police reports, reports of investigation, field interrogation report, alcohol influence reports, breathalyzer checklist, bad check form, vehicle impoundment form, traffic hazard report, etc.

Undertakes community-oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, etc.

Maintains security of prisoners, conducts intake and release procedures, transports prisoners as needed, and conduct inspections and audits of jail facilities as needed.

Proactively identifies issues within the community, meets with citizens and business owners as needed, formulates creative strategies to solve problems and interacts regularly with all elements of the community. Proactively patrols problem locations and uses enforcement and education in an effort to modify violator behaviors and ensure the safety of the public.

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, County Attorney and staff, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned. Properly informs supervisors and top staff regarding sensitive issues or developing trends affecting the police department.

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

Maintains a high level of personal and professional conduct that enhances the public trust in law enforcement. Adheres to the tenants of the Law Enforcement Code of Ethics.

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. Shall perform any other assignments or duties as requested or required by the Chief of Police.

MINIMUM QUALIFICATIONS:

General:

1. Must be 21 years or older at the lime of employment.
2. Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state.
3. Felony convictions and disqualifying criminal histories within the past seven years are not allowed.
4. Must be a U.S. citizen.
5. Must be able to read and write the English language.
6. Must be of good moral character and of temperate and industrious habits.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent supplemented by some college or vocational school training in police science, law enforcement, criminal justice administration, public administration, or a related field.
2. An equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

1. Some knowledge of modern law enforcement principles, procedures, techniques, and equipment.
2. Some skill in operating the tools and equipment listed below.
3. Ability to learn and apply applicable laws, ordinances, department rules, techniques, and regulations. Ability to objectively gather information. Ability to provide the best service to the public while enforcing the law and maintaining public order. 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, supervisors, and community. Ability to exercise logic, reason, and creativity in evaluating situations and in making decisions. Ability to handle stressful situations. Ability to follow verbal and written instructions. Ability to meet the special requirements listed below. Ability to learn the City's geography.

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SPECIAL REQUIREMENTS:

1. Ability to meet the department's physical fitness standards.
2. Must be able to pass medical exam and the department's physical agility test.
3. Must successfully complete the State Basic Training Academy or Equivalency Test within six months after employment.
4. Maintain all required certifications.

Lateral Entry:

1. Must be able to meet all Entry Level requirements listed above.
2. Must have completed, prior to employment, the State Basic Training Academy.

SELECTION GUIDELINES:

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

TOOLS AND EQUIPMENT USED:

Police car, police radio, handcuffs, baton, handgun, first aid equipment, personal computer including word processing software, and other tools, equipment and weapon systems as required.

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger,

handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to use a firearm safely and effectively, direct traffic, write reports, utilize equipment required for the performance of duties, and operate a vehicle.

Sufficient personal mobility, flexibility, stamina, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to direct traffic, bend or stoop repeatedly, maneuver through and over rough, uneven, slippery or rocky terrain, climb over fences and walls as necessary, perform search activities for extended periods of time, and perform all duties required in a law enforcement environment.

Physical ability necessary to meet all physical testing requirements of the department.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The employee may be exposed to hazardous materials, blood and other biohazard substances.

The noise level in the work environment is usually moderate.

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.