



CITY OF RONAN POSITION DESCRIPTION

Class Title: Police Officer
Department: Police
Accountable To: Sergeant or the Chief of Police
Date:
Job Code Number:

DEFINITION:

The Police Officer works under the general supervision and in all conditions, performing a variety of law enforcement duties that involve protecting life and property; enforcing laws and ordinances; conducting criminal investigations, crime prevention and suppression; preserving the public peace; performing special assignments in the protection of life and property; and related work as required.

CLASS CHARACTERISTICS:

This is a sworn peace officer status where incumbents perform all duties required of peace officers to effectively respond to and resolve situations encountered. Incumbents may be assigned, depending on rotational assignments, to patrol or investigations.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from supervisory and management staff. May be temporarily assigned as a supervisor or training officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Examples of Important responsibilities and duties may include, but are not limited to, the following:

- Enforces local, State and Federal laws and ordinances
- Patrols assigned area of the City in a car or on foot
- Protects persons and property from harm during emergency and non-emergency situations
- Responds to calls related to the protection of life and property, traffic incidents, and other required emergencies
- Pursues, subdues, apprehends and control fleeing, uncooperative or combative persons
- Prepares reports of arrests made, activities performed, and unusual incidents observed in a timely manner
- Conducts both preliminary and follow-up investigations of disturbances, criminal incidents, hazardous incidents, vehicle accidents, and death
- Prepares search warrants and arrest warrants, make arrests; serves warrants and subpoenas
- In Coordinates and investigates violent crimes, child abuse, property crimes, vice, gaming, and narcotic violations
- Interrogates suspects and interviews victims, complainants and witnesses
- Coordinates and investigates violent crimes, child abuse, property crimes, vice, gaming, and narcotic violations

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES:

Continued:

- Testifies and presents evidence in court; provides backup assistance for other officers and personnel
- Collects, preserves and maintains evidence, found property and property for safekeeping
- Assists and advises motorist and enforces traffic safety laws by issuing citations and warnings
- Searches, fingerprints, and transports prisoners
- Responds to demonstrations, riots, hostage situations, barricaded subjects and other extremely hazardous situations
- Maintain contact with the public regarding potential law enforcement problems and preserves good relationships with the public
- Observes, monitors, directs, and controls routine and unusual traffic conditions
- Checks building for physical security
- Administers first aid as needed

ADDITIONAL DUTIES:

- Develops and maintains good relationships with informants and contacts, which may be helpful in criminal investigations
- Contacts and cooperates with other law enforcement and non-law enforcement agencies in matters relating to apprehending offenders and investigating offenses
- Makes presentations to citizens and groups
- Assist with special investigative and crime prevention duties
- Serves as a Field Training Officer, supervising and training new personnel
- Prepares and serves asset seizure documentation; seizes assets
- Collects, analyzes, and disseminate criminal street gang information
- Direct traffic at fires, special events and other emergency or congested situations
- Performs related duties and specialized assignments as assigned
- Maintains departmental equipment, supplies and facilities

KNOWLEDGE AND ABILITIES:

Knowledge:

- Law enforcement terminology, methods and concepts as taught in the P.O.S.T. Basic Academy and Field Training Program
- Techniques for dealing with difficult people under hostile and emergency situations

Ability to:

- Act with integrity, dependability, and professionalism to maintain the public trust
- Comprehend, interpret, explain, and implement laws, rules, regulations, policies, procedures, and instructions
- Understand and carry out oral and in writing; and prepare accurate and grammatically correct written reports
- Think and act quickly; demonstrate sound judgment and rational thinking under adverse/dangerous circumstances; judges situations and people accurately; rapidly evaluate options and alternatives and choose appropriate responses

KNOWLEDGE AND ABILITIES:

Continued

- Work with people from all socio-economic backgrounds
- Observe accurately and remember faces, numbers, incidents, and places
- Demonstrate proficiency in the use of department equipment, including, but not limited to firearms, vehicles, radios, and computers
- Demonstrate and maintain a physical condition which permits the satisfactory performance of assigned duties and responsibilities at all times, in all weathers and conditions, in a vehicle or on foot
- Demonstrate audio-visual acuity, perception and discrimination sufficient to accurately: hear instructions and information, make observations, testify in court, read and write, and properly operate assigned equipment and vehicles
- Demonstrate proficiency in the exercise of defensive tactics
- Handle an automobile in high speed and emergency situations
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Uphold the Law Enforcement Code of Ethics at all times

DESIRED MINIMUM QUALIFICATIONS:

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

EITHER I

Successful completion of a Montana P.O.S.T. certified academy issued within 36 months prior to appointment and Associates degree in police science, law enforcement, criminal justice administration, public administration, or a related field

OR II

One (1) year of experience as a police officer in a municipal, county or special district law enforcement agency or the Highway Patrol and possession of a P.O.S.T. Basic Certificate. Qualifying employment must be within the 36 months prior to appointment.

License or Certificate:

Must possess, or be able to obtain by the time of hire, a valid Montana driver’s license without record of suspension or revocation in any state

Age:

Must be 21 years or older at the time of appointment

Education:

A High School diploma or equivalent which may be supplemented by a two-year community college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or a related field

Citizenship:

Must be a U.S. citizen at the time of appointment

DESIRED MINIMUM QUALIFICATIONS:

Continued

Vision:

Must be not less than 20/100 uncorrected, corrected to 20/20 with no color deficiencies

Criminal History:

No felony convictions

No misdemeanor convictions which mandate a weapons prohibitions

MINIMUM QUALIFICATIONS:

Incumbents must continuously display competence in the established peace officer job dimensions of: integrity, communication skills, learning ability, judgment under pressure, observational skills, willingness to confront problems, interest in people, interpersonal sensitivity, motivation, appearance, dependability, physical ability, operation of equipment and credibility as a witness in a court of law.

Incumbents must continuously demonstrate and maintain standards of personal conduct with regards to personal and professional integrity; impulse control/attention to safety; substance abuse/risk-taking behavior; stress tolerance; confronting and overcoming problems, obstacles and adversity; conscientiousness; interpersonal skills; decision-making and judgment; learning ability; and communication skills.

SPECIAL REQUIREMENTS:

- Pass the Montana Physical Abilities Test (MPAT)
- Must be able to obtain Basic Law Enforcement Training (or Police Officer Standards and Training) certificate or equivalent

WORKING CONDITIONS:

Working conditions may include, but are not limited to: running, jumping, walking, kneeling, crouching, or crawling, subduing uncooperative individuals, chasing fleeing subjects, physically moving equipment and incapacitated or deceased persons, climbing stairs/ladders, going over obstacles, performing life-saving and rescue procedures, standing, sitting, or remaining in a fixed position for extended periods of time, operating Department equipment and vehicle.

Function effectively while confronted with personal danger, including, but not limited to: exposure to armed/dangerous persons, dangerous animals, bodily fluids, communicable diseases, and fumes, hazards of emergency driving, hazards associated with traffic control and working in and near traffic, and natural and man-made disasters.

Incumbents are required to work rotating shifts and assignments, and may be assigned to work with little or no notice.

Due to varied and unpredictable nature of police work, incumbents may also be required to perform the following:

WORKING CONDITIONS:

Continued

- Measure distances using calibrated instruments such as when investigating traffic accidents or processing crime scenes
- Make precise arm-hand positioning movements and maintain static arm-hand position such as when sighting and shooting a firearm
- Direct traffic which requires continuous and repetitive arm-hand movements
- Use sufficient strength to enable the incumbent to sprint, jump, or physically overcome resistance when chasing or apprehending suspects
- Coordinate the movement of more than one limb simultaneously such as when using a hand radio while driving a vehicle or searching a building with firearm drawn, flashlight on and opening and closing doors
- Bend or stoop repeatedly and continuously over time such as getting in and out of a patrol car or gathering evidence at crime scenes
- Climb ladders and search rooftops requires lifting arms above shoulder level and working at heights greater than ten feet
- Search for suspects or lost persons require walking over rough, uneven, slippery or rocky surfaces including fields, parks, hillsides and creeks
- Move heavy objects such as equipment (50 pounds and more)
- Lift and carry injured or intoxicated persons short and long distances
- Work outdoors in a variety of weather conditions with exposure to the elements; tolerate very hot and very cold temperatures
- Sit for extended periods of time and may or may not be able to change positions such as when sitting in a patrol vehicle, or performing surveillance
- An officer is required to listen for alarms, screams, breaking glass or other suspicious and unusual noises that may require investigation
- Patrol officers wear a 15 pound utility/gun belt which requires the continuous support from stomach and lower back muscles
- A patrol officer typically spends 7 - 8 hours per day driving a vehicle which requires the continuous support of lower back muscles
- Foot beat and search activities require walking for extended periods of time, unable to stop, sit or rest at will
- Crowd and traffic control duties require standing for extended periods of time, unable to sit or rest at will

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.

Approval:

Approval:

Chief of Police

Mayor

Effective Date: _____

Copy to Employee: _____