



JOB DESCRIPTION

Job Title: Police Officer	Date: April, 2017
Department: Police	Exemption Status: Non-Exempt
Reports To: Police Chief or Designee	Revisions Date: September 2016

POSITION SUMMARY:

Police Officer is responsible for patrolling assigned areas in a police cruiser in search of suspicious activity such as prostitution, drug trafficking, speeding, driving under the influence, and other violations. Arrests violators, books them in jail, and testifies in court proceedings.

POSITION RESPONSIBILITIES:

- Patrols area to protect people's lives and property
- Regulates traffic and reroutes traffic in case of accidents or emergencies
- Responds to accidents or stranded motorists
- Identifies and arrests people accused of violations, including assault, burglary, larceny, and car theft
- Enforces motor vehicle laws and issues citations or warnings to people who violate motor vehicle laws
- Testifies in court
- Bags and presents evidence
- Responds to distress calls or calls for assistance
- Investigates reports of suspicious activities
- Interviews witnesses and suspects
- Observes standard protocols and procedures while responding to calls
- May pursue suspects via car or on foot
- Searches vehicles for drugs or paraphernalia, using a drug dog when necessary
- Investigates traffic accidents to determine cause of accident
- Provides road assistance to motorists and gives directions as necessary
- Books and processes prisoners
- Writes records of arrests and reasons for the arrest
- Escorts citizens during funeral processions
- Checks for proper identification and verifies licenses and registration during traffic stops
- Responds to citizen's questions and comments in a courteous and timely manner
- Performs all work duties and activities in accordance with City policies, procedures and safety practices
- May perform special assignments or manage special police programs such as school resource, narcotics or dog handler
- Keeps immediate supervisor or designee fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems

- Performs other duties as assigned

KNOWLEDGE, EXPERIENCE, and TRAINING REQUIREMENTS

Requires education and/or experience to attain the following:

- Graduation from high school or possession of a GED, and POST Basic Certification
- Good knowledge of local, State and Federal laws as applicable to community law enforcement
- Good knowledge of law enforcement practices and methods, and court procedures and practices
- Basic knowledge of all police equipment, including vehicles, speed radar units, communications units, body armor, handcuffs, intoxicilizer, firearms, batons, medical kits, road flares, hand control remote traffic signals, chemical agents, riot gear and other related equipment
- Basic knowledge of defensive driving techniques
- Ability to work in situations involving confusion and potential danger to oneself, citizens or another Police Officer and to make quick decisions which secure the safety of all individuals involved
- Ability to use good judgment regarding the use of force
- Ability to command authority from members of the public through a calm demeanor and appropriate actions
- Ability to quickly learn the Department policies and procedures and geographical layout of the City of Payette
- Ability to perform basic first aid procedures
- Ability to communicate well with others, both orally and in writing and through active listening, using both technical and non-technical language
- Ability to understand and follow oral and/or written policies, procedures and instructions
- Ability to prepare and present accurate and reliable reports containing findings and recommendations
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions
- Ability to establish and maintain effective working relationships with other Department and City employees, and the public
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology
- Ability to perform all work duties and activities in accordance with City policies, procedures and safety practices
- Has integrity, ingenuity and inventiveness in the performance of assigned tasks

LICENSING and OTHER SPECIAL REQUIREMENTS

All applicants must be able to successfully pass City of Payette background check processes which include reference checks and criminal history checks. Applicants must be able to pass, or have:

- Valid Idaho driver's license
- Driving Record Check
- Education Verification
- Polygraph Exam
- Post Offer Medical Exam
- Physical Fitness Test
- Psychological Evaluation (by licensed Psychologist)
- Idaho Peace Officer Standards Basic Certification required after 1 (one) year of employment
- Required to qualify and maintain qualification standards to carry firearms

Drug Free Workplace: In accordance with the City of Payette Drug Free Workplace Regulation, this position is designated as safety sensitive and is subject to testing requirements including Post Offer Applicant Testing, Random Testing, Reasonable Suspicion, Post - Accident, etc. Applicants will be required to submit to screening for illegal drug use prior to hire. Appointment to this position is contingent upon a negative pre-employment drug test.

WORKING CONDITIONS

The work environment will include inside conditions and outdoor weather conditions. Employees work in/at heights and confined spaces. Employees will also drive a vehicle as part of this position. Work includes protected exposure to infectious bacteria, bodily fluids, and chemicals. Additional environmental conditions include: work at crime scenes which may be hazardous or unsanitary, located in houses, buildings, outdoors in adverse weather conditions, etc. Individuals will be subjected to evidence of violence or trauma, including graphic and disturbing scenes of homicide, sexual assault, robbery, traffic accidents, abuse, arson, autopsy subjects (deceased persons, children and animals), and related evidence at all stages during the investigation and prosecution of crimes. A Police Officer's duties range from periods of physical inactivity to situations requiring extreme physical exertion, stress, and which may involve danger.

Must be able to perform the following duties with or without accommodations:

- Must have sufficient clarity of speech and hearing with permits the employee to communicate effectively
- Must have sufficient vision which permits the employee to make observations and identify criminal activity, includes close, distance, peripheral and depth perception

- Must have sufficient manual dexterity which permits the employee to operate required equipment
- Must be able to sit, stand, walk, run, stoop, kneel, crouch, crawl, reach, grasp, climb and balance
- Must have sufficient personal mobility and physical reflexes which permits the employee to patrol and investigate assigned areas
- Must be able to lift/carry up to 50 pounds, rarely lifting/carrying up to 101 + lbs.

This position works: assignments may include holidays, swing and/or graveyard shift, overtime, on-call, call-back, and others as needed.

Disclaimer:

Incumbent must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.