

# CITY OF CHUBBUCK

## CLASS SPECIFICATION

### PATROL OFFICER (First Class)

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#### General Statement of Duties:

Performs general duty and investigative police work in the protection of life and property through enforcement of laws and ordinances; responds to calls for the protection of life and property; performs related work as required.

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#### Classification Summary:

The principal function of a sworn employee in this class is to enforce state and local laws and ordinances, respond to calls for the protection of life and property, conduct criminal and non-criminal investigations, make arrests and to perform other assigned law enforcement and public safety duties. Duties normally consist of patrol and traffic activities in the city on an assigned shift. Officers may be delegated to assignments in specialized areas such as neighborhood services, community services, drug education (DARE), K-9 program, SWAT team, administration, field training, firearms training, reserve liaison, or other assignment. Work is performed under the general direction of a supervising Sergeant. This position may provide direction in the field to other patrol officers. Considerable latitude is granted to the employee but work is subject to periodic performance audits and annual evaluations. The principal duties of this class are performed in both a general office environment and an outdoor environment that may include exposure to adverse weather conditions and to potential personal danger.

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#### Essential Duties and Responsibilities:

- Patrols assigned areas of the city in a car or on foot;
- Enforces state and local laws and ordinances;
- Maintains community presence and/or responds to calls for service and takes appropriate action;
- Responds to calls related to the protection of life and property, traffic incidents, and other public safety emergencies;
- Responds to patrol calls which include domestic incidents, burglaries, juvenile disturbances, civil disturbances, health and welfare assists, civil standby, business and residential alarms, thefts, traffic accidents, animal problems, civil protection order /no contact order violations and services, medical and fire calls, bomb threats, hazardous material spills, and other public and life safety incidents;
- Determines the existence of probable cause and identifies and takes suspects and offenders into physical custody, or refers charges for review and prosecution;
- Prepares reports of arrests made, activities performed, and unusual incidents observed;
- Completes reports and other related documents in a timely manner;
- Conducts both preliminary and follow-up investigations and collects evidence in disturbances, criminal incidents, hazardous incidents, vehicle accidents, and deaths;
- Verbally interacts with witnesses and victims, suspects, and offenders to obtain information;
- Conducts examinations of persons, vehicles, premises, or areas to determine the presence of individuals or illegal activities;
- Takes suspect or offender into custody and delivers them to appropriate confinement location, maintaining security and safety of individuals being moved from one location to another;
- Performs self-initiated patrol consisting of traffic stops, patrolling high crime areas of the city, security checks of businesses and residences, warrant arrests, drug interdictions, DUI emphasis patrol, seat belt emphasis patrol, juvenile drinking emphasis, and other relevant law enforcement activities;
- Coordinates and conducts detailed investigations of violent crimes, child abuse, property crimes, vice, gaming, and narcotics violations;
- Presents testimony and evidence in court and other legal proceedings;
- Performs patrol, crowd control, traffic control, public information, and related duties during community events, celebrations, and activities;
- Maintains, cleans, and cares for City-issued equipment and vehicles;
- Performs all work duties and activities in accordance with City and Department policies, procedures and safety practices.

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#### Other Duties and Responsibilities:

- May serve in other specialized areas such as neighborhood services, community services, drug education (DARE), K-9 program, SWAT team, administration, field training, firearm training, reserve liaison, or other assignment;
- Provides on-site and/or field direction to other patrol officers, as required;
- Contacts, cooperates, and coordinates with other law enforcement and non-law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses;
- On call after regular duty hours to respond to emergency situations;
- Performs other related duties as required.

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**Requires Knowledge of:**

- Local, state, and federal laws as applicable to community law enforcement;
- Methods, objectives, and procedures of law enforcement practices;
- Methods, objectives, and procedures of court proceedings;
- Officer safety skills including defensive tactics, handcuffing, and firearm operations;
- Standard first-aid administration;
- Standard office equipment, personal computers, and job-related software;
- Audio and visual recording and photography equipment;
- Police equipment, including vehicles, speed radar units, alcohol testing equipment, communications units, body armor, handcuffs, firearms, batons, pepper and related disablement sprays, and other related equipment;
- Crime prevention and education techniques;
- Conflict resolution and mediation techniques and objectives.

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**Requires Ability to:**

- Follow oral and written instructions;
- Work independently as well as in teams;
- Understand and apply departmental, state, and local law enforcement procedures, policies, rules, and regulations;
- Analyze situations quickly and objectively, to recognize actual and potential dangers, and to determine proper course of action;
- Cope with stressful situations calmly, fairly, tactfully, and with respect for individual rights;
- Establish and maintain effective relations with fellow employees and with citizens with varied racial, religious, ethnic or economic backgrounds;
- Demonstrate proficiency in the use and care of firearms;
- Operate a motor vehicle;
- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties;
- Operate radio, audio and video equipment, and related specialized enforcement equipment;
- Communicate clearly and concisely, orally and in writing;
- Prepare accurate and grammatically correct written reports;
- Keep immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Respond to citizen requests in a courteous and effective manner;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks;
- Learn new aspects of police work depending on specialty assignment areas.

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**Acceptable Experience and Training**

- High school diploma or GED equivalency is required; and
- Eighteen (18) months experience in law enforcement is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform job.

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**Special Qualifications**

- Idaho drivers license is required;
- Idaho POST basic certification is required;
- Other certifications may be required to perform specialized training and/or supervisory duties.

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**Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively, interrogate and interview people, discern noises that may require investigation, and perform telephone and radio communication;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, perform surveillance, sight and shoot a firearm, gather evidence at crime scenes, and coordinate and conduct detailed investigations;
- 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, agility, 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, perform search activities for extended periods of time, physically apprehend and restrain an individual, and perform all duties required in a law enforcement environment.