

CITY OF MILES CITY

POSITION DESCRIPTION

POSITION: Police Officer

DEPARTMENT: Police Department

ACCOUNTABLE TO: Chief of Police

SUMMARY OF WORK: Performs law enforcement work in a variety of Police Department activities.

JOB CHARACTERISTICS:

Nature of Work: This position performs patrol and technical duties in the enforcement of laws and regulations. The position has numerous contacts with the general public who may be uncooperative and dangerous. Position requires ability to work long hours, changing shifts, and holidays. Patrols assigned area within the jurisdiction of the City of Miles City. Enforces laws and investigates alleged crimes or complaints. Apprehends and arrests violators of the law. Upon instruction, assumes the duties of Shift Commander in the absence of a Lieutenant. This position requires moderate to extreme levels of physical activity and direct involvement with sometimes hostile environments. Duties are often required to be accomplished outdoors and occasionally during severe weather. Emotional situations are occasionally encountered. Specialized personal protective clothing and equipment must be worn. Regular workdays with rotational shifts on a monthly basis. This position is subject to call-out at any time.

Personal Contacts: Daily contact with the public and frequent contact with other personnel.

Supervision Received: Daily supervision from the Lieutenant of Police and is subject to the direction of any officer of higher rank.

Essential Functions: This position requires ability to communicate orally and in writing; read written material; understand complex ordinances and laws; physically apprehend suspects and assist victims; be fair and impartial; exercise good judgement; and make sound decisions.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

General Duties and Responsibilities:

A Police Officer shall be responsible in the discharge of his/her duties as outlined in S.O.P. 09.00.050. A Police Officer is a representative of the Miles City Police Department. As such he/she is governed not only by legal but moral standards of the highest nature. His/her philosophy must be one of dedication to public service, submerging his own

personal interest for the common good of the community for which the police department serves. The duties, conduct, and department behavior of the Police Officer will be governed by the laws of the State of Montana, ordinances of the City of Miles City, general orders of the Miles City Police Department, and the orders of his superior officers. The Police Officer shall discharge all responsibilities placed on him/her in an efficient manner. The Police Officer shall carry out his responsibilities in the most professional manner suitable to each and every assignment that arises during the course of his/her duty.

Traffic Supervision Responsibilities:

The Police Officer shall be responsible for apprehending traffic violators upon the streets of Miles City. He/she shall issue warnings (noting such on his activity sheet) to traffic violators when in his/her opinion, guided by department policy, such action is appropriate. Example: vehicles with faulty equipment. He/she shall issue traffic citations and sign complaints when such action is necessary in the opinion of the Police Officer and is not in conflict with department policy. Example: moving and non-moving traffic violations. He/she shall issue parking citations when such action is necessary in the opinion of the Police Officer and is not in conflict with department policy. Example: parking in a no parking zone.

He/she shall prepare all cases which are brought to court thoroughly and completely. He/she shall testify in court honestly, impartially, and convincingly, bearing in mind he/she is a witness relating facts so that the court may pass judgement.

He/she shall promptly serve all traffic warrants which are assigned to him/her. He/she shall regulate traffic on the streets of Miles City when such action is necessary to facilitate the movement of traffic. He/she shall investigate all traffic accidents occurring in the city limits or on city property. He/she shall conduct a complete inquiry into the accident and attempt to ascertain the causes of the accident and cite the party or parties that are in violation of the traffic laws. He/she shall take control of any traffic emergency situation at which he/she is present and attempt to remedy the situation as quickly and efficiently as possible. He/she shall prepare all traffic reports as neatly and correctly as possible and present them to his shift commander for approval. He/she shall regulate his/her traffic supervision in such a manner so as to show a cross section of the whole community. He/she shall not become attached to one specific area.

Patrol Responsibilities:

The Police Officer shall use either an automobile or patrol an assigned area on foot; prevent crimes and enforce all laws and regulations. Respond to radio and telephone dispatches and appear at the scenes of crimes and disorders. Note and report traffic hazards. Assist in controlling traffic at scenes of emergencies. Inspect establishments providing alcoholic beverages and entertainment. Intervene in public or private disputes to protect the public and maintain order. Issue citations for improper parking and moving or non-moving traffic violations. During an emergency and upon the direction of the Chief of Police, assists fire department, and ambulance service when needed.

He/she shall attempt to observe all traffic hazards or other hazards that may affect the general welfare of the community and report such to his/her shift commander. He/she shall check all abandoned vehicles parked on the streets of Miles City, chalking the tires and returning in five days to cite the vehicle. He/she shall also check vehicles parked in unusual locations for the purpose of detecting criminal activities. He/she shall assist motorists and other citizens in need of assistance, providing them with such aid as is practical under the circumstances. However, he/she shall not impede upon services rendered to the public by various businesses. Examples: taxi services, locksmiths, service garages, wreckers, etc.

He/she shall constantly strive to acquire information concerning all types of law violations within the City of Miles City and shall either take action himself/herself or relay the information to his/her shift commander. He/she shall constantly strive to cultivate the contacts essential to good law enforcement work. When assigned to and engaged in patrol, he/she shall patrol in a manner calculated to provide the greatest deterrent value and shall limit his/her stops to those essential to furthering the purpose of his/her patrol work. He/she shall patrol in such a manner that he does not violate traffic laws. He/she shall learn the various patrol manners that pertain to the different shifts and carry out his patrol responsibilities as assigned by his/her shift commander.

Public Relations Responsibilities:

The Police Officer shall address all violators in a firm, courteous manner, calculated to develop respect and confidence in the officer and his/her department. He/she shall cultivate genial relations with other officers, other law enforcement officers and other city employees for the purpose of promoting mutual trust and respect. He/she shall render courteous assistance to all people in need of help and shall render reliable information in a courteous manner to those seeking it. He/she shall tactfully refuse any gifts, favors or monetary rewards which may be offered him/her for his/her service to the public so as to avoid placing himself/herself and the department in a compromising position. He/she shall at all times promote himself/herself in such a manner that the public views him/her as a professional. He/she shall follow the rules of radio procedure in such a manner that it does not bring discredit to the department. He/she shall use the radio and telephone in the utmost professional manner.

Knowledge Responsibility:

The Police Officer shall have a general knowledge of all criminal statutes which the department has the responsibility for enforcing. He/she shall have a general knowledge of all sections of the State laws and City ordinances dealing with traffic rules and regulations. He/she shall have a general knowledge of all other State laws and City ordinances pertaining to the police department. He/she shall be thoroughly familiar with policies, procedures and general orders of the police department dealing with all matters that come within the area of his/her responsibility. He/she shall have a general knowledge of the City limits, the City in general, other departments of the City (their department heads) and the enforcement activities of other law enforcement agencies in this area.

Coordination and Cooperation Responsibility:

The Police Officer shall assist other law enforcement agencies when so requested if the request is compatible with police department policy or complies with the statutes of the State of Montana. He/she shall assist and work with other agencies in time of sudden emergency when such assistance is needed. Such assistance to be at the discretion of the police department. He/she shall assist and work with other members of the police department; striving to establish a positive working relationship with the other members of the department.

Criminal Law Enforcement Responsibilities:

The Police Officer shall arrest, assist in prosecuting, or release to the proper agency all fugitives apprehended in the

course of routine patrol duties. He/she shall investigate, complete, arrest and assist in prosecuting any criminal complaint assigned to him/her by a shift commander or other superior officer. He/she shall, through department channels, convey any information obtained relating to a violation of criminal law which is not a direct responsibility of the police department. He/she shall, upon completion of investigation of any criminal matter, convey the necessary information to the police department. All criminal investigations to be approved by the shift commander.

He/she shall interrogate persons whose actions are suspicious, suspects in a crime, victims of a crime or witnesses to a crime. Prepare reports on arrests, criminal complaints, and property impounded or seized. Appear and testify in court as arresting officer and transports prisoners as the need arises. Investigate and prepare reports on accidents, offenses, and damages to public and private property. Make arrests of those who violate City, State, and Federal Laws. Serve warrants and subpoenas. Perform initial and follow-up investigations of crimes involving both juveniles and adult offenders. Document and identify evidence and photographs relating to ongoing police investigations.

Equipment Responsibilities:

The Police Officer shall be responsible for maintaining all equipment issued to him/her and using it as efficiently and economically as possible in view of the work necessary to accomplish. He/she shall maintain his personal equipment, such as uniforms, weapons, handcuffs, etc., in good repair. His/her personal equipment shall be complete, neat, free as possible from blemishes and in good working order. He/she shall constantly strive to keep his/her patrol vehicle in good condition. He/she shall, while driving, take all reasonable precautions to avoid accidents. He/she shall report all vehicle defects which need correction to his/her shift commander.

He/she shall attempt to keep his/her patrol vehicle as clean as possible and make an extra effort to keep the windows clean and the interior free of unnecessary items. He/she shall see that he/she has all the necessary materials and equipment in his/her patrol vehicle to properly meet his/her daily responsibilities. He/she shall be responsible for reading and placing in his manual all general orders of this department. He/she shall keep available for easy reference, a complete file of all general orders and procedures handed out by management. He/she shall keep his/her locker neat and readily available for inspection at any moment by his/her shift commander. He/she shall, when using the facilities of the police department, leave it as neat and clean as possible upon completion of his/her assignment.

Records and Reporting Responsibilities:

The Police Officer shall complete all records required of him/her completely and promptly; and forward them to the proper authority within the quickest means possible. Most reports to be inspected by the shift commander. He/she shall prepare reports on arrests, criminal complaints and property impounded or seized; prepare report of own activities and initiates unit and operational reports; and upon request, must demonstrate a working knowledge of dispatch equipment and procedures. He/she shall complete all reports in a manner that can be easily read and understood. He/she shall complete all the items required and all necessary pertinent information shall be on his/her reports. He/she shall not release any information or facts of his/her reports to the news media. All news releases shall be channeled through management. He/she shall report the proper information necessary when assigned to a call; effecting a complete Central Dispatch Log.

Miscellaneous:

A Police Officer shall stand ready to assume command of a shift in the absence of a Lieutenant. The senior most Police Officer will assume this responsibility. He/she shall keep himself/herself in the best of health and shall guard against the tendency of physical strain to influence his/her temper, judgement, attitude and general disposition. He/she shall study himself/herself for indications of irritability, impatience and nervousness on his/her part and work to minimize them.

He/she shall maintain his/her composure under pressure and make decisions on an intelligent rather than an emotional basis. He/she shall abide by the "Law Enforcement Code of Ethics". As a law enforcement officer, his/her fundamental duty is to serve mankind; to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men /women to liberty, equality and justice. He/she shall recognize the badge as a symbol of public faith, and he/she shall accept it as a public trust to be held so long as he/she is true to the ethics of police service. He/she shall constantly strive to achieve these objectives and ideals, dedicating himself/herself to the chosen profession of "Law Enforcement." He/she shall speak before civic and community groups as well as in educational institutions; escort parades and processions; perform other related duties as required and other duties as assigned by State and local laws, the Chief of Police, the City Mayor or City Council.

JOB REQUIREMENTS:

Knowledge: This position requires extensive knowledge of law enforcement practices and procedures; basic criminal law; departmental rules, regulations, policies, and procedures; applicable local, state, and federal laws; modern law enforcement principles; arrest procedures; locations within the county; rights of accused; rules of evidence; and crime scene investigation.

Skills: This position requires skills in the use of firearms, self defense, and apprehension procedures; First Aid and CPR Techniques; use of departmental vehicles in all types of weather conditions; and use of two-way radios.

Abilities: This position requires the ability to: think quickly and take proper action; deal with situations in a firm and courteous manner; remain calm in stressful situations; demonstrate physical strength to perform job; adhere to standards of confidentiality, integrity, and tact; physically apprehend suspects and assist victims; maintains positive relations with the general public and a professional relationship with other government and law enforcement agencies; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

--High School Education or its equivalent.

--Must be able to obtain within their first year of service, a State of Montana P.O.S.T. Basic Certificate; provided they do not have such certification at the starting date of their employment.

--Must complete Basic School at MLEA, and Field Training Officer Program, or other required

departmental training program.

Special requirements:

- Must submit to pre-employment background investigation.
- Must have a valid Montana State Driver's License.
- Must be eligible for coverage by the City's insurance carriers.
- Must maintain eligibility for insurance coverage.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties and patrols assigned areas.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Demonstrates a general knowledge of all applicable criminal statutes.
- Provides for safety and well-being of life and property.
- Remains calm in stressful situations.
- Thinks quickly and takes proper action.
- Demonstrates physical strength and ability to perform duties.
- Deals with situations in a firm and fair manner.
- Apprehends traffic violators and traffic supervision responsibilities.
- Observes all traffic hazards and patrol responsibilities.
- Addresses all violators in a firm and courteous manner.
- Assists with criminal law enforcement responsibilities.
- Maintains all equipment and personal equipment.
- Patrols assigned areas within the jurisdiction of the City.
- Enforces laws and investigates alleged crimes.
- Assumes the duties of Shift Commander in the absence of a Lieutenant.
- Maintains positive relations with the general public and Government Agencies.
- Adheres to standards of confidentiality and integrity.

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Signature