

# **City of Craig Position Description**

## *Police Patrol Officer*

### **OVERALL FUNCTIONS**

Responsible for performing law enforcement duties utilizing a community policing philosophy; enforcing Federal and State laws, and City ordinances; controlling traffic flow and enforcing state and local traffic regulations; performing investigative work; and participating in and providing support and assistance to special crime prevention and enforcement programs.

### **NATURE AND SCOPE OF JOB**

A single incumbent position reporting to a Sergeant, Captain and the Chief of Police.

### **SPECIFIC RESPONSIBILITIES AND DUTIES**

#### 1. GENERAL PATROL DUTIES

- a. Effects an arrest, forcibly if necessary, using handcuffs and other restraints; subdues resisting suspects using maneuvers and weapons; may resort to the use of hands and feet and other approved weapons in self defense.
- b. Pursues fleeing suspects and performs operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifts, carries and drags heavy objects; climbs over and pulls oneself over obstacles; jumps over obstacles, ditches, and streams; crawls in confined areas; balances on uneven or narrow surfaces and uses body force to gain entrance through barriers.
- c. Loads, unloads, aims and fires from a variety of body positions handguns, shotguns and other approved agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in qualification standards.
- d. Performs searches of people, vehicles, buildings, and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, running for periods of time, detaining people, and stopping suspicious vehicles and persons.
- e. Conducts visual and audio surveillance for extended periods of time.
- f. Engages in law enforcement patrol functions, in varying weather and temperature conditions, that include such things as working rotating shifts, walking on foot patrol, and physically checking the doors and windows of buildings to ensure they are secure.
- g. Detects and collects evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous situations.

- h. Performs rescue functions at accidents, emergencies, and disasters including directing traffic for long periods of time, administering emergency medical aid, and lifting, dragging and carrying people from particular areas.
- i. Processes and transports prisoners and committed patients using handcuffs and other appropriate restraints.
- j. Puts on and operates a gas mask in situations where chemical munitions are being deployed.
- k. Extinguishes small fires by using a fire extinguisher and appropriate means.
- l. Exercises authority consistent with the obligations imposed by the oath of office; is accountable to superior officers and promptly acts on legitimate orders.
- m. Cooperates with other agencies, including other law enforcement agencies, in matters under investigation or areas of mutual concern wherein no violation of the Federal Privacy Act is involved.
- n. Remains alert to the development of conditions tending to cause crime; takes preventative action to correct such conditions; informs supervisor as soon as the situation permits.
- o. Patrols an assigned area for general purposes of crime prevention and law enforcement.
- p. Ensures the securing, receiving and proper transporting of all evidence and property coming into custody.
- q. Responds to situations brought to attention while in the course of routine patrol or assigned by radio; renders first aid to persons who are seriously ill or injured.
- r. Preserves the peace at public gatherings, neighborhood disputes and family quarrels.
- s. Serves or delivers warrants, summons, subpoenas and other official papers promptly and accurately when so directed by a supervisor.
- t. Confers with court prosecutors and testifies in court.
- u. Remains alert to all nuisances, impediments, obstructions, defects, or other conditions that might endanger or hinder the safety, health or convenience of the public with patrol area.
- v. Responds with regard to monitoring the frequency of false alarms; works with businesses and residents to prevent excessive false alarms.
- w. Responds to animal control and code enforcement violations.

2. ADMINISTRATIVE

- a. Prepares investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
- b. Exercises independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest, and when force may be used and to what degree.
- c. Gathers information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.
- d. Reads and comprehends legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits, and warrants.
- e. Ensures the efficient performance of duties in conformance with the rules, regulations, policies, and procedures as stated in the Craig Police Department Policy and Procedure Manual, and the City of Craig Personnel Manual.
- f. Acquires and records information concerning events that have taken place since last tour of duty.
- g. Records activity during tour of duty in the manner prescribed by supervisor; completes all required reports on all crimes, vehicle accidents, and other incidents requiring law enforcement attention.
- h. Conducts a thorough investigation of all offenses and incidents within area of assignment and scope of activity; collects evidence and records data which will aid in identification, apprehension and prosecution of offenders and the recovery of property.

3. COMMUNICATION SKILLS

- a. Communicates over law enforcement radio channels while initiating and responding to radio communications; utilizes the departmental computer system.
- b. Coordinates efforts with those of other employees of the agency so that their teamwork may ensure continuity of purpose and maximum achievement of law enforcement objectives.
- c. Assists citizens requesting service courteously and explains proper procedures to them as needed.
- d. Answers questions asked by the general public; counsels juveniles and adults when necessary; refers them to persons or agencies where they can obtain further assistance.

4. MISCELLANEOUS

- a. Operates a law enforcement vehicle during both day and night, in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, rain, smoke, ice, high winds and snow.
- b. Endures verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
- c. Maintains vehicle mechanically and sees that it is kept clean, both inside and out; inspects the vehicle at the beginning of the tour for any defects or missing equipment; immediately makes a written report of all defects and damages sustained to the vehicle to the supervisor; completes all forms and reports required by the current procedures.
- d. Participates in periodic on and off site training activities for staff and members.
- e. Maintains weapons, equipment, and uniforms in a functional, presentable condition.
- f. Serves as acting Sergeant as assigned.
- g. Performs related duties and responsibilities as assigned.
- h. Will be ready and willing to work in any specialized duty assignments at the request of the Chief of Police, including, but not limited to: providing instruction in the areas of firearms, custody and control, first aid/CPR, bloodborne pathogens, field training officer, computer information systems, school resource officer, K-9 officer, special emergency response team member, and working undercover assignments with regional task forces.

\* NOTE: *Only minimum duties are listed. Other responsibilities may be required as requested by Management.*

\*\* NOTE: *These duties are tasks that management has determined are essential to the job.*

**DESIRED MINIMUM QUALIFICATIONS**

- 1. Education and Experience:
  - a. Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying.
  - b. High School diploma or GED equivalent.
  - c. Must have or obtain an appropriate, valid Colorado driver's license.
  - d. Must have or obtain a Colorado Peace Officers Standards and Training Commission Peace Officer Certificate.
  - e. Must meet age, physical, background and job-related standards as established by the State of Colorado and the Craig Police Department Policy and Procedures Manual to ensure safety of Department personnel and the general public.
  - f. Have no felony or domestic violence convictions.

## 2. Necessary Knowledge, Skills and Abilities:

- a. Knowledge of pertinent federal, state and local laws, codes and regulations.
- b. Principles, methods and techniques of investigation including surveillance and gathering, preservation and presentation of evidence.
- c. Knowledge of laws of arrest, search and seizure.
- d. Knowledge of modern office practices, methods and computer equipment.
- e. Knowledge of principles and procedures of record keeping and reporting.
- f. Knowledge of procedures, methods, and techniques of first aid and CPR.
- g. Knowledge of safe driving principles and practices.
- h. Skill in operating modern office equipment including computer equipment.
- i. Skill in operating a patrol vehicle safely.
- j. Skill in operation and care for firearms safely.
- k. Ability to apply knowledge and reasoning to make prompt and effective decisions quickly in both routine and non-routine (i.e., life and death) situations; evaluate alternative courses of action and select the most acceptable alternative; make sound decisions in a timely manner; size up a situation quickly and take appropriate actions.
- l. Ability to recognize conditions or circumstances that indicate something might be wrong, unusual or out of the ordinary.
- m. Ability to comprehend new information and apply that which has been learned on the job.
- n. Ability to write clearly and concisely; use acceptable grammar, punctuation and spelling; write reports that are well organized, complete and accurate.
- o. Ability to display sensitivity to the feelings of others and resolve problems in ways that do not arouse antagonism; interact and deal effectively with people from varying social and cultural backgrounds; be courteous and respectful; calm emotional people and attempt to resolve conflicts through persuasion rather than force; listen with empathy; project self-confidence and trust.
- p. Ability to assert self when necessary to exert control over others; confront people who are behaving in a suspicious manner.
- q. Ability to maintain composure and perform effectively in stressful situations; refrain from overreacting when subjected to physical or verbal abuse; exercise restraint and use the minimum amount of force necessary to handle a given situation; manage conflict effectively.
- r. Ability to adapt to changes in working conditions (i.e., changes in patrol assignment, shift changes, different types of incidences that must be handled one right after the other, etc.).
- s. Ability to proceed on assignments without waiting to be told what to do; make an effort to improve skills and keep informed of new developments in the field; exert the effort needed to make sure the job is done correctly; be consistently productive.
- t. Ability to be reliable, thorough, punctual, and accurate; assume responsibility for share of the workload; work with minimal supervision.
- u. Ability to follow orders, rules and regulations; show a history of compliance with municipal, state and federal laws and statutes.
- v. Ability to accept advice and constructive criticism; demonstrate acceptance of responsibility for own mistakes; learn from past mistakes.
- w. Ability to analyze problems, develop options and develop proactive plans within the Department and in partnership with the community.

- x. Ability to effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes; demonstrate communication skills in court and other formal settings; communicate to supervisor and to fellow officers all information obtained which is pertinent to the achievement of law enforcement objectives.
- y. Ability to prepare and maintain accurate and complete records.
- z. Ability to prepare clear and concise reports.
- aa. Ability to respond to requests and inquiries from the general public.
- bb. Ability to work independently in the absence of supervision.
- cc. Ability to understand and follow verbal and written instructions.
- dd. Ability to maintain a high degree of personal and professional honesty and integrity, as well as confidentiality of juvenile issues.
- ee. Ability to exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- ff. Ability to communicate clearly and concisely, both verbally and in writing.
- gg. Ability to establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

### **TOOLS AND EQUIPMENT USED**

1. Vehicle
2. Firearms and Impact Weapons
3. Computer and Office Equipment (Copier, Calculator, Fax, Telephone, etc.)
4. Crime Scene Equipment (cameras, finger print tools, etc.)
5. Miscellaneous Weapons
6. Traffic Control Devices (radar equipment, cones, etc.)
7. Car and Portable Radio
8. Handcuffs
9. First Aid Equipment
10. Bio-Hazard Equipment
11. Intoxilyzer Equipment
12. Accident Investigation Equipment
13. Animal Control Devices
14. Audio-Visual Equipment

**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.)

1. While performing the duties of this job the employee is frequently required to stand, walk, run, sit, talk, hear, taste, smell, reach with hands and arms, read, write use a keyboard and drive a vehicle. Occasionally the employee must climb or balance, stoop or kneel, crouch or crawl.
2. The employee is frequently required to lift and/or move up to 25 pounds. The employee is occasionally required to lift and/or move up to 50 pounds. The employee is infrequently required to lift and/or move up to 150 pounds.

3. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT** (The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

1. While performing the duties of this job the employee constantly works varying shifts and works alone. The employee frequently works in confined areas, works outdoors in extremely varying weather conditions, work indoors and works with and around others. Occasionally the employee works with and/or near moving objects and works extended days/hours.
2. The noise level in the work environment is usually moderate.

**MENTAL/MOTOR DEMANDS** (The mental/motor 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.)

1. While performing the duties of this job, the employee frequently has flexibility and attentiveness duration and intensity. The employee occasionally has time constraints and routine workflow. Guidance, reinforcement and co-worker support are available frequently. The employee is frequently involved in social interactions which frequently require oral and written communications.
2. Memory, reasoning, estimating, problem solving and judgment are frequently used/required on the job. Mathematics is occasionally used/required on the job.