

City of Sandpoint

Classification Specification

POLICE OFFICER I, II, III

Pay Grade: PO I=grade 8; PO II=grade 9; PO III=grade 10
FLSA Designation: Non-exempt (covered) **Effective Date:** 10/06

Purpose of Class/Primary Function

JOB SUMMARY:

Performs a wide variety of peace officer duties involving the protection of life and property, enforcement of laws and ordinances, criminal investigation, crime prevention and suppression, case preparation and testimony, and providing information and assistance to the public, performs related work as assigned.

CLASS CHARACTERISTICS:

This is the full working level class in law enforcement, performing all duties required to effectively respond to and resolve the normal scope of peace officer situations. Incumbents may be assigned to patrol, detective, juvenile, evidence, crime prevention or other police-related functions. This class is represented in three levels according to experience and additional duty assignments. This class is distinguished from uniformed civilian police-related classes by designation and the responsibilities and authorities associated with designation as a sworn peace officer under the laws of the State. It is further distinguished from Police Sergeant, which both supervises and participates in law enforcement activities. It is further distinguished from Police Corporal in that the latter has specialist training and performs advance, non-supervisory work within the sworn structure.

Police Officer I is the entry level of this class. Police Officer II and III are distinguished from the entry level as these levels have obtained specialist training and perform advanced, non-supervisory work within the sworn structure. Police Officer II and III are further distinguished from Police Officer I as they have been assigned to advanced programs or are designated as specialists within a program, i.e. instructor, dog handler, crime prevention specialist, etc.

Essential Duties and Responsibilities (will vary by assignment)

EXAMPLES OF DUTIES:

Essential:

Patrols assigned areas to ensure the security of life and property, observe situations, and deter crime by providing high visibility; provides information to the public concerning methods for improve security.

Responds to suspicious activities and answers emergency calls for service.

Enforces local, state and federal laws and ordinances; issues verbal warnings and citations; pursues and apprehends suspects and requests assistance as required; transports prisoners.

Investigates juvenile and designated adult criminal activity and incidents as the assigned detective; interviews victims, complainants, witnesses and suspects.

Coordinates crime scene control and investigation, including interviews, interrogate and identification of witnesses.

Processes crime scene and evidence collection; stores and maintains evidence property, including narcotics; may send evidence to other law enforcement agencies as required.

Restores order, protects life and property, and maintains the peace at public gatherings and in conflict situations.

Prepares and documents cases, completes reports and records, and prepares and maintains other logs and records; provides evidence and testimony in court.

Investigates traffic accidents and provides traffic and crowd control as necessary; participates in special details and assignments.

Provides emergency aid and assistance to incapacitated persons and requests additional response.

Provides information, directions, and other services and assistance to the public.

Directs the activities of police support personnel in field situations.

Organizes and coordinates special assignments, such as crime prevention program in the schools and the community.

Important:

Uses standard office equipment, including a computer, in the course of the work; drives a personal or City motor vehicle to perform patrol operations.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Other Duties and Responsibilities

Assists other staff with assignments and duties as necessary;
Performs other related duties as required.

Competency Requirements

QUALIFICATIONS:

Knowledge of:

Principles, practices, techniques and equipment used in law enforcement, patrol, crime scene and follow-up investigation, pursuit and apprehension of suspects, and arrest and custody of prisoners.

Investigation and identification techniques and equipment.

Applicable laws, codes, regulations and court decisions.

Safety practices and precautions pertaining to the work, including the safe use and proper care of firearms.

First aid methods and procedures. Computer applications related to the work. Techniques for dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Skill in:

Interpreting and applying complex laws, ordinances procedures and polices.

Maintaining accurate files and preparing clear and concise records, reports, correspondence and other written materials.

Remaining calm and taking appropriate action in difficult situations.

Observing and accurately recalling places, names, descriptive characteristics and facts of incidents.

Exercising sound independent judgment within procedural guidelines.

Understanding and following oral and written directions.

Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Ability to:

- Communicate effectively both orally and in writing with the public, peers and other City employees.
- Demonstrate effective customer service and interpersonal skills.
- Follow written and oral instruction.
- Evaluate and analyze customer needs to provide exceptional customer service.
- Learn Department functions thoroughly to provide general information and explain detailed Department processes and procedures.
- Prepare and maintain records, documents, financial accounts, and related reports.
- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties.
- Establish and maintain effective working relationships with co-workers, other City employees, supervisors and managers, vendors, and the public.
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Perform time management, organizational, and scheduling functions, meet deadlines, and set task priorities.
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner.

- Use logical and creative thought processes to develop reasonable solutions according to written specifications and/or oral instructions.
- Work independently, with minimal supervision, and make appropriate decisions in the absence of a supervisor.
- Work well under pressure and maintain a calm and professional demeanor, under stressful or adversarial conditions.
- Demonstrate patience, integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Background:

Any combination of education and experience which provides the required knowledge and skills is acceptable; a typical way of gaining the knowledge and skills is outlined below.

High school diploma or GED equivalency is required; and
 Sufficient education to meet P.O.S.T. recommended qualifications supplemented by EITHER college level course work in administration of justice, law enforcement or a related field or paid or volunteer experience in a law enforcement setting; or.
 Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work of a Police Office I, II or III.

Special Qualifications

- Pass a detailed background investigation.
- Possess a valid Idaho Class D driver's license.
- Possess or obtain a P.O.S.T. Basic certificate within one (1) year of appointment.
- Possess and maintain firearms qualification.

Essential Physical Abilities

Physical Demands:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively in person and on a telephone or audio or video tape;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, read printed materials and a VDT screen, and to observe real or potential crime scenes, victims, witnesses and other persons; to operate a motor vehicle; and to observe real or potential sources of danger;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to work in a typical office setting, operate office equipment, use a handgun and shoulder fired weapon systems, operate a motor vehicle, and apprehend individuals; the employee must maintain strength, stamina and other physical and psychological characteristics to meet P.O.S.T. standards;

- Jobs in this class require performing repetitive motions in fingering and hand/wrist/arm movements. Related job tasks may require, with or without reasonable accommodation, lifting or moving up to 20 pounds frequently and 75 pounds occasionally, and stooping, bending, crouching and reaching.

Working Conditions:

Work off-hours, night, weekend and/or holiday shifts.

This class description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.