

POLICE OFFICER

DEFINITION

To provide a variety of community-based police and law enforcement services including patrolling an assigned area to prevent and identify crime, maintain order, identify and resolve community issues and problems, and preserve public peace; to investigate crimes; and to participate in community relations activities and special projects.

DISTINGUISHING CHARACTERISTICS

This is a single level class where employees within this class perform the full range of sworn law enforcement tasks. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION EXERCISED

Receives general supervision from a Police Sergeant.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Identify community issues, problems and concerns and take appropriate action, consistent with department policies.

Work closely with other Town and department employees in coordinating efforts in the areas of public safety, crime prevention and community services.

Using a variety of methods, patrol an assigned area of the Town to prevent crime and enforce various municipal, State and Federal laws, including the arrest, interrogation and detention of offenders; investigate crime and traffic collisions and take proper legal course of action.

Respond to calls for service and prepare and write reports; maintain peace and order in the community.

Maintain contact with the public and businesses regarding potential law enforcement issues and special events within the community; develop and maintain good relationships with the public to solve community issues and maintain high visibility and a positive presence in the community; make referrals to appropriate social and human service agencies.

Respond to emergencies to protect life and property; administer initial medical assistance and first aid to injured persons.

Regulate traffic and pedestrian activity, issue citations, and perform duties related to traffic and pedestrian education and safety.

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Represent the Town and the Police Department in special projects, public presentations, youth and other community activities.

Review local and regional crime trends for potential links and identify trends; communicate with outside agencies to share and/or obtain information regarding investigations.

Perform advanced criminal investigations as follow-up to initial crime reports; collect, preserve and prepare evidence and reports for prosecution of offenders; testify in court.

Work with school administrators, teachers, counselors and students to keep students safe, identify and resolve issues on campus, and prevent and investigate crime.

Research, develop and implement special programs as assigned; conduct training, education, and demonstrations.

Participate in and maintain physical and technical aptitude through continuous training.

Participate on a variety of professional, regional or community committees.

Provide training to less experienced Officers, as assigned.

Build and maintain positive working relationships with co-workers, other Town employees, and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Contemporary community-based police services and problem solving.

Law enforcement practices, tactics and procedures, including patrol operations, traffic and parking control, rules of evidence, rights of people, laws pertaining to enforcement, search, seizure, arrest and court procedures.

Modern investigative methods including interviewing and interrogation techniques.

Pertinent Federal, State and local laws and ordinances.

Recent court decisions and how they affect department and unit operations.

First aid principles, practices and techniques.

Principles and procedures of record keeping and report writing.

Use of firearms and other modern police equipment and communications and information systems related to law enforcement.

Safe work practices.

Modern office procedures, methods and computer equipment.

Principles and practices of customer service.

Ability to:

Demonstrate the highest level of integrity, fairness and candor in a manner that results in an organizational reputation that people can trust and rely upon the employees of the Truckee Police Department.

On a continuous basis, know and understand all aspects of a sworn Police Officer's job; intermittently analyze work papers, reports and special projects; remember accounts given by witnesses; identify crime suspects; interpret and apply the law to field situations; observe while conducting surveillance and investigations; problem solve crime situations; and explain law to public.

On an intermittent basis, sit at desk or in patrol vehicle; walk, stand and balance during patrol activities; bend, squat and kneel during inspection of crime scene or conducting building searches; climb stairs and/or ladders while in the field; twist while making arrests; perform simple and power grasping, pushing, pulling, and fine manipulation; run and walk; continuously wear utility belt and other police equipment of 25 pounds; and intermittently carry weight of 75 pounds.

Work with a diverse community and implement community-based policing and problem solving consistent with the stated philosophy of the department.

Use of sound judgment and discretion in thinking and acting quickly in emergencies and other routine situations.

Interpret and apply Town policies, procedures, rules and regulations and Police Department General Orders.

Properly interpret and make decisions in accordance with Federal, State and local policies, procedures, laws and regulations.

Prepare clear and concise reports.

Meet and deal with the public tactfully and effectively.

Implement an organizational philosophy with an emphasis on community based services and enforcement efforts.

Accept, support and implement department adopted plans and programs in a manner consistent with the department.

Deal with a diverse community and different expectations of police services, show compassion and build commitment to different approaches to police services.

Manipulate firearms and emergency vehicles under stressful conditions in a safe and legal manner.

Operate and use modern office equipment including computers and applicable software.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Apply and uphold the Town-wide and departmental goals and the Town Employee values of Integrity, Teamwork, Accountability, Commitment and Excellence.

#### EDUCATION AND TRAINING GUIDELINES

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

##### Experience:

No previous experience is required.

##### Training:

Equivalent to completion of the twelfth grade. An Associate's degree is highly desirable.

##### License or Certificate:

Possession of, or ability to obtain, an appropriate valid driver's license.

Successful completion of a POST Basic Certificate is required.

Must be age 21 by date of appointment.

Successful completion of a psychological evaluation performed by a licensed psychologist who specializes in management and law enforcement.

Working Conditions

Work is either performed in a typical temperature controlled office environment subject to typical office noise and environment or in an outdoor environment on a year-round basis subject to typical street or field noise and environment including exposure to traffic, inclement weather and hazardous conditions typically found in law enforcement. Positions require overtime, weekend work, stand by and shift work.

Established: August 2014