

POSITION DESCRIPTION

Position Title: Police Officer

Department: Police

Location: Town of Stevensville

DEFINITION

Under general supervision and on varied shifts, performs a variety of duties involved in law enforcement work associated with patrol, traffic control, and criminal investigations for the Stevensville Police Department.

DISTINGUISHING FEATURES OF THE POSITION

- Knowledge of the Montana Code Annotated and the Stevensville Municipal Code pertaining to police activities and public safety.
- Knowledge of federal, state, county, and Town of Stevensville laws and ordinances to be enforced.
- Knowledge of the policies, goals, and procedures of the Stevensville Police Department.
- Knowledge of the principles and practices of employee supervision and training.
- Knowledge of law enforcement principles, methods, techniques, and practices including investigation, intelligence, surveillance, court procedures, community relations, identification, patrol, special weapons and tactics, traffic control, report preparation, custody of persons and property, and crime prevention.
- Knowledge of equipment used in law enforcement, including weaponry, communications, personal computers, and automotive equipment.
- Knowledge of the street names and locations in the Town of Stevensville and surrounding area.
- Skill in performing the day-to-day operations of a police officer.
- Skill in understanding and interpreting complex statutes, ordinances, regulations, standards, and guidelines.
- Skill in communicating, in person, in writing, and on two-way radio.
- Skill in preparing reports documenting the facts and actions regarding criminal and civil law enforcement incidents.
- Skill in conducting investigations of criminal activities.

- Skill in establishing and maintaining effective working relationships with Town employees, other law enforcement agencies, criminal justice system staff, the business community, and citizens.
- Under the direction of the Chief of Police, routinely patrol within the Town limits, promoting traffic safety of all pedestrian, bicyclists and motor vehicle operators.
- Locate and contact traffic violators and issue appropriate citations based on those violations.
- Provide guidance and traffic direction for local functions including parades, and other events deemed necessary by the Chief of Police.
- Other patrol related duties may be assigned by the Chief of Police when deemed necessary.
- Evaluates criminal or civil cases and formulates work plan for investigation.
- Assumes responsibility for the successful resolution of all investigations assigned.
- Manages major criminal investigation through planning and self-regulated investigative activities under the general supervision of the Chief of Police.
- Initiates criminal investigations through investigative effort, confidential informants and civilian contacts.
- Responsible for the dissemination of information relating to crime trends, wanted suspects, and officer safety information to other officers and agencies.
- Conducts a wide range of interviews, including crime victims, witnesses, suspects, and technical experts.
- Conducts surveillance operations and gathers intelligence, may work under cover.
- Prepares documentation of activities and information.
- Coordinates with prosecutors and court staff to issue warrants and subpoenas.
- Conduct pretrial research and dispositions, and prepares testimony.
- Develops and maintains effective working relationships with prosecutors, courts, and other agencies.
- Coordinates and supervises the identification, collection, processing, and custody of property and evidence at a crime scene.
- Cooperates and interacts with law enforcement and criminal justice employees of other jurisdictions and agencies, including the FBI, probation, family service agencies, and courts.
- Represents the Police Department in presentations to, and general dealings with, citizens.
- Performs other duties as assigned.

TASKS

Patrols an assigned area of the Town on an assigned shift in a radio-equipped vehicle to preserve law and order, including traffic safety enforcement and citations, checking businesses and residences, discovering and preventing the commission of crimes, and enforcing state and municipal laws and ordinances; responds to calls for assistance, including motor vehicle crashes, assaults, domestic disturbances, thefts, and other criminal or civil complaints; frequently deals with DUI suspects/offenders, other intoxicated persons, and person with mental disorders.

Intervenes in disputes, apprehends suspects, makes arrests, issues citations, identifies witnesses, conducts preliminary investigations, and re-establishes law and order at the scene; prepares documentation of activities performed and information gathered; may conduct follow-up activities; coordinates with prosecutors and court staff to issue warrants and subpoenas, conduct pretrial research and dispositions, and prepare testimony.

Transports suspects and persons with outstanding arrest warrants to jail facilities; ensures that arrested persons are processed into jail in accordance with state and federal guidelines and Police Department policies; responds to questions and requests from citizens; assists in making presentation; some positions serve as School Resource officers, Firearms Instructors, and in other training/instructor positions; performs other duties as assigned.

SUPERVISION RECEIVED

Works under the general supervision of the Chief of Police.

SUPERVISION EXERCISED

Limited supervision of Reserve Police Officers.

SAFETY RELATED DUTIES:

Abide by the Town of Stevensville and department work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their Supervisor. Follow Supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the Supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the Supervisor.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the Supervisor as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Occupational hazards and standard safety practices necessary in the area of law enforcement.

- Principles and procedures of record keeping.
- Principles of basic report preparation.
- Techniques used in public relations.
- Basic mathematical principles.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Ability to:

- Operate necessary tools and devices such as police vehicle, radio, radar, handgun, patrol rifle, taser, and other weapons, baton, handcuffs, pager, phone, cameras, finger print materials, intoxilyzer, and flashlight.
- Learn, interpret, and apply the policies, procedures, statutes, ordinances, criminal laws, codes, investigative techniques, and regulations pertaining to assigned programs and functions.
- Learn and use radio 10-code to communicate with dispatch.

- Determine the proper action to take when confronting humans who are agitated, under the influence of drugs and/or alcohol, frightened, or injured.
- Act quickly and calmly in emergencies.
- Prepare and maintain accurate and complete records.
- Prepare clear, complex, and extensive reports.
- Observe and recollect details accurately.
- Meet and deal tactfully and effectively with the public.
- Work independently in the absence of supervision.
- Use good judgment and make effective decisions under pressure.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Physical Demands/Work Environment:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment, in a police vehicle, and outdoors with ability to sit, stand, see, hear, lift up to 50 pounds and walk; physical and mental ability to successfully make arrests as a Police Officer when necessary and as mandated by Montana Codes Annotated and Town of Stevensville municipal codes; physical strength and ability to engage in foot pursuits, physically restrain humans and agility to sufficiently perform duties safely. Ability to travel to different sites and locations; availability for 24-hour call-out for emergency/disaster situations. Exposure to extreme noise, hot/cold temperatures, outdoors, chemicals, mechanical hazards, confined spaces, and blood borne pathogens and other bodily fluids.

EDUCATION, EXPERIENCE AND TRAINING

Education:

High School diploma or GED certificate

Successfully complete the law enforcement basic course at Montana Law Enforcement Academy (MLEA) or equivalent as designated by Public Safety Officer Standards & Training (POST) advisory council or as determined by the Chief of Police.

To be hired applicant must have the ability to:

Meet and all requirements for employment as required by the State of Montana law and the Town of Stevensville.

Successfully pass a criminal history and driving record check and a credit check.

Ability to pass entry-level police written examination and MLEA physical agility test

EDUCATION, EXPERIENCE AND TRAINING

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid Montana driver's license within six months of hire.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; random drug screening; and job related tests may be required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

By signing below, Employee acknowledges they have read the foregoing and received a copy of thereof, understand its contents, and agrees their failure to comply therewith may subject the employee to disciplinary action including termination.

Approval: _____
Police Chief

Review: _____
Police Officer

Effective Date: September 1, 2014

Revision History: January 5, 2017