



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: POSITION DESCRIPTION – POLICE OFFICER FIRST CLASS

NEW REVISED RESCINDS

APPROVED: *GM*
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I. INTRODUCTION

The patrol officer is the key to success in a police department. The attainment of the police mission depends upon how well patrol officers do their complex and demanding jobs. Patrol officers are directly responsible for law enforcement activities within an assigned area. They are the primary force in accomplishing adherence with the law and attempts to achieve compliance with established laws through reasonable enforcement dedicated to the protection and service of each individual citizen.

II. POSITION DISCRIPTION

It should be noted that the position description reflects illustrative examples of work performed. It is descriptive, not limiting, and is not intended to describe all the work performed. The grade of Police Officer First Class is superior to Police Officer but subordinate to the grade of Corporal. Police Officers who have completed their eighteen month (18) probationary period and have maintained a satisfactory performance rating or better will be promoted to the grade of Police Officer First Class.

A. Nature of Work

This is responsible municipal law enforcement work in the protection of life and property through the enforcement of laws and ordinances.

Work involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals, and the enforcement of laws and ordinances in a designated area on an assigned shift. A patrol officer may be assigned to uniformed patrol, criminal investigation, juvenile work, or other specialized activity. Work involves an element of

personal danger, and officers must be able to act without direct supervision and to exercise independent judgment in completing both routine and complex emergency assignments. The officer must have the willingness to accept responsibility and the ability to act effectively in extremely divergent interpersonal situations (e.g. acts friendly, persuasive, firm or forceful depending upon the circumstance). Work assignments and instructions are received in general terms from a superior officer who reviews work methods and results through reports, observations, and discussions.

B. Examples of Work

1. Patrols a designated area of the Town in a patrol car, bicycle, other means of transportation, or on foot; prevents and discovers the commission of a crime; apprehends criminals and offenders; enforces vehicle and traffic laws; makes police presence known in a manner that contributes to deterrence of law violations.
2. Answers radio calls and complaints involving automobile accidents, misdemeanors, and felonies; conducts accident investigations and criminal investigations at the scenes of crimes; administers first-aid to persons; gathers evidence; locates and questions witnesses; interrogates suspects; writes citations and makes arrests as required by circumstances; testifies as a witness in court.
3. Establishes traffic control and police protection at incidents which may attract crowds; performs police duties at parades, processions, and other police events in assigned area; checks and reports on deficient street lights, signs, road surfaces, or other facilities which serve the public.
4. Checks doors and windows and examines premises of unoccupied buildings or residences in order to detect any suspicious conditions; gives information and provides assistance to motorists and the public.
5. On an assigned basis, serves as a police investigator; conducts follow-up investigations; interviews witnesses, victims, and others and takes statements; interrogates suspects; examines records and collects evidence to be used for criminal prosecutions; testifies in court; prepares detailed investigative reports; serves warrants, obtains subpoenas, and makes arrests; conducts surveillance; works undercover.
6. On an assigned basis, serves as a juvenile and crime prevention officer; investigates offenses involving juveniles; works with runaway and abused children, parents, schools, churches, the county juvenile court, and other public and private agencies; completes initial and follow-up report; prepares and delivers talks to organized groups.

C. Work Environment

The patrol officer will be expected to work alone in areas where there is a possibility that a person may be armed while attempting to commit a crime and, during an attempt to evade arrest, the situation may lead to an assault on the officer.

D. Physical Demands

The physical demands of this position require that all candidates pass an extensive physical examination and meet such physical requirements as may be established by competent authority. The physical examination includes fitness-based tests which are "construct valid". This refers to a test's ability to measure an underlying factor that is a characteristic of an officer's ability to perform an essential task. For example, the purpose of measuring cardiovascular endurance directly relates to the ability of an officer to initiate a foot pursuit and then engage in a use of force situation, or perform CPR for an extended period of time.

The patrol officer must possess the psychomotor skills required to drive a patrol vehicle in normal and emergency situations; fire a weapon accurately under extreme, varied conditions; successfully qualify with the assigned weapon in accordance with the requirements established by the Maryland Police Training Commission; maintain agility, endurance, and strength; and show dexterity in self-defense and apprehension (e.g. safely taking a person into custody with a minimum of force).

E. Desirable Education and Experience

Graduation from high school; or any equivalent combination of school and experience which provides the following knowledge, abilities, and skills:

1. Knowledge of modern police practices and methods;
2. Knowledge of Town procedures, rules, and regulations;
3. Knowledge of applicable federal, state, and local laws and ordinances including laws of arrest;
4. Knowledge of the street layout and geography of the Town;
5. Ability to deal firmly and courteously with the public, and to control and motivate persons;
6. Ability to communicate effectively, both orally and in writing;
7. Ability to maintain required records and to prepare reports;

8. Ability to analyze situations quickly and objectively, and to take proper courses of actions;
9. Ability to establish and maintain effective working relationships with others.