

CITY OF GOODING

CLASS SPECIFICATION

POLICE OFFICER

Pay Grade: 9
FLSA Designation: Non-Exempt

Classification Summary

The principal function of a sworn employee in this class is to enforce state and local laws and ordinances, respond to calls for the protection of life and property, conduct criminal and non-criminal investigations, make arrests and to perform other assigned law enforcement and public safety duties. Duties normally consist of patrol and traffic activities in the City on an assigned shift. Additional duties include directing subordinate officers in the field in the absence of a Police Captain. Officers may be delegated to assignments in specialized areas such as neighborhood services, community services, drug education (DARE), K-9 program, SWAT team, administration, investigations, field training, firearms training, reserve liaison, or other assignment. Work is performed under the general direction of a Police Captain. The principal duties of this class are performed in both a general office environment and an outdoor environment that may include exposure to adverse weather conditions and to potential personal danger.

Essential Duties and Responsibilities (may vary by assignment)

- Patrols assigned areas of the City in a car, motorcycle, bicycle, or on foot;
- Enforces state and local laws and ordinances;
- Maintains community presence and/or responds to calls for service and takes appropriate action;
- Responds to calls related to the protection of life and property, traffic incidents, and other public safety emergencies;
- Responds to patrol calls which include domestic incidents, burglaries, juvenile disturbances, civil disturbances, health and welfare assists, civil standby, business and residential alarms, thefts, traffic accidents, animal problems, civil protection order/no contact order violations and services, medical and fire calls, bomb threats, hazardous material spills, and other public and life safety incidents;
- Determines the existence of probable cause and identifies and takes suspects and offenders into physical custody, or refers charges for review and prosecution;
- Informs commanding officers immediately of any situation which appears to be out of the ordinary;
- Prepares and maintains case files, investigative records, documents, logs, and correspondence;
- Prepares case files for referral to a prosecutor and consults on ongoing cases;

- Maintains all appropriate reports and records of criminal and arrest activity for use in both documentation and prosecution;
- Prepares reports of arrests made, activities performed, and unusual incidents observed;
- Completes reports and other related documents in a timely manner;
- Conducts both preliminary and follow-up investigations and collects evidence in disturbances, criminal incidents, hazardous incidents, vehicle accidents, and deaths;
- Verbally interacts with witnesses and victims, suspects, and offenders to obtain information;
- Conducts examinations of persons, vehicles, premises, or areas to determine the presence of individuals or illegal activities or articles;
- Takes suspect or offender into custody and delivers them to appropriate confinement location, maintaining security and safety of individuals being moved from one location to another;
- Performs self-initiated patrol consisting of traffic stops, patrolling high crime areas of the City, warrant arrests, drug interdictions, DUI emphasis patrol, seat belt emphasis, juvenile drinking emphasis, and other relevant law enforcement activities;
- Coordinates and conducts detailed investigations of violent crimes, child abuse, property crimes, vice, gaming, and narcotics violations;
- Presents testimony and evidence in court and other legal proceedings;
- Maintains, cleans, and cares for City-issued equipment and vehicles;
- Attends meetings and conferences to keep abreast of new law enforcement developments and municipal operations;
- Performs all work duties and activities in accordance with City and Department policies, procedures and safety practices.

Other Duties and Responsibilities

- May serve in other specialized areas such as neighborhood services, community services, criminal investigations section, administrative services, field training, firearms training, special weapons and tactical (SWAT) unit, or other assignment;
- Prepares search and arrest warrants;
- Contacts, cooperates, and coordinates with other law enforcement and non-law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses;
- May be required to work other than regularly scheduled work hours;
- Performs other related duties as required.

Knowledge, Skills and Abilities

Knowledge of:

- Police Department functions, procedures, policies, goals, organization, general orders, and rules and regulations;
- Current legal issues such as criminal laws, labor laws, and civil laws that affect police agencies and administration;

- Court and legal proceedings, including chain of custody, search and seizure, rules of evidence, and civil rights rulings and procedures;
- Local, state, and federal laws as applicable to municipal law enforcement;
- Methods, objectives, and procedures of law enforcement practices;
- Methods, objectives, and procedures of court proceedings;
- Officer safety skills including defensive tactics, handcuffing, and firearm operations;
- Standard first aid administration;
- Police equipment, including vehicles, speed radar units, communications units, body armor, handcuffs, firearms, batons, and other related equipment;
- Crime prevention and education techniques;
- City and Department policies, procedures, regulations, and operational standards;
- Effective communication skills;
- Standard office equipment, personal computers, and related software;

Ability to:

- Attend classes and successfully receive a POST certification within one year of employment;
- Understand and apply departmental, state and local law enforcement procedures, policies, rules and regulations;
- Analyze situations quickly and objectively, to recognize actual and potential dangers, and to determine proper course of action;
- Cope with stressful situations calmly, fairly, tactfully, and with respect for individual rights;
- Establish and maintain effective relations with fellow employees and with citizens with varied racial, ethnic, or economic backgrounds;
- Demonstrate proficiency in the use and care of firearms;
- Operate a motor vehicle;
- Follow oral and written instructions;
- Prepare and present accurate and reliable reports containing findings, determinations, and recommendations;
- Coordinate a variety of tasks and schedules to meet demanding timelines;
- Maintain detailed and accurate records of work performed;
- Operate a personal computer and job-related software;
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Read, comprehend, and follow oral and written instructions and to understand and apply available guidelines to varied operational requirements;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Communicate both orally and in writing;
- Work independently or as a team member;

- Establish and maintain effective working relationships with the public, other City employees, supervisory and subordinate personnel, and elected and appointed officials.

Acceptable Experience and Training

- High school diploma or GED equivalency require; and
- Some experience in law enforcement or a related field is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent Police Officer.

Special Qualifications

- Idaho drivers license;
- Idaho POST certification within one (1) year of employment.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, lead and direct a major City department, communicate effectively and perform telephone and radio communications;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, observe department processes and procedures, prepare and review a wide variety of written and financial documents, and sight and shoot a firearm;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to use a firearm safely and effectively, prepare reports and evaluations, utilize equipment required for the performance of duties, and operate a motor vehicle;
- Sufficient personal mobility, flexibility, stamina, strength, agility, and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly, sit or stand for long periods of time, and perform all duties required in a law enforcement environment.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate all work-associated equipment, to restrain individuals in stressful situations, and to carry out the duties of the Police Officer.