



CITY OF BISHOP POLICE DEPARTMENT

Police Officer

DEFINITION

Under general supervision, perform a variety of duties related to the protection of life and property through the enforcement of local, state, and federal laws and ordinances; patrols assigned areas by vehicle, bicycle or on foot, responds to service calls, makes arrests, investigates traffic collisions and crimes, enforces traffic laws, presents evidence in court, and addresses citizen groups; works various shifts, including weekends and holidays, and may be assigned overtime or placed on-call as required; and performs a variety of technical and administrative tasks in support of law enforcement services and activities.

SUPERVISION RECEIVED AND EXERCISED

- Receives direction from Police Sergeant or other designated supervisor.

EXAMPLE OF DUTIES

Duties may include, but are not limited to, the following:

- Patrols assigned areas of the City by car, bicycle or on foot to preserve law and order, discover and prevent commission of crimes, and to enforce traffic and other laws and ordinances; maintains awareness of and remains alert for wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators, and crimes in progress; issues warnings and citations; and interacts with community members and guests in a supportive manner.
- Responds to calls for the protection of life and property, the enforcement of laws and ordinances, general public service calls, and complaints including those involving automobile accidents, traffic hazards, misdemeanor and felony incidents, domestic disturbances, health code and local ordinance violations, property control, civil complaints, and related incidents; responds to and provides assistance at a variety of public service type calls that are non-criminal in nature.
- Conducts initial and follow-up investigations at scenes of incidents to which summoned or incidents observed; determines what, if any crime has been committed; collects, preserves, processes, photographs, and books evidence; locates and interviews victims and witnesses; identifies and interrogates suspects.
- Prepares and serves search and arrest warrants; apprehends and arrests offenders for crimes committed under federal, state, and local laws and codes; controls and mitigates people under the influence of drugs or alcohol or other potentially hostile situations.
- Directs traffic at fires, special events, and other emergency situations; provides traffic and crowd control at parades, festivals, riots, and other events.
- Serve as liaison and public relations officer for the assigned area, working collaboratively with the public to resolve community problems; establishes and preserves good relationships with the general public; may develop reliable informants and provide intelligence information to diversional and/or departmental personnel; plans, coordinates, and participates in various community relations and crime prevention events, programs, and activities.

- Contracts and cooperates with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses; may respond to requests for assistance from agencies outside the City for mutual aid in the suppression of civil disturbances, apprehension of criminals, or other related requests.
- Performs a variety of administrative and other types of duties in support of law enforcement services, programs, and activities; attends meetings; maintains and calibrates specialized equipment.
- Prepares a variety of reports including those on activities, operations, arrests made, and unusual incidents observed; prepares investigative reports and case information.
- Testifies in juvenile, civil, traffic, municipal, and criminal courts, and parole and DMV hearings; prepares and presents evidence; responds to mandatory court calls during irregular hours.
- Responds to question, concerns, and requests for service from the general public; answers questions from the public concerning local and state laws, procedures, and activities of the department; provides information as appropriate and resolves complaints; using community-based policing, officers work with community members to develop long-term solutions to common issues.
- Participates in continuous training to enhance law enforcement skills including defensive driving skills, apprehension and arrest techniques, investigative skills, and general law enforcement skills.
- Administers CPR and first aid in cases of emergency.
- When assigned as Detective, performs specialized police investigative work involving the detection, investigation, and prosecution of criminal offenders; participates in special operations including covert surveillances and crime suppression details; reviews and investigates cases associated with suspected drug activity, sex registrants, parolees, probationers, and other issues/cases; prepares investigative reports and case information.
- When assigned as Canine Handler, assumes responsibility for the health, cleanliness, and suitability of assigned canine; assists other officers in conducting searches for people, narcotics, or evidence; responds to calls requiring canine services including tracking for a person, conducting an area or building search, and related services; coordinates fundraising activities for the program.
- When assigned to traffic, contacts and educates the public regarding traffic safety in order to reduce overall injury and non-injury vehicle collisions; enforces vehicle code and other laws pertaining to vehicles; conducts special enforcement and problem solving in areas where traffic issues are of concern; investigates collisions; plans, organizes, and staffs sobriety checkpoints.
- Performs related duties, as assigned.

QUALIFICATIONS

Knowledge of:

- Operations and standard operating procedures of a Police Department.
- Principles and practices of community policing.
- Pertinent federal, state, and local laws, codes, and regulations including laws governing the apprehension, arrest, and custody of persons accused of felonies, misdemeanors, and petty offenses.

- Modern methods, procedures, and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, juvenile programs, record keeping, records management, automated records systems, search and seizure, care and custody of persons and property, and crime prevention.
- Care, maintenance, and operation of firearms and other modern police equipment.
- Principles and practices of data collection and analysis.
- Methods and techniques of report preparation and writing.
- English usage, spelling, grammar, and punctuation.
- Principles and practices used in the identification, preservation, and presentation of evidence.
- Techniques and applications of self-defense and proper use of force.
- Methods and techniques used in interviewing witnesses, victims, or suspects.
- Investigative techniques, procedures, and sources of information.
- Principle and applications of public relations.
- Geography of the local area.
- Standard broadcasting procedures of a police radio system.
- Office procedures, methods, and equipment including computers and application software applications such as word processing, spreadsheets, and databases.
- Occupational hazards and standard safety practices.
- Principles and practices of courtroom presentation and testimony.

Ability to:

- Understand, interpret, apply, enforce, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.
- Interact with the public and a supportive and positive manner.
- Interpret and explain law enforcement policies and procedures.
- Perform a wide range of law enforcement assignments.
- Function with a significant degree of independence.
- Gather, analyze, and evaluate facts and evidence and reach sound conclusions.
- Act quickly and calmly in emergency situations.
- Effectively use and qualify with law enforcement tools and weapons including firearms, baton, defensive tactics, and other safety equipment.
- Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.
- Judge situations/people accurately.
- Think clearly and act quickly in a variety of situations.
- Conduct a variety of criminal and special investigations.
- Gather, assemble, analyze, evaluate, and use facts and evidence.

- Interview victims, complainants, witnesses, and suspects.
- Accurately observe and remember names, faces, numbers, incidents, and places.
- Control violent people and affect arrests.
- Administer first aid.
- Prepare clear and concise reports and routine correspondence.
- Maintain contact and preserve good relations with the public; respond to requests and inquiries from the general public.
- Meet standards for physical endurance, agility, health, and vision.
- Work flexible hours, including nights, weekends, holidays, and varied shifts.
- Understand and carry out oral and written directions.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Perform routine multi-tasking functions.
- Understand and work within the course and scope of duties, authority and responsibilities.
- Work with minimum supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

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

Education/Training:

- Equivalent to the completion of the twelfth grade
- Must be at least 21 years of age

Experience:

- Entry level law enforcement experience required to obtain Peace Officers Standards and Training (P.O.S.T.) Certificate

License or Certificate:

- Possession of Basic P.O.S.T. Certificate

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be found to be free from any physical, emotional or mental conditions, as determined by a qualified physician and/or psychologist, which with or without accommodations might affect exercises of the powers of a peace officer or adversely

affect the ability of the employee to perform essential job functions. The position may require prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. Additionally, the position requires grasping, repetitive hand movement, and fine coordination in retrieving and entering data using a computer keyboard. Near and far vision is required in order to read work related documents and use the computer. Acute hearing is required when providing phone and personal service.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions, which may include extreme cold, windy and other wintery conditions. The employee occasionally works near moving mechanical parts in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate.

This classification is not intended to be all-inclusive. An employee may be required to perform other reasonable duties as assigned by management. The City reserves the right, with the concurrence of the department head, to revise or change classification duties and responsibilities as the need arises and as consistent with the meet and confer process.

Approved by Council: