

POSITION DESCRIPTION

Class Title: Police Officer (Patrol Officer)
Department: Police
Date: March 23, 2015

GENERAL PURPOSE:

To enforce state laws and local ordinances, maintain the public peace, perform police control, investigation, traffic regulation, and to serve and protect the public.

SUPERVISION RECEIVED:

Works under the general supervision of a police corporal and/or police sergeant, as assigned.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

General: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required during various assignments. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- (A) May be assigned to work on rotating shifts to perform security patrols, traffic control, and accident investigation; administer first aid at accident scenes; perform limited crime scene security or investigative activities, and arrest activities relating to persons involved in crimes or acts of misconduct.
- (B) During assigned shift, exercise own judgment in deciding courses of responsible action and may be expected to manage difficult and emergency situations without assistance.
- (C) Maintains normal availability by radio or telephone for consultation and advice on major emergencies or accidents.
- (D) Carries out duties in conformance with federal, state, county, and city laws and ordinances.
- (E) Patrols city streets, parks, commercial and residential areas to preserve the peace and enforce the law; may control vehicular traffic; may prevent, detect and/or investigate misconduct involving misdemeanors, felonies, and other law violations; and otherwise serve and protect the public.
- (F) Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, reports of drunkenness, missing children, prowlers, physical abuse or use or possession of illegal drugs, etc.; takes appropriate law enforcement action in response thereto.

- (G) Interrogates suspects, witnesses, and drivers; preserves evidence; arrests violators; investigates and renders assistance at scenes of vehicular accidents; summons ambulances and other law enforcement vehicles; takes measurements and draws diagrams of accident and crime scenes; conducts follow-up investigations of crimes committed during assigned shift; seeks out and question victims, witnesses, and suspects; develops leads and tips; searches scenes of crimes for clues; analyzes and evaluates evidence and may arrest offenders; may prepare cases to give testimony in court proceedings.
- (H) Prepares a variety of reports and records including officers' daily logs, reports of investigation, field interrogation reports, alcohol reports, influence reports, breathalyzer checklists, bad check forms, vehicle impoundment forms, traffic hazard reports, etc.
- (I) May be assigned to undertake community-oriented police work; and may assist citizens with such matters as locked or stalled vehicles, crime prevention, Drug Abuse Resistance Education (DARE), traffic safety, etc.
- (J) Participates in investigating criminal law violations occurring within the city limits; obtains evidence and compiles information regarding these crimes; may prepare cases for filing of charges; testifies in court; and performs related activities.
- (K) Conducts patrol activities, including directing traffic, investigations of reported or observed violations of law, and providing police presence and response through patrol activities.
- (L) Coordinates activities with other officers or other City departments as needed; exchanges information with officers and other law enforcement agencies; and obtains advice from the City Attorney, City Court Clerk's office and personnel, and Municipal Prosecutor's Office regarding cases, policies, and procedures, as needed and assigned.
- (M) Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and to provide general information about department activities.

PERIPHERAL DUTIES:

- (A) Maintains departmental equipment, supplies and facilities.
- (B) Maintains contact with general public, court officials, and other City officials in the performance of police operating activities.

DESIRED MINIMUM QUALIFICATIONS:

- (A) Must be 21 years or older at the time of employment;
- (B) Must possess, or be able to obtain by time of hire, a valid state driver's license without record of suspension or revocation in any state;
- (C) Must not have been convicted of any felony convictions or other disqualifying serious misdemeanor or possess any other disqualifying criminal history;

- (D) Must be a U.S. citizen;
- (E) Must be an elector in the county in which he/she resides;
- (F) Must be able to read and write the English language with facility;
- (G) Must be of good moral character and of temperament and industrious habits;
- (H) Must meet basic eligibility requirements for training by the Mississippi Board on Law Enforcement Standards and Training; and
- (I) Must be certified at time of employment by or obtain certification from Mississippi Board on Law Enforcement Officer Standards and Training during the first year of employment for retention as a regular employee.

EDUCATION AND EXPERIENCE:

- (A) High school diploma or GED equivalent.

LANGUAGE SKILLS:

- (A) Ability to read and comprehend simple instructions, correspondences, and memos in the English language.
- (B) Ability to prepare simple correspondence using the English language.
- (C) Ability to effectively present information in one-on-one and small-group situations to citizens and other employees of the organization.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- (A) Ability to acquire knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- (B) Ability to acquire skill in operating the tools and equipment listed below.
- (C) Ability to learn the applicable laws, ordinances, and the department rules and regulations.
- (D) Ability to perform work requiring good physical condition.
- (E) Effective written and oral communication skills.
- (F) Ability to establish and maintain effective working relationships with peers and supervisors.
- (G) Ability to exercise sound judgment in evaluating situations and in making decisions.
- (H) Ability to follow oral and written instructions in the English language.
- (I) Ability to learn the City of Clarksdale's geography.

- (J) Ability to learn to operate motor vehicle safely at all speeds, and to learn and apply the principles of high-speed chase.
- (K) Ability to obtain and maintain weapons certification.
- (M) Ability to give easily understandable instructions and orders under day-to-day and emergency conditions.
- (N) Ability to meet the special requirements listed separately below.

TOOLS AND EQUIPMENT USED:

Police car, police radio, radar gun, handgun and other weapons as required, sidehandle baton, handcuffs, intoxilyzer, first-aid equipment, body camera, fingerprint machine, computer and such other equipment as may be required and/or made available to a police officer.

PHYSICAL DEMANDS:

The physical demands described below 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.

While performing the duties of this job, the employee is frequently required to use hands to touch, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, and run; the employee is occasionally required to climb or balance, stoop, kneel, crouch, crawl, taste, or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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. The employee occasionally works near moving mechanical parts; in high, precarious places; 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 loud acoustic vibrations.

The noise level in the work environment is usually moderate.

SPECIAL REQUIREMENTS:

- (A) Must possess, or be able to obtain by time of hire, a valid state driver's license without record of suspension or revocation in any state;

- (B) Ability to meet Clarksdale Police Department's physical agility test;
- (C) Must never have been convicted of a felony or serious misdemeanor.

SELECTION GUIDELINES:

A. Entry Level:

Formal application; review of education and experience; appropriate testing including written and physical agility test; oral interview; background check; physical and psychological examination; and drug screening.

B. Lateral Entry:

- (1) Must be able to meet all entry level requirements listed above;
 - (2) Must be able to pass medical exam and the Clarksdale Police Department's physical agility test; and
- C. Must have successfully completed State Basic Training Academy or "equivalency test" within one year after employment.

OTHER DUTIES:

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.