



## CITY OF POCATELLO CLASSIFICATION SPECIFICATION

### Police Officer

Department: Police  
Date Established: 5/2014

Reports to: Police Sergeant  
Date Revised: 12/2017

Pay Grade: 41P – 42P  
FLSA Status: Non-Exempt

#### **CLASSIFICATION SUMMARY**

A Police Officer enforces state and local laws and ordinances, responds to calls for the protection of life and property, conducts criminal and non-criminal investigations, makes arrests and performs other assigned law enforcement and public safety duties to preserve the peace, reduce fear and provide for a safe community environment. Duties normally consist of patrol and traffic activities in the City on an assigned shift. Officers may be delegated to assignments in specialized areas such as K9, school resource, SWAT, field training, in-service training instruction, criminal investigations, hostage negotiations, traffic control or other areas.

A Police Officer patrols an assigned area to observe, monitor and enforce a wide array of ordinances, laws and statutes while interacting with the public to provide educational, investigative and related police services. Work is performed under minimal supervision and requires a high degree of independent discretion in decision making within established guidelines, although a Corporal, Sergeant and/or Lieutenant is typically available for advice and counsel as needed.

The job requires a high school diploma or GED and a POST Basic Certification, as well as successful completion of a 16 week Field Training Officer program. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

A Police Officer is exposed to indoor and outdoor environments including extreme weather conditions, strenuous activity, lifting or restraining another human being or other heavy object, and exposure to hazardous materials and/or life threatening situations. The nature of the job often requires on-call work after normal working hours, weekends and holidays as the business of the City necessitates. The job is physically and mentally demanding. Officers need to be physically fit and able to react to different situations at a moment's notice.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)***

Patrols assigned areas of the City; enforces federal, state and local laws and ordinances. Maintains community presence; responds to calls related to the protection of life and property, traffic incidents and other public safety emergencies. Responds to calls that may include domestic violence, burglaries, juvenile disturbances, civil disturbances, health and welfare assistance, animal problems, civil protection, medical and fire calls, bomb threats, hazardous material spills and other public and life safety incidents. Determines the existence of probable cause, identifies suspects, and takes offenders into physical custody, refers charges for review and prosecution. Issues warnings and citations; performs appropriate field tests as needed.

Prepares reports of arrests, activities performed and unusual incidents observed. 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 searches of persons, vehicles, premises or areas to determine the presence of individuals or illegal activities or articles. Maintains the security and safety of individuals; assumes custody of suspect or offender and transports them to appropriate detention or corrections locations. Coordinates and conducts detailed investigations of violent crimes, child abuse, property crimes, vice, gaming and narcotics violations.

Identifies and implements safety emergency plans, evacuation plans and emergency drills. Assists medical personnel and outside agencies with investigations. Interacts with citizens in the community. Interacts with persons who are mentally ill and places them into protective custody when appropriate. Participates in ongoing training to improve job skills and stays up-to-date with current case law, state law and traffic codes. Appears in court and provides testimony (often scheduled on regular days off).

Develops and maintains ongoing partnerships and relationships with police officers, citizens, schools and school personnel and various community organizations. May represent the City on various committees. May make presentations to governmental agencies, the media, community groups and a variety of civic organizations.

Performs other duties as assigned, including learning and performing duties in a specialized area of law enforcement. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

### **CLASSIFICATION REQUIREMENTS:**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

#### **Knowledge of:**

- Local, state, and federal laws as applicable to community law enforcement;
- Methods, objectives, and procedures of law enforcement practices;
- Methods, procedures, techniques, and objectives of crime investigation and prevention;
- Methods, objectives, and procedures of court proceedings;
- Methods, tools, techniques, and objectives of police investigations including, but not limited to, undercover investigation procedures, computerized data searches, crime scene processing, witness interviewing, evidence processing and preservation, arrest and search warrant procedures, and related procedures;
- Officer safety skills including defensive tactics, restraints, arrest techniques 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;
- Operation of a personal computer and job-related software applications.

#### **Skill and Ability to:**

- Work independently as well as in teams;
- 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;
- Demonstrate proficiency in the exercise of defensive tactics;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Operate a motor vehicle and/or other vehicles associated with assignment, including high speed operations;
- Prepare accurate and grammatically correct written reports;

- Keep immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems; suggests new or improved ways of addressing such problems;
- Operate a personal computer including program applications appropriate to assigned duties;
- Operate radio, audio and video equipment, and related specialized enforcement equipment;
- Understand and carry out oral and written directions;
- Uphold the Law Enforcement Code of Ethics at all times;
- Respond to citizen requests in a courteous and effective manner;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
- Learn new aspects of police work depending on specialty assignment areas;
- Maintain a professional demeanor at all times;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

### **ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS**

- High school diploma or GED equivalency is required;
- Idaho POST Basic certification is required;
- Successful completion of the Field Training Program is required;
- Valid Idaho Driver's License is required;
- Some experience in law enforcement or college level coursework in criminal justice or other law enforcement or military operation is preferred;
- Additional certifications for specialized assignments may be required.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

### **PHYSICAL REQUIREMENTS**

The employee is regularly required to walk, sit, stand for long periods of time, bend, operate a vehicle, operate a computer keyboard, handle materials, or reach with hands and arms performing the essential functions of the classification. The duties require good physical abilities to conduct field work and perform the duties of a police officer as required, including, but not limited to, running, pushing stalled vehicles off roadways; lifting people off the ground, climbing fences, etc. The employee is required to qualify to carry firearms and perform emergency lifesaving activities. The employee may be required to apprehend and restrain an individual and perform all duties required in a law enforcement environment. The employee may be confronted with dangerous and life-threatening situations. Specific vision abilities required by this classification include close vision, distance vision, depth perception and ability to adjust focus, and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions, communicate effectively in person, by telephone or electronic mail.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.