



EMMETT POLICE DEPARTMENT

501 E. Main Street – Emmett, ID 83617

Fax 365-6062 Phone 365-6055

JOB DESCRIPTION – POLICE OFFICER

Summary Statement:

Performs law enforcement and crime prevention to further the criminal justice process by patrolling an assigned area to observe, monitor, and enforce a wide array of ordinances, laws, and statutes. Interacts with the general public on a regular basis to provide educational, investigative, and related police services with the goal of preventing crime, ensuring public safety, and developing positive police-citizen relationships. Officers may also be assigned to specialized law enforcement duties. Work is performed under minimal supervision and requires a high degree of independent discretion in decision making within established guidelines. Work is reviewed by inspection, oral and written reports, qualitative and quantitative evaluations for effectiveness.

Essential Functions:

Provides information and assistance to motorists, cyclists, and pedestrians regarding traffic violations, traffic issues, and relevant issues as required. Patrols an assigned area with the goal of preventing traffic violations and accidents. Aids persons in trouble and makes referrals to other agencies as appropriate. Issues warnings and/or citations for nonmoving and moving violations. Conducts traffic stops, performs appropriate field tests on citizens suspected of Driving Under the Influence (DUI), searches vehicles, and arrests suspects based on probable cause.

Responds to reports of suspected violation in-progress and general calls for service such as burglar alarms, armed robberies, assaults, disturbance of the peace, and other issues as they arise. Identifies issues upon arriving on scene, and takes appropriate actions such as mediating disputes, securing crime scenes, gathering evidence, etc. Interviews available victims, witnesses and suspects. Handles and assists with criminal investigations. Maintains secure chain of custody for evidence and contraband seized pursuant to police investigations.

Provides oversight and direction to subordinate staff and officers to address criminal and police related issues as they arise. Identifies and prioritizes issues, considers various alternatives, resources, and makes sound decisions to resolve issues.

Assumes command responsibility for conduct and effectiveness of patrol officers and other specialists when acting as the Field Commander in the absence of a Sergeant. Responds to calls and assists officers in particularly difficult or hazardous assignments. Ensures appropriate emergency and related agencies have been notified of issues as required. Reviews reports for compliance with departmental standards.

Maintains positive rapport with prosecutors, courts, witnesses, victims, and related staff. Provides court testimony, depositions, and related case management support as required.

Initiates, performs, and assists with probable-cause arrests in compliance with all city, state, and federal standards. Responds to, assists with, and/or otherwise notifies proper authorities of emergencies, immediate public safety issues, and related incidents as they occur.

Works as a team with other personnel from public service entities including other law enforcement agencies, fire, emergency medical services, and public works on incident scenes.

May be selected for assignment to the following Specialist areas as needed/assigned:

Crime Prevention: Develops, implements, and coordinates programs designed to educate and enlist businesses, neighborhoods and individuals to assist with preventing local crime.

Drug Enforcement: Identifies and arrests narcotics traffickers and users. Identifies and develops informants and works undercover as required.

Detectives: Conducts investigations of alleged major crimes, suspects, and crime scenes, independently and in conjunction with various law enforcement, government, and related agencies as required. Identifies suspects, witnesses, and persons of interest, and recovers stolen property.

School Resource Officer: Investigates juvenile crimes, counsels students, and serves as an informational resource for students, school officials, and citizens regarding crime, drugs, and related police activities. Promotes a crime-free school environment by conducting informational lectures to groups and in classrooms on a variety of topics.

Training Officer: Acts as Field Training Officer for Officer Candidates. Plans, coordinates, and conducts training for law enforcement personnel to enhance knowledge, skills, and abilities in technical, administrative, and organizational effectiveness. Provides technical assistance, guidance, and oversight for probationary and regular police officers.

K9 Handler: Trains, handles, and works with a police service dog to provide K9 assistance to patrol and investigations. Dogs may be trained in a variety of recognized disciplines such as drug detection to find and locate illegal controlled substances, tracking to find persons, and patrol services as an apprehension dog.

Instructor: Acts as a POST certified instructor in a training discipline as recognized and governed by the rules, policies, and procedures of the Idaho POST Academy. Provides instruction and training to officers.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Requirements:

Required Knowledge, Experience, And Training

Requires education and/or experience to attain the following:

Must meet the Idaho Peace Officer Standards Training requirements to become certified as a Police Officer. A lateral transfer must be 21 years of age by date of hire; possess an Idaho Basic (or higher) Certificate; and be a sworn officer with valid certification in good standing.

Working knowledge of the criminal justice process; federal, state, and city rules, regulations, procedures, and judicial rulings related to evidence, searches, seizures, arrests, and police-citizen encounters; investigative processes and interrogation techniques; crime scene processing and surveillance techniques; social service agencies and community resources and their use and applicability to investigative processes; courtroom testimony procedures; departmental rules, regulations and procedures; crime prevention techniques, principles, and practices; underlying causes of criminal behavior; safe and effective arrest techniques; basic first aid and CPR; dispute resolution techniques; computer applications and software used in spreadsheets and word processing.

Ability to maintain a calm demeanor and effectively communicate with officers and the public in potentially controversial situations; identify and research various issues arising from investigations; investigate, review, provide testimony about, and otherwise handle graphic, disturbing, or otherwise sensitive information or evidence; effectively and tactfully work with victims, witnesses, and various other parties regarding allegations of crimes; articulate and develop thorough, logical, and accurate reports; observe and recall detail; provide credible testimony in court of law; manage time effectively; prioritize work; identify alternatives to problems and make sound decisions; stay abreast of pertinent federal, state and city laws, statutes and ordinances, and judicial rulings; effectively and safely operate various law enforcement tools and equipment including firearms and non-lethal weapons; communicate and maintain contact with field units via radio and computer; assess crisis situations, establish priorities to determine actions necessary in life threatening and operational situations; work safely without creating unnecessary direct threats to self or others; effectively see during times with minimal or no sunlight; properly utilize all required safety equipment such as helmets, masks, vests, etc.; display an attitude of cooperation and work harmoniously with all levels of City employees, the general public and other organizations; communicate effectively in the English language at a level necessary for efficient job performance; complete assignments in a timely fashion; understand and comply with all rules, policies and regulations; maintain prompt and regular attendance; perform all essential and marginal functions as assigned by an authorized employee, supervisor and/or manager with or without a reasonable accommodation.

Individuals must be capable of operating vehicles safely and have an acceptable driving record.

Preferred Knowledge, Experience, And Training

Previous law enforcement experience.

Licensing And Other Requirements

Valid Idaho driver's license. Peace Officer Standards Training (POST) Certification.

Special Requirements

All applicants must be able to successfully pass a background check processes which include reference checks and criminal history checks.

Applicants must be able to pass, or have:

Driving Record Check

Education Verification

Polygraph Exam

Post Offer Medical Examination

Physical Fitness Test

Drug Free Workplace: In accordance with the City of Emmett Drug Free Workplace Regulation, this position is designated as safety sensitive and is subject to testing requirements including Post Offer Applicant Testing, Random Testing, Reasonable Suspicion, Post - Accident, etc. Applicants will be required to submit to screening for illegal drug use prior to hire. Appointment to this position is contingent upon a negative pre-employment drug test.

This position is required to qualify and maintain qualification standards to carry firearms.

Working Conditions:

The physical effort characteristics and working environment 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.

Physical Efforts

While performing the duties of this job the employee is always lifting/carrying up to 50 lbs, frequently lifting/carrying up to 101 + lbs. Also the employee is always pushing/pulling up to 50 lbs, frequently pushing/pulling up to 101 + lbs. The noise level is occasionally loud. Work includes sensory ability to talk, hear, smell, touch and feel. Work in this position also includes close vision, distance vision, peripheral vision and depth perception. Employees will sit, stand, walk, run, stoop, kneel, crouch, crawl, reach, grasp, climb and balance. Position requires hand/finger dexterity. Additional physical efforts include: A Police Officer's duties range from periods of physical inactivity to situations requiring extreme physical exertion, stress, and which may involve danger.

Working Environment

The work environment will include inside conditions, outdoor weather conditions, in wet and humid conditions, with areas of dust, odors, mist, gases or other airborne matter. Employees work in/at heights and confined spaces. Employees will also drive a vehicle as part of this position. Officers at all levels are expected to maintain physical condition to pursue suspects and serve warrants under any conditions such as uneven surfaces, construction sites, ice, traffic, open and enclosed areas with dogs, and public and private spaces. Work includes protected exposure to infectious bacteria, bodily fluids, and chemicals. Additional environmental conditions include: work at crime scenes which may be hazardous or unsanitary, located in houses, buildings, outdoors in adverse weather conditions, etc. Individuals will be subjected to evidence of violence or trauma, including graphic and disturbing scenes of homicide, sexual assault, robbery, traffic accidents, abuse, arson, autopsy subjects (deceased persons, children and animals), and related evidence at all stages during the investigation and prosecution of crimes.

This position works: assigned shifts may include holidays, swing and/or graveyard, on-call, overtime, call-back, as needed.

Dress Attire

Dress attire required will be the police uniform provided by the department. Clothing that is tattered, torn, or contains holes is not permitted.

Job Information:

Position Type: Full-time, regular,

Reports To: Police Sergeant or above as designated by the Chief of Police