



# City of Seat Pleasant Position Description

## POSITION DETAILS

Position Title:	Entry-Level Police Officer	Annual Salary Range:	\$46,000
Department:	Police Department		
Reports to:	Sergeant		
Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> N/A		
Employment Status:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Contractual <input type="checkbox"/> Seasonal		

## GENERAL STATEMENT OF DUTIES

Police officers perform a broad range of law enforcement duties such as conducting investigations, enforcing laws, preventing crime, responding to emergency and non-emergency calls for service, performing high visibility patrols, making arrests and rendering assistance to members of the public. Tasks are carried out under the general supervision of a Sergeant or other employee of superior rank. This position involves considerable decision making and independent judgment in conformity with agency objectives, standards, policies, procedures, and the law.

## ESSENTIAL FUNCTIONS, RESPONSIBILITIES, AND TASKS

- Patrols assigned geographical areas by car, motorcycle, bike, or on foot.
- Utilizes two-way radios and performs queries of computer databases.
- Responds to emergency and non-emergency calls for service.
- Enforces traffic laws, impounds vehicles, and investigates traffic collisions.
- Operates speed detection equipment, computers, and preliminary breath test devices.
- Responds to roadway hazards, directs motorist, and restores traffic flow.
- Apprehends, transports, processes, and files charges against offenders.
- Prepares organized case files and testifies in judicial proceedings.
- Assists members of the public and provides information on resources.
- Formulates solutions and takes action to address community concerns.
- Interviews and interrogates witnesses, victims, and suspects.
- Documents facts, statements, observations, actions, and dispositions.
- Participates in youth programs and public engagement events.
- Renders first aid and performs cardiopulmonary resuscitation.
- Conducts preliminary investigations using tact and a high degree of proficiency and professionalism.
- Safeguards crime scenes; identifies, collects, packages, preserves, and labels evidence.
- Maintains security of closed businesses; searches commercial, residential, and other structures.
- Remains alert for suspicious persons, vehicles, conditions, potential hazards, and illegal activities.
- Completes reports and forms that are legible, accurate, factual, clear, concise, and in the prescribed format.
- Willingly performs other duties as assigned by superiors.

## REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES

### ABILITY TO:

- Read, understand, analyze, and interpret technical procedures, laws, regulations, court rulings, professional journals, directives, policies, charts, and job-related documents.
- Build and maintain a good working relationship with colleagues, citizens, and other persons interacted with at work.
- Analyze situations quickly and objectively to adopt reasonable courses of action with due regard for surrounding hazards and circumstances.
- Learn to use and care for general office equipment, telephones, computers, digital software, firearms, police vehicles, portable radios, expandable batons, handcuffs, flares, pepper spray, conducted electrical weapons, preliminary breath-tests devices, body-worn cameras, and other devices and equipment.
- Learn and apply the principles and practices of law enforcement work such as search and seizure, rules of evidence, crime suppression strategies, traffic enforcement, investigation, crime scene control, evidence collection, interview and interrogation, laws of arrest, juvenile detentions, criminal procedures, and community-policing.
- Follow complicated instructions, accept constructive criticism, adhere to department policies, independently organize work, set priorities, meet deadlines, and follow-up on assignments.
- Communicate concisely using proper vocabulary, spelling, grammar, sentence structure, and punctuation.
- Learn, enforce, and conform to Federal statutes, State laws, local ordinances, and the U.S. Constitution.
- Learn to maintain position of advantage during interactions and effectively control the movement of persons.
- React appropriately in emergency situations and maintain composure when faced with adversity.
- Retain a necessary amount of job information and knowledge to effectively perform duties.
- Recognize verbal and non-verbal clues of imminent flight, resistance, and physical attack.
- Learn to interview and elicit relevant information from victims, suspects, and witnesses.
- Listen, understand, and properly respond to what others are saying.
- Spot hazards, suspicious conditions, deception, and illegal activities.

## REQUIRED PHYSICAL ABILITIES

- Exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force to constantly move objects.
- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, pushing, pulling, lifting, twisting, fingering, grasping, handling, smelling, seizing, holding, controlling, feeling, and assuming cramped or unusual positions.
- Vocal communication for expressing or exchanging ideas by means of spoken word and conveying detailed or important instructions to others accurately, loudly, and quickly.
- Color vision to identify and distinguish colors.
- Visual acuity for depth perception, night vision, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- Hearing to perceive information at normal volumes of spoken word, to receive information through oral communications, and/or to make fine distinctions in sound.
- Finger dexterity to access, enter, and retrieve data using a computer keyboard or calculator and to operate police equipment.

## WORKING CONDITIONS

### ENVIRONMENTAL:

- Exposure to indoor and outdoor conditions including extreme cold, extreme heat, noise, vibration, electrical shock, and radiant energy.
- Exposure to fumes, noxious odors, dusts, mists, and gases, that impacts eyes, skin, and the respiratory system.
- Exposure to blood, other bodily fluids, and communicable diseases.
- Contact with water or other liquids; or non-weather-related humidity.
- Working near and handling mechanical parts and explosives.

## SELECTION CRITERIA

**Minimum Criteria:** High School Diploma, twenty-one years of age or older, basic computer and internet literacy, excellent written and verbal communications skills, keen observation skills, good moral character, strong passion for public service, acceptable personal grooming and hygiene habits, dedication to community-oriented policing, willingness to work rotating shifts and adjust duty schedule with little to no advance notice and possess the ability to complete a rigorous ten-month entrance-level police academy.

**Desired Skills, Experience, and Education:** Associate degree, military experience, and or prior work in a security, corrections, investigations, customer service, or public safety role.

**Licenses / Certifications:** Must possess a valid driver's license and satisfy the requirements set forth by the Maryland Police Training and Standards Commission. Must maintain a valid law enforcement certification.

**Other Significant Facts:** Job candidates must undergo a comprehensive background investigation, medical physical, psychological examination, drug screening, and truth verification test. Must graduate from the police academy and complete the field training and evaluation program within ninety-days of graduating. Employees are subject to random drug and alcohol testing according to the City of Seat Pleasant's Drug-Free Workplace Policy. This position requires the use of Personal Protective Equipment.