



City of Westminster, MD

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written in this job description.

Police Officer Recruit

Department: Police - Sworn
Pay Grade: 110
FLSA Status: Non-Exempt
Position: 301080 – Safety Sensitive
Emergency Status: Essential*

**Essential employees must report to work as scheduled, and are required to stay at work for extended duty when City offices close due to inclement weather or other emergency situations.*

JOB SUMMARY

An employee in this position is responsible for receiving instruction and field training and will be afforded the opportunity to be sworn-in as a probation entry-level police officer with full police authority upon successful and satisfactory completion of police academy and field training.

ESSENTIAL JOB FUNCTIONS

- Receives comprehensive instruction and field training in a variety of topics to include patrol tactics and strategies, causes of criminality, courtroom procedures and testimony, crime scene and evidence processing, crime prevention, criminal law and procedure, search and seizure, rules of evidence, organizational structure and chain of command, community policing, emergency vehicle operation, first aid, firearms training, criminal and traffic law enforcement, criminal investigation, report writing, interview/interrogation strategies and other related courses and programs as required.
- Receives physical conditioning and training as required.
- Receives arrest and control tactics and defensive tactics training as required.
- Works in a constant state of alertness and in a safe manner.
- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

- High School diploma or General Equivalency Diploma GED; or
- Equivalent combination of education, training and related experience.

Licenses or Certifications:

- Possession of or ability to obtain a valid driver's license (prior to employment);

Knowledge, Skills and Abilities:

- Ability to successfully complete a pre-employment background investigation, truth verification, psychological evaluation, medical examination and drug screening (prior to employment).
- Ability to successfully complete a Maryland Police Standards and Training Commission approved police academy and required field training within the first year of service.
- Knowledge of traffic laws and rules governing the parking of motor vehicles and other laws, regulations, ordinances, policies, and procedures pertinent to the assigned police work.
- Knowledge of Federal, State, County, City, and departmental rules, laws, regulations, ordinances, policies, and procedures pertinent to police work.
- Skill and ability to safely and effectively use prescribed weapons.
- Ability to act as a representative of the City to the public.
- Ability to establish and maintain effective working relationships and successfully communicate with other staff members and members of the public, especially during high pressure, high stress situations.
- Ability to read, write, perform basic math skills, operate standard office equipment, and understand and interpret written and verbal instructions.
- Ability to establish priorities and organize workload effectively and efficiently.
- Ability to maintain a pleasant and productive working atmosphere.
- Ability to respond properly in emergency situations and to complete assignments under pressure.
- Ability to prepare accurate and timely reports.
- Knowledge of the City's policies and procedures.
- Ability to keep relevant parties informed of major issues and recommend changes as appropriate.
- Ability to operate standard police equipment, including police radio and relevant computer systems, including hardware, software, and office machines.

PHYSICAL AND MENTAL DEMANDS

The work is typically medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Hazardous or emergency circumstances may require greater effort. Additionally, the following physical abilities are required: balancing, climbing, drawing, crouching, feeling, fingering, grasping, handling, hearing, jumping, kneeling, lifting, pulling, pushing, reaching, repetitive motion, running, speaking, standing, stooping, talking, visual acuity and walking.

The following mental abilities are required: mental acuity (defined as the ability to make rational decisions through sound logic and deductive reasoning).

Must be able to work shift assignments covering a 24-hour per day period which may be changed without notice to address operational needs.

WORK ENVIRONMENT

The work involves potential risks or hazards which require special safety and officer safety precautions, e.g. aggressive human behavior, exposure to and use of firearms and physical force, high speed vehicle operation,

work in hazardous situations and environments, observance of fire and building regulations, observance of officer safety protocols and the observance of traffic regulations when operating a vehicle.

The City of Westminster, Maryland has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Westminster, Maryland commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.

I have read and understand this job description and acknowledge that I have received a copy of this job description.

Employee Signature

Date