

CITY OF WESTMINSTER

JOB DESCRIPTION

Probationary Police Officer / Officer First Class

Grade: F

FLSA Status: Non-Exempt

Department: Police

Position Number: 301070

Date: 01/16 REV

Job Summary: Performs a variety of police duties essential to the preservation of law and order in the City of Westminster; ensures public safety, controls traffic and responds to calls for service; performs other duties as assigned

Essential Functions:

(Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

1. Patrols assigned residential and commercial sections of the City via patrol car, bicycle, T3, or on foot to ensure preservation of law and order;
 2. Monitors the police radio and other electronic communications; communicates in a positive and professional manner;
 3. Maintains vigilance for infractions of criminal and motor vehicle laws and for compliance with prescribed ordinances, employing appropriate measures to maintain the peace and to prevent criminal acts;
 4. Responds to and handles a variety of calls for service in a thorough and appropriate manner;
 5. Conducts preliminary and follow-up investigations of reported crimes, traffic offenses and collisions, and other municipal violations;
 6. Collects and preserves evidence, both photographic and physical; interviews witnesses and interrogates suspects; notifies specialty units or divisions when appropriate;
 7. Conducts self-initiated enforcement actions to address crime, traffic, and other identified issues;
 8. Implements problem-solving strategies to address repeated calls for service and repeat problem locations;
 9. Strengthens the relationship between the Department and the community by engaging members of the community through consistent interactions in assigned area of responsibility;
 10. Communicates with citizens to follow-up on the status of complaints or reported problems; maintains positive relationships with City staff and the public;
 11. Serves arrest warrants, criminal summonses, and juvenile writs and complaints; makes arrests when appropriate, using safe police tactics with appropriate and reasonable force;
 12. Completes incident reports and supplements, arrest paperwork and citations, and other administrative paperwork in an accurate, comprehensive, succinct, and timely manner;
 13. Prepares investigations and evidence for prosecution; testifies in criminal, traffic, and juvenile court;
 14. Staffs special assignments and details as needed;
 15. Directs vehicular and pedestrian traffic to ensure safety and preclude congestion of City thoroughfares;
 16. Participates in an active public relations program, developing intelligence and sources of information;
 17. Cooperates with members of other law enforcement agencies upon request, within the scope of Departmental practices;
 18. Keeps supervisor informed of unusual or detrimental situations;
 19. Keeps informed on current Department practices by attending workshops and educational programs or reading specialized literature; and,
 20. Performs other duties as assigned.
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Required Knowledge, Skills, and Abilities:

1. Thorough knowledge of the City of Westminster's policies and procedures;
2. Act as a representative of the City of Westminster to the public;
3. Working knowledge of Federal, State, City and departmental rules, laws, regulations, ordinances, policies and procedures pertinent to police work;
4. Establish and maintain effective working relationships and successfully communicate with other staff members

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- and members of the public, especially during high pressure, high stress situations;
5. Understand and interpret written and oral instructions;
 6. Thorough 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;
 7. Certified skill and ability to safely and effectively use prescribed weapons;
 8. Establish priorities and organize workload effectively and efficiently;
 9. Maintain a pleasant and productive working atmosphere;
 10. Respond properly in emergency situations and to complete assignments under pressure;
 11. Prepare accurate and timely reports;
 12. Keep relevant parties informed of major issues and recommend changes as appropriate;
 13. Operate standard police equipment, including departmental motor vehicles, police radio and relevant computer systems, including hardware, software and office machines;
 14. Possess a valid driver's license; and
 15. Ability to run a mile and lift 150lbs; excellent hearing and eyesight corrected or uncorrected to at least 20/40.
 16. Position will require shift work assignments covering a 24-hour per day period. Shift assignments may be changed without notice to address operational needs.
 17. Position may require 24-hour on-call availability in the event of an emergency.
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Education and Experience:

1. High school diploma or G.E.D and successful graduation from MPCTC accredited Police Academy.
 2. Current certification as a Police Officer in accordance with Article 41, Section 4-201 of the Annotated Code of Maryland, or the ability to obtain such certification within the first year of employment.
 3. Valid driver's license.
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Physical and Environmental Conditions:

Work requires considerable physical effort in the handling of equipment up to 40 pounds and/or continual standing or walking 60%+ of the time.

The work involves minor risks or discomforts which require special safety precautions, e.g., working around moving vehicles, aggressive human behavior, etc., avoidance of trips and falls, observance of fire and building safety regulations, and observance of traffic signals when driving. The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.