

# City of Caldwell

## Class Specification

<b>Class Title</b>	<b>POLICE OFFICER</b>
<b>Class Code Number</b>	
<b>FLSA Designation</b>	<b>Covered</b>
<b>Pay Grade</b>	
<b>Effective Date</b>	

### General Statement of Duties

Performs routine police work, enforces laws and ordinances for the protection of life and property; performs related work as required.

### Classification Summary

The principal function of an employee in this class is to maintain community order through enforcing local, state and federal laws. The work involves preventing and investigating crimes, patrolling the City of Caldwell area enforcing traffic laws and ordinances, responding to citizens calls for service, applying community policing procedures, and making presentations to schools or civic groups. The work is performed under the direct supervision of the Sergeant or Police Lieutenant, but considerable leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in the Caldwell Police Department as required or as assigned by supervisory personnel, and may perform duties associated with the patrol division or the detective division. The principal duties of this class are performed in a work environment in which the employee is subject to potential personal danger.

### Examples of Work (Illustrative Only)

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enforces all City, State and Federal laws within the jurisdiction of the City of Caldwell and in coordination with other agencies in the surrounding areas;
- Patrols all assigned areas and monitors activity to identify violations of applicable law and takes appropriate actions to deal with the situation, including making arrests and charging a suspect, issuing citations, issuing written warnings or rectifying the situation through a dialogue with all parties involved as warranted;

- Advises suspects of his/her constitutional rights upon arrest;
- Enforces all traffic laws and issues citations for violations;
- Conduct narcotics investigations, working under cover if necessary;
- Responds to calls and/or complaints from citizens, involving arriving at the scene, taking statements from all parties involved, identifying a violation if one exists, and taking appropriate arrest and/or citation steps as the situation warrants;
- Refers civil disputes to public services to help settle differences and prevent future calls;
- Investigates felony cases within the City jurisdiction, including murder, homicide, suicide, robberies, thefts, burglaries, rapes, arson, forgeries, traffic fatalities and sex crimes;
- Provides D.A.R.E. education and/or intervention services and activities to students, teachers, and parents;
- Applies and demonstrates tenets of S.T.E.P. with the public and fellow officers;
- Interviews witnesses, informants and others to determine if any identifiable person must be investigated as being a potential suspect;
- Maintains thorough notes of all witness statements for the use in documentation and prosecution;
- Gathers all relating evidence to a crime, including physical evidence according to set procedures and legal guidelines;
- Photographs, sketches and diagrams the entirety of crime scenes clearly and accurately according to prescribed guidelines;
- Forwards all relevant evidence for processing and identification of evidence necessary to obtain the facts of the crime situation;
- Maintains a visible presence within the immediate area following a crime to solicit any individuals who may have information on the case to come forward;
- Coordinates the development of composite drawings and related evidence from witnesses;
- Prepares search and arrest warrants through the collection of evidence and the building of facts within the case;
- Participates in surveillance situations to search for suspects;
- Makes arrests following the issuance of an arrest warrant, including locating the individual in surrounding jurisdictions and/or states;
- Coordinates arrest procedures with other law enforcement jurisdictions;
- Advises suspects of his/her constitutional rights upon arrest;
- Interviews suspects to attempt to obtain a confession, involving both controlled situations within Police Division interviewing rooms and out in the community where suspects may provide exact geographic locations of crime or related events;
- Maintains security of any suspect in custody at all times;
- Conducts line-ups in accordance with legal guidelines;
- Informs victims of progress in any case and presents additional evidence to determine whether this information will prompt further recollections in the case;
- Maintains a highly visible presence within the community for the purpose of deterring crime as possible, maintaining good community relations and providing an identifiable source for citizens to go to for assistance, guidance, protection and service;

- Performs a daily activity of public relations through speaking with citizens, responding to their needs as possible and explaining through actions and words the goals and purposes of the Caldwell Police Department;
- Informs commanding Officers immediately of any situation which appears to be out of the ordinary;
- Investigates misdemeanor crimes and traffic accidents and makes arrests as warranted;
- Performs residential and business security checks;
- Instructs, demonstrates and evaluates field sobriety tests and determines through observation those situations where such a test is warranted and needed;
- Maintains all appropriate reports and records of criminal and arrest activity for use in both documentation and prosecution;
- Collects evidence at crime scenes and interviews witnesses;
- Maintains security and possession of firearm and related Police equipment at all times;
- Performs preventive maintenance on vehicles and all related equipment;
- Provides information to the public on Police procedures and activities as requested and makes personal appearances at school programs, neighborhood watch groups etc., to maintain community relations and inform citizens on how they might better protect themselves against crime or injury of other forms;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Responds to citizens' questions and comments in a courteous and timely manner.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- May perform special assignments or manage special police programs;
- Performs other related duties as assigned.

#### **Required Knowledge, Skills and Abilities**

- Thorough knowledge of current law enforcement procedures and practices;
- Thorough knowledge of local, State and Federal laws as applicable to community law enforcement;
- Thorough knowledge of law enforcement practices and methods, and court procedures and practices;
- Good knowledge of all police equipment including vehicles, communications units, firearms, etc.;
- Ability to give credible testimony in a court of law;
- Ability to work in situations involving confusion and potential danger to oneself, citizens or another Police Officer and to make quick decisions which secure the safety of all individuals involved;
- Ability to handle stress in a healthy manner;
- Ability to use good judgment regarding the use of force;
- Ability to command authority from members of the public through a calm demeanor and appropriate actions;
- Ability to quickly learn the Department's policies and procedures and geographical

- layout of the City of Caldwell;
- Ability to perform basic first aid procedures;
  - Ability to communicate well with others, both orally and in writing and through active listening, using both technical and non-technical language;
  - Ability to understand and follow oral and/or written policies, procedures and instructions;
  - Ability to prepare and present accurate and reliable reports containing findings and recommendations;
  - Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
  - Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
  - Ability to establish and maintain effective working relationships with other Department and City employees, and the public.
  - Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
  - Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
  - Ability to perform all work duties and activities in accordance with City policies, procedures and safety practices;
  - Integrity, ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

- Graduation from high school or position of a GED; and
- 64 or more college credits; and
- Two years of law enforcement experience; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

### **Required Special Qualifications**

- Possession of a current and valid driver's license.
- Subject to a background check.
- Idaho Peace Officer standards certification.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to identify criminal activity;

- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate required equipment and detain criminals;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to patrol and investigate assigned areas.