**West Police Department Job Description**

Police Officer

**PURPOSE**

To perform law enforcement and crime prevention work including responding to calls for assistance from the public, enforcing federal, state, and local laws, controlling traffic flow, enforcing state and local traffic regulations, investigating crimes, providing support and assistance to special crime prevention and enforcement programs, and completing a variety of technical and administrative tasks in support of other public safety services.

The following duties, activities and/or performance responsibilities shall be required of a City of West Police Department Patrol Officer:

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Patrol designated areas of the city using assigned vehicles and/or equipment to preserve law and order through discovery and prevention of crimes.
* Enforce traffic laws and ordinances, respond to public service calls.
* Respond to alarms; investigate complaints and missing persons reports; apprehend suspects; and search, inspect, transport, and take custody of suspects and prisoners.
* Secure crime scenes, administer first-response first aid, conduct preliminary investigations, identify witnesses, gather information and/or evidence, and prepare detailed reports.
* Identify areas of potential crimes or unsafe conditions, report conditions, and take corrective action.
* Make and maintain productive and/or considerate contact with citizens, victims, witnesses, inmates, and other state agencies.
* Arrest suspects, testify and/or present evidence in court.
* Inspect and/or maintain or assist in the maintenance of personal and department issued equipment including but not limited to uniforms, investigative equipment, weapons and vehicles.
* Must be able to credibly testify in judicial and administrative proceedings.
* Maintain West Police Department mandated levels of proficiency with assigned weapons.
* Demonstrate a proficient use of databases, RMS, CAD, digital video systems, and report writing software.
* May be required to attend and/or make presentations at crime watch meetings and other community events.
* Muat be able to administer basic lifesaving techniques, assist medical/fire personnel, and/or be able to lift and/or carry injured persons.
* Perform other work-related duties as assigned by the Chief or Chain of Command.

**DEMONSTRATE A BASIC KNOWLEDGE OF THE FOLLOWING:**

* Laws, policies, rules and/or regulations for the protection of people, data, and property, including the use of weapons and force.
* English Language, the structure and content of the English language, including the meaning of words and grammar.
* Basic human behavior and performance, including individual differences in ability, personality, learning, and motivation.

**DEMONSTRATE SATISFACTORY SKILLS AND ABILITIES IN THE FOLLOWING:**

* Safely operating diverse light equipment, including but not limited to computers, weapons, and radios.
* Active Listening: Listening to what others are saying and asking questions as appropriate.
* Actively looking for ways to help and/or assist people.
* Communicating information and ideas in speaking so others will understand.
* Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
* Communicating information and ideas in writing so others will understand, including completing reports according to pre-set formats.
* Using oral language, social perceptiveness, and reasoning skills simultaneously to conduct effective interviews.
* Listening to and understanding information and ideas presented through spoken words and sentences.

**DEMONSTRATE SATISFACTORY ABILITIES IN THE FOLLOWING PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by a Patrol Officer to successfully perform the essential functions of this job:

* The Patrol Officer regularly is required to talk, hear, and/or smell.
* Frequently, the Patrol Officer is required to stand, walk, sit, grasp, handle, or feel, reach, climb, or balance, drive a vehicle, stoop, kneel, crouch, and/or crawl.
* The Patrol Officer occasionally must lift and/or move more than 100 pounds.
* The Patrol Officer must always be ready and able to run and to use muscle force to move him/herself and/or objects and/or other people.
* The Patrol Officer must be able to exert him/herself physically over long periods of time without getting winded.
* Specific vision abilities required of a Patrol Officer include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**BE ABLE TO PERFORM ESSENTIAL DUTIES AND RESPONSIBILITIES IN THE FOLLOWING WORK ENVIRONMENTS**:

* Indoor and outdoor weather environments and/or a range of conditions including hot, cold, sunny/bright, dark, wet, dry, extremely unpleasant/objectionable odors, and/or small spaces.
* Exposure to violence, chemicals, poisonous plants, blood-borne pathogens, and/or body fluids.
* Encounters with people or animals characterized by conflict, anxiety and/or danger.
* Exposure to and/or prolonged exposure to a variety of noise levels.

This is not necessarily an all-inclusive list of job-related responsibilities, duties, skills, efforts, requirements or working conditions. While this is intended to be an accurate reflection of the Patrol Officer position responsibilities, City Administrators and/or the Chief of Police reserves the right to revise the job and/or to require that other or different tasks be performed as assigned.

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Employee Acknowledgement Date