

CITY OF HELENA



Position Title: Police Officer

Position #: 2207

EEO Category: (04) Protection Services

EEO Function: (04) Police Protection

Department: Police

Grade: PO1

FLSA: Non-exempt

Work Comp Code: 7720

DEFINITION

Under general supervision and on varied shifts, performs a variety of duties involved in law enforcement including perform patrols, investigations, traffic controls, and specialized assignments; responds to calls for assistance; conducts preliminary investigations; locates and apprehends offenders; prepares reports; testifies in court and responds to medical emergencies.

DISTINGUISHING FEATURES OF THE CLASS:

Performs general duty police work in the protection of life and property through the enforcement of laws and ordinances. Work normally consists of routine patrol, preliminary investigations and/or traffic control duties. Duties may involve personal danger and employees must be able to act without immediate supervision and exercise independent judgment in meeting emergencies.

SUPERVISION RECEIVED

Supervised by the Shift Sergeant or designee.

SUPERVISION EXERCISED

Limited supervision as dictated by assignment.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Patrol assigned areas on foot, bicycle, motorcycle, or in a radio-equipped car depending on assignment to preserve law and order, to prevent and discover the commission of crime, to direct traffic, and to enforce motor vehicle operation and parking regulations.

Investigate reports of complaints involving fire, robberies, neighborhood disturbances, and other misdemeanors and felonies, which include securing crime scenes, conduct preliminary investigations, gather evidence, and obtain witnesses.

Administer aid at the scene of automobile accidents, investigate accident by gathering information, interviewing witnesses, and preparing detailed accident reports.

Interview person(s) with complaints and inquires to make proper disposition or direct to proper authorities.

Interact with the public to provide general advice and information.

Perform public and community relation's services.

Participate in regular training program in police methods, target practice and related subjects.

Serves appropriate legal papers.

Testify in court as a witness for the City of Helena regarding arrests and citations made.

Writes or inputs data into reports, logs, forms as required.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Occupational hazards and standard safety practices necessary in the area of law enforcement.

Principles and procedures of record keeping.

Principles of basic report preparation.

Techniques used in public relations.

Basic mathematical principles.

English usage, spelling, vocabulary, grammar, and punctuation.

Safe driving principles and practices

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Operate necessary tools and devices such as police vehicle, radio, radar gun, handgun and other weapons, baton, handcuffs, pager, phone, cameras, finger print materials, intoxilyzer, and flashlight.

Learn, interpret, and apply the policies, procedures, statutes, ordinances, criminal laws, codes, investigative techniques, and regulations pertaining to assigned programs and functions.

Learn and use radio 10-code to communicate with dispatch.

Determine the proper action to take when confronting humans who are agitated, under the influence of drugs and/or alcohol, frightened, or injured.

Act quickly and calmly in emergencies.

Prepare and maintain accurate and complete records.

Prepare clear, complex, and extensive reports.

Observe and recollect details accurately.

Meet and deal tactfully and effectively with the public.

Work independently in the absence of supervision.

Use good judgment and make effective decisions under pressure.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands /Work Environment

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment, in a police car, and outdoors with ability to sit, stand, see, hear, lift up to 50 pds., and walk; physical and mental ability to successfully make arrests as a Police Officer when necessary and as mandated by Montana Codes Annotated and Helena City Codes; physical strength and ability to engage in foot pursuit, physically restrain humans and agility to sufficiently perform duties safely. Ability to travel to different sites and locations; availability for twenty-four hour call-out for emergency/disaster situations. Exposure to extreme noise, hot/cold temperatures, outdoors, chemicals, mechanical hazards, confined spaces, and bloodborne pathogens and other bodily fluids.

Experience and Training Guidelines:

Education:

High School diploma or GED certificate.

Successfully complete basic course at MLEA or equivalent as designated by P.O.S.T advisory council or as determined by the Chief of Police.

To be hired applicant must have the ability to:

Meet any and all requirements for employment as required by the State of Montana law and the City of Helena.

Successfully pass a criminal history and driving record check.

Ability to pass entry-level police written examination and Montana Law Enforcement Academy (MLEA) physical agility test.

License or Certificate:

Must possess a valid drivers license with acceptable driving record at the time of hire and have the ability to obtain a valid MT drivers license within six months of hire.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____

Date: _____