

**CITY:** East Helena

**DEPARTMENT:** Police Department

**POSITION:** Police Patrol Officer

**ACCOUNTABLE TO:** Chief of Police

**SUMMARY OF WORK & WORK SCHEDULE:** Under the general direction of the Chief of Police, performs technical law enforcement and security duties in the enforcement of federal, state and local laws to protect the public safety.

**JOB CHARACTERISTICS:**

Nature of Work: This position involves law enforcement activities encompassing crime prevention, investigations, arrests, traffic law enforcement and related police functions and duties. Position may be called out 24 hours per day for emergencies. May work varied shifts including nights, weekends and holidays. Hazards of position include travel and work in adverse weather and extreme temperatures, situations that arise in connection with pursuit and arrest of dangerous people, and possible exposure to hazardous wastes and infected body fluids.

Personal Contacts: Frequent contact with the public, often under stressful circumstances, supervisor and co-workers.

Supervision Received: General direction by the Chief of Police.

Supervision Exercised: Occasional supervision of reserve officers.

Essential Functions: Position requires the ability to communicate orally and in writing, prepare reports, visually inspect areas, know and apply laws and regulations, apprehend and control dangerous persons, use firearms effectively, walk over rugged terrain, climb, carry adult weight, hear distress calls and see critical circumstances, perform limited medical procedures, drive a patrol vehicle and operate police investigative equipment. Must meet the physical requirement of the Police Officer Standards and Training Standards.

**AREAS OF JOB ACCOUNTABLE AND PERFORMANCE:**

- Patrols assigned areas in a police car or on foot.
- Detects, apprehends and arrest law violators, often under hostile circumstances involving violent or unstable individuals.
- Serves arrest warrants and other legal papers.
- Responds to and investigates citizen complaints, disturbances and vehicular accidents.
- Investigates felonies and performs drug and alcohol tests and safeguards test results and evidence.
- Monitors and directs traffic and issues citations for violations.
- Transports prisoners.
- Prepares reports and logs and protects confidentiality of police records.
- Performs crowd control and assists ambulance and fire personnel and city crews as necessary.

- Cooperates with and assists other state and local law enforcement agencies.
- Performs related police and administrative duties as required.

### **JOB REQUIREMENTS:**

**KNOWLEDGE:** This position requires a working knowledge of criminal codes, state statutes and local ordinances as they relate to local jurisdiction and of traffic rules and regulations; arrest techniques; the use of firearms and other law enforcement equipment; criminal investigative methods and procedures; and crowd control and confrontation management techniques.

**SKILLS & ABILITIES:** This position requires skills in the use and maintenance of firearms and related police equipment; driving a patrol vehicle safely in hazardous conditions; and self-defense. Requires strong interpersonal and verbal communication skills. This position requires the ability to use firearms safely and effectively; make sound decisions under stress; perform law enforcement duties effectively in stressful situations; make arrests of hostile or dangerous individuals; conduct investigations; communicate effectively orally and in writing; establish effective working relationship with supervisor, fellow employees and the general public.

### **EDUCATION & EXPERIENCE:**

The above knowledge, skills and abilities are usually acquired by a combination of education and experience equivalent to:

- A High School Diploma.
- MLEA P.O.S.T. Basic course certification within 12 months of hire is required.
- One-year experience as a sworn police patrol officer, or completion of the MLEA Basic or equivalent course.
- Must possess a valid Montana Driver's License.

### **JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Diligently performs assigned duties.
- Demonstrates a working knowledge of federal, state, local laws and ordinances applicable to local jurisdiction.
- Effectively applies and enforces these laws.
- Effectively employs, operates and maintains all police and investigative equipment.
- Observes work hours and demonstrates punctuality.
- Maintains the grooming and dress standards of the Department.
- Makes sound decisions under stressful circumstances.
- Rigorously practices and enforces proper safety measures.
- Establishes and maintains effective working relationships with fellow employees, supervisors, consultants and the general public.
- Deals tactfully and courteously with the public.