

## **Job Description Law Enforcement Officer**

**Major responsibilities** require consistent attention and commitment to this agency's mission. All assigned duties and tasks are expected to be performed in an effective, efficient and safe manner. The jobholder must accept the responsibility to support and promote this organization's mission and comply with its directives. Personal conduct and behavior (on duty as well as off duty) must be such that it does not bring disrepute or unnecessarily endanger the public's trust or confidence in the agency or its members. This position requires a high level of problem-solving ability, self-initiative, and the ability and willingness to work a majority of time without direct supervision. Successful performers are those who are capable and willing to make decisions that are consistently in line with the agency's mission, goals and objectives.

**Major duties** involve taking calls for service, patrolling to deter and detect crime, investigating complaints, citing and/or arresting law violators, following up on pending reports and cases, preparing and/or serving civil processes, ensuring the protection and safety of persons and property, and securing and protecting prisoners. When not responding to calls for service, the incumbent is expected to use self-directed work time in an efficient manner by self-initiating work on those tasks identified by supervisory personnel as priorities for this job position. As necessary, the incumbent may be required temporarily to assume the duties, activities and tasks of the patrol sergeant.

### **Essential functions include:**

1. Have regular and predictable attendance.
2. Get along well with others.
3. Maintain a state of physical and mental fitness and readiness.
4. Learn present and new jobs.
5. Be efficient and productive.
6. Be cooperative and subordinate.
7. Qualify with firearms and other offensive and defensive weapons. Use physical force to control and arrest violent and non-violent law violators.
8. Maintain the confidence and trust of peers, superiors, and general citizenry.
9. Be able to work the majority of time without direct supervision.
10. Subordinate personal preferences to the lawful directives of management.
11. Adjust to changing work conditions.
12. Ensure the general safety of the public
13. Drive emergency vehicles under stressful conditions.

**Work conditions** vary by shift. The majority of tasks are performed outside while working from a police cruiser. Few tasks require heavy lifting, pushing, pulling or carrying heavy loads. Flexibility is important because of the need to enter and exit vehicles frequently, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is very important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses' or suspects' testimonies, etc. Physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, incumbents must maintain a physical and mental state of fitness and readiness that will enable them to handle (with minimal force and often without backup) recurrent contacts and involvement with dangerous and potentially dangerous people, animals and equipment.

**Removal** can be with or without fault of the jobholder or the agency. Economic conditions that cause reductions in work force, the member's inability to attend regularly to work, being medically, psychologically, physically unfit for duty, and a failure to perform competently on any of the critical tasks of the position or a consistent failure to perform competently on regular tasks are among the major reasons for job removal without fault. Failure to support the agency's mission, uphold the oath of office, behave in a manner that supports the Police Officer's Code of Ethics, continually comply with preconditions for original employment, or to display due regard for the civil liberties of any persons will lead to removal with or without fault. In addition, accruing atypical amount of dysfunctional work time or requiring atypical amounts of close supervisory counseling or remedial training will lead to removal with or without fault.