

TOWN OF LA PLATA, MARYLAND

POSITION TITLE: Police Officer

DEPARTMENT: Police

SUPERVISOR: Police Corporal

FLSA Status: Non-Exempt

ESSENTIAL PERSONNEL

Job Summary

Performs general duty police work in the protection of life and property through the enforcement of laws and ordinances; does related work as required. The Town of La Plata is a full service community with a police department. The department provides police services to citizens and visitors of the Town. The department provides a 24/7 coverage on a rotating schedule which requires work on weekends, holiday, emergencies and inclement weather. This is general duty police work consisting of routine patrol work in an assigned area, preliminary investigation and miscellaneous duties incidental thereto, performed in accordance with department rules and regulations. A senior officer regularly checks the work and gives specific instructions and assistance when special problems arise, although a Police Officer is required to exercise initiative and discretion when faced with emergency conditions. The work involves an element of personal danger. A Police Officer may be assigned to make plainclothes investigations or community relations representative for the division.

Essential Duties and Responsibilities include the following.

Adheres to and embraces all aspects of community policing, as well as the department's mission and values statements.

Enforces the laws and ordinance of the Town and State and all other pertinent laws equally and fairly.

Patrols an assigned area on foot, in a cruiser or other conveyance. Those patrols included checks of assigned neighborhoods, business areas and other locations as assigned.

Investigates suspicious conditions and complaints and make arrests of persons who violate laws and ordinances. Suspicious circumstances shall be documented on the appropriate form or report.

Accompanies prisoners to headquarters, ~~and~~ allied law enforcement facilities, medical facilities and/or court and appears in court as arresting officer.

Maintains surveillance and contact with known criminals and their associates.

Investigates motor vehicle collisions, enforces traffic laws, parking violations and uses the appropriate discretion when issuing citations, warnings or equipment repair orders.

Participates in all State Highway Safety Office traffic campaigns to ensure the safety and welfare of those who travel on local highways, streets and roadways.

Works at desk, answering telephone, dispatching patrol cars, operating radio transmitter, maintaining records, preparing reports and performing other clerical and administrative duties.

Uses issued equipment for its intended purpose to include but is not limited to: patrol vehicle, police radio, firearms, less-lethal weapons, personal protective equipment, uniforms and all other items issued or granted to permission by the department to wear, carry or use while on or off-duty.

Maintains the safety and integrity of crime, collision and fire scenes and documents all associated law enforcement actions on the appropriate reports, logs and/or forms.

Attends formal roll call to receive lookouts for stolen and wanted items and/or persons.

Maintains order in crowds and attends parades, funerals, or other public gatherings and quells rioters or other unruly disturbances.

Makes investigations and enforces Town and State laws pertaining to juvenile offenders.

Answers criminal complaints and takes necessary corrective action.

Gives advice on laws, ordinances, and general information to the public.

Provides emergency first aid as required.

May be assigned to undercover or plainclothes investigative tasks.

Serves as crime laboratory officer, collecting and evaluating evidence, taking and processing photographs, etc.

Classifies police incident reports in accordance with uniform crime code.

Operates radio patrol car as required.

Writes reports and testifies in court as required.

Acts for Corporal or Sergeant in their absence as required.

Build and maintain positive working relationships with co-workers and the public using principles of good customer service; "Service is our Business".

Performs related duties and responsibilities as required.

Qualifications

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Certification and/or Experience

Possession of High School Diploma or GED. Completion of a standard high school course and preferably possession of an associate degree in job-related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Possession of certificate of satisfactory completion of recognized police academy training course.

Technical Qualifications

Required knowledge of Federal, State, and Town laws; good social and general intelligence; ability to understand and carry out complex oral and written instructions; ability to drive automobile or a motorcycle; some skill in the use of firearms; good judgment; good powers of observation and memory; excellent moral character; physical strength and agility; excellent physical condition.

Language Skills

Ability to communicate effectively, both verbally and in writing, with residents, property owners, government officials, the general public, fellow employees, and Town officials. Must be able to listen to and interpret problems, direct inquiries to appropriate staff or resources, exercise tact and diplomacy, and make clear written and oral reports and recommendations. Ability to read and comprehend instructions, correspondence, and memos. Ability to write correspondence.

Physical Demands

Physical ability: ability to lift and/or move heavy objects or persons in the course of rescue activities; ability to physically restrain persons in the course of law enforcement activities; ability to give pursuit on foot in the course of law enforcement/criminal apprehension activities; ability to withstand working outside in all extreme weather conditions. Visual ability: sufficient to operate a police vehicle both day and night, to observe criminal actions taking place, to observe traffic violations taking place, to read and write reports, correspondence, etc. Hearing ability: sufficient to understand radio transmissions and conversation with other individuals both in person and over a telephone. Speaking ability: sufficient to communicate effectively with other individuals in person, over a telephone and/or radio. Freedom from mental disorders which would interfere with performance of duties as described.

Environmental Conditions

The worker is subject to outdoor environmental conditions. Unpleasantness such as a high level of noise, dust, grease and mud; Cold/Hot and/or wet/snowy weather. The worker may also be subject to indoor environmental conditions. Noise level and lighting conducive to office setting.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.