City of Westminster, MD

JOB DESCRIPTION

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written in this job description.*

**Police Officer/Private First Class**

# Department: Police - Sworn

**Pay Grade: 112**

**FLSA Status: Non-Exempt**

**Position: 301070 – Safety Sensitive Emergency Status: Essential\***

*\*Essential employees must report to work as scheduled, and are required to stay at work for extended duty when City offices close due to inclement weather or other emergency situations.*

## JOB SUMMARY

An employee in this position is responsible for performing a variety of police duties essential to the preservation of law and order in the City, ensuring public safety, controlling traffic, and responding to calls for service.

## ESSENTIAL JOB FUNCTIONS

* Patrols assigned residential and commercial sections of the City via patrol car, bicycle, T3, or on foot to ensure preservation of law and order.
* Monitors the police radio and other electronic communications and communicates in a positive and professional manner.
* Maintains vigilance for infractions of criminal and motor vehicle laws and for compliance with prescribed ordinances, employing appropriate measures to maintain the peace and to prevent criminal acts.
* Responds to and handles a variety of calls for service in a thorough and appropriate manner.
* Conducts preliminary and follow-up investigations of reported crimes, traffic offenses and collisions, and other municipal violations.
* Collects and preserves evidence, both photographic and physical, interviews witnesses and interrogates suspects, and notifies specialty units or divisions when appropriate.
* Conducts self-initiated enforcement actions to address crime, traffic, and other identified issues.
* Implements problem-solving strategies to address repeated calls for service and repeat problem locations.
* Strengthens the relationship between the Department and the community by engaging members of the community through consistent interactions in assigned area of responsibility.
* Communicates with citizens to follow-up on the status of complaints or reported problems and maintains positive relationships with City staff and the public.

appropriate, using safe police tactics with appropriate and reasonable force.

* Completes incident reports and supplements, arrest paperwork and citations, and other administrative paperwork in an accurate, comprehensive, succinct, and timely manner.
* Prepares investigations and evidence for prosecution and testifies in criminal, traffic, and juvenile court.
* Staffs special assignments and details as needed.
* Directs vehicular and pedestrian traffic to ensure safety and preclude congestion of City thoroughfares.
* Participates in an active public relations program, developing intelligence and sources of information.
* Cooperates with members of other law enforcement agencies upon request, within the scope of Departmental practices.
* Keeps supervisor informed of unusual or detrimental situations.
* Keeps informed on current Department practices by attending workshops and educational programs or reading specialized literature.
* Works in a constant state of alertness and in a safe manner.
* Performs other duties as assigned.

## QUALIFICATIONS

**Education and Experience:**

* + High School diploma or General Equivalency Diploma GED; and
  + Successful graduation from MPTSC accredited Police Academy; or
  + Equivalent combination of education, training and related experience.
  + ***The rank of Private First Class is awarded following satisfactory completion of one (1) year of field service as a Westminster Police Officer.***

## Licenses or Certifications:

* + Possession of a valid driver’s license
  + Valid law enforcement officer certification through the Maryland Police Training and Standards Commission (MPTSC).

## Knowledge, Skills and Abilities:

* + Knowledge of traffic laws and rules governing the parking of motor vehicles and other laws, regulations, ordinances, policies, and procedures pertinent to the assigned police work.
  + Knowledge of Federal, State, County, City, and departmental rules, laws, regulations, ordinances, policies, and procedures pertinent to police work.
  + Ability to safely and effectively use issued weapons, equipment and firearms.
  + Ability to legally possess a firearm.
  + Ability to act as a representative of the City to the public.
  + Ability to establish and maintain effective working relationships and successfully communicate with other staff members and members of the public, especially during high pressure, high stress situations.
  + Ability to read, write, perform basic math skills, operate standard office equipment, and to understand and interpret written and verbal instructions.
  + Ability to establish priorities and organize workload effectively and efficiently.
  + Ability to maintain a pleasant and productive working atmosphere.
  + Ability to respond properly in emergency situations and to complete assignments under pressure.
  + Ability to prepare accurate and timely reports.
  + Knowledge of the City's policies and procedures.
  + Ability to keep relevant parties informed of major issues and recommend changes as appropriate.
  + Ability to operate standard police equipment, including police radio and relevant computer systems, including hardware, software, and office machines.

## PHYSICAL AND MENTAL DEMANDS

The work is typically medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Hazardous or emergency circumstances may require greater effort. Additionally, the following physical abilities are required: balancing, climbing, drawing, crouching, feeling, fingering, grasping, handling, hearing, jumping, kneeling, lifting, pulling, pushing, reaching, repetitive motion, running, speaking, standing, stooping, talking, visual acuity and walking.

The following mental abilities are required: mental acuity (defined as the ability to make rational decisions through sound logic and deductive reasoning).

Must be able to work shift assignments covering a 24-hour/7-day period which may be changed based upon operational need.

Must be able to provide 24-hour call up availability in the event of an emergency or operational need and function safely and effectively in dynamic and sometimes dangerous conditions.

## WORK ENVIRONMENT

The work involves potential risks or hazards which require special safety and officer safety precautions, e.g. aggressive human behavior, exposure to and use of firearms and physical force, high speed vehicle operation, work in hazardous situations and environments, observance of fire and building regulations, observance of officer safety protocols and the observance of traffic regulations when operating a vehicle.

***The City of Westminster, Maryland has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

***The City of Westminster, Maryland commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City’s policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.***

## I have read and understand this job description and acknowledge that I have received a copy of this job description.

**Employee Signature Date**