

CITY OF HAVRE

PROBATIONARY PATROL OFFICER

DEPARTMENT: Police Department

ACCOUNTABLE TO: Sergeant / Chain of Command

SUMMARY OF WORK: Position is for newly hired persons for period of one year. Duties may vary greatly depending on previous experience. In general, position observes and learns and handles the less important calls at first. Responsibilities increase with acquired experience to the point where position enforces Montana traffic and criminal codes, city laws and ordinances. Performs routine patrol duties, investigations, and record keeping duties.

JOB CHARACTERISTICS:

Nature of Work: This position performs basic professional technical duties. 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. Position requires adherence to safety procedures. Deals with sensitive information and adheres to standards of confidentiality and adheres to the chain of command.

Personal Contacts: Daily contact with the public, police officers, and support staff personnel. Dealings with the public may be under stressful circumstances.

Supervision Received: Daily assignments and training from the Sergeant and command staff.

Essential Functions: Prior to hire, position requires ability to register and pass the physical agility and written examinations with the Montana Training Law Enforcement Testing Consortium. At hire or within one year of hire, position requires ability to successfully pass a 14 week field training program, communicate orally and in writing, visually inspect areas, know and apply laws and regulations, apprehend and control dangerous persons, use firearms, operate police investigative equipment; walk or run over rugged terrain, climb, carry adult weight, hear distress calls, perform limited medical procedures, drive a patrol vehicle, calculate, prepare reports, and maintain records.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

As Probationary Patrol Officer position will learn the following:

- To patrol to enforce federal, state, and city laws; to make arrests, to handle complaints, to provide assistance in all manners of situations and render basic first aid.
- To investigate and preserve crime scenes and evidence; write reports; protect citizens; deter criminal activity and assist other officers. Learns good public relations.
- To perform pro-active and routine patrol procedures including traffic patrol, animal control, follow-up investigation, responding to emergencies and accidents. May deal with domestic abuse, thefts, disorderly conduct, sexual abuse, criminal mischief, criminal trespass, death investigations, sexual attacks, DUI's, drugs, juveniles, parking complaints, traffic complaints, traffic citations, traffic accidents, child and elder abuse, internet crimes, forgeries, burglaries, and alcohol related offenses.
- To be responsible for the operation and safekeeping of the patrol unit; cleans and checks for scheduled maintenance. Responsible for personal equipment such as weapons, handcuffs, gun belt, tasers, cameras, recorders, defensive spray, etc.
- Assists with animal shelter.
- Documents incidents and follow-up measures.
- Directs questions to immediate supervisor.
- Performs other related duties as required.

JOB REQUIREMENTS:

Knowledge: This position requires basic knowledge of modern law enforcement principles, procedures, techniques, and equipment; basic knowledge of federal, state, and city laws and ordinances.

Skills: This position requires ability to acquire skills in: operating police investigative equipment and tools, the use of firearms, driving in hazardous conditions, preparing reports and use of office machines including a computer.

Abilities: This position requires the ability to: exercise sound judgment; be motivated to learn; learn quickly; deal with confrontational situations; pay attention to detail; remain calm in crisis situations; maintain confidentiality; visually inspect areas; hear distress calls; operate office equipment; perform physical force measures when necessary; prepare reports; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

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

- Be a citizen of the United States;
- Be at least 18 years of age;
- Be fingerprinted and a search made of the local, state, federal and national fingerprint files to disclose any criminal record;
- Not have been convicted of a crime for which the person could have been imprisoned in a federal or state penitentiary;
- Be of good moral character, sound and active physical and mental condition;
- Be a High School graduate or have passed the general educational development test and been issued an equivalency certificate by the Superintendent of Public Instruction or by an appropriate issuing agency of another state or of the federal government.
- Be examined by a licensed physician to determine any mental or physical condition that might adversely affect performance of the duties of a peace officer;
- Successfully complete oral examinations conducted by the Police Commission, Police Department command staff and the Mayor of the City of Havre;
- Possess a valid Driver's License;
- Basic law enforcement certification or college law enforcement or related classes preferred.

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:

- Performs assigned duties.
- Demonstrates desire and ability to learn duties of Patrol Officer.
- Accepts and responds well to supervision and constructive criticism.
- Demonstrates a high level of common sense.
- Competently patrols, investigates, enforces laws, and prevents crime.

- Responds in a timely manner to emergencies, citizen complaints, traffic accidents, and assaults.
- Writes accurate and timely reports and citations.
- Helps ensure that laws and ordinances are enforced for the peace, safety and well being of the community.
- Deals fairly and non-judgmentally with all people.
- Maintains confidentiality of sensitive information.
- Acquires knowledge of current trends and information in the field.
- Cooperates with county, state, and federal law enforcement officers and service agencies as appropriate.
- Deals tactfully and courteously with the public.
- Observes work hours and subjected to call out.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors, and the public.

Employee Signature

Department Head Signature