



POLICE OFFICER

POSITION DETAILS

Position Title:	Police Officer
FLSA Classification:	Non-Exempt
Salary Grade:	Police Step & Grade Officer Level
Reports To:	Police Sergeant
Cell Phone Stipend:	<input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Ineligible
Supervisory Functions	<input type="checkbox"/> Full-Time Employees <input type="checkbox"/> Seasonal Employees <input type="checkbox"/> Part-Time Employees <input type="checkbox"/> Volunteers <input type="checkbox"/> Temporary Employees <input checked="" type="checkbox"/> No Supervisory Functions

BASIC FUNCTION

Under the direction for an assigned supervisor, perform police protection and other services to safeguard the lives, property, and constitutional rights of the citizens of Moscow; respond to crime and accident scenes, emergency situations, and other requests for assistance; detect, apprehend and arrest criminals; enforce the laws and ordinances of the City; perform a variety of specialized duties as assigned.

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Provide a variety of police protection and other services to enforce the laws and ordinances of Moscow and safeguard the lives, property, and constitutional rights of citizens.
- Respond to a wide variety of calls from citizens in need of first aid, information, and general assistance; resolve problems as needed.
- Provide first aid and rescue services at crime scenes, accidents, and other emergency situations.
- Communicate with other City personnel, law enforcement agencies, and health care providers to coordinate efforts and exchange information.
- Prepare accurate and detailed investigative reports; complete a variety of forms and issue citations as appropriate.
- Utilize and maintain a variety of specialized equipment such as firearms, police vehicles, radios, batons, handcuffs, flares, and others according to established procedures.



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- Drive a patrol vehicle in an assigned area, observing for conditions and activities in which there appears to be potential or actual harm to persons or property, disruption of public order, or any other violations of law.
- Respond to observed or reported suspected or actual harmful or illegal conditions or activities through investigating activities, and actions taken in response to such conditions or activities, for use by the department and other public agencies.
- Apprehend traffic violators, issuing citations, warnings, and testing booking offenders; apprehend and arrest persons suspected or convicted of committing crimes.
- Investigate criminal complaints to determine if a case is valid and able to be prosecuted; observe, interview, and interrogate victims, witnesses, and suspects; research cases and develop investigative strategy.
- Prepare cases for trial including preparation of evidence, photographs, and documents;
- Conduct background investigation of offenders as necessary including detailed checks of automated information; present material in court as necessary.
- Maintain proficiency in driving, the use of firearms, defensive tactics, and in arrest control techniques in accordance with departmental guidelines.
- Participate in or provide training and instruction in specialized police duties as directed.
- Provide direction or information to individuals or groups for the purpose of preventing, subduing, or alleviating harmful, dangerous, or illegal situations.
- Conduct crime scene investigation including photography, evidence gathering and measuring; perform surveillance duties as assigned.
- Provide instruction in schools and the community regarding crime prevention and other law enforcement subjects as assigned.
- Conduct educational presentations for various community groups and organizations.

REQUIRED EDUCATION AND EXPERIENCE

- Graduation from high school or GED.

REQUIRED LICENSES AND CERTIFICATIONS

- Valid Driver's License.
- Qualification for Basic Certification through Idaho Peace Officer Standards and Training Council.
- Successful completion of background investigation including physical, psychological, and polygraph examinations.
- Basic POST Certification within twelve months of employment.



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COMPETENCIES

Knowledge Of:

- Principles, practices, and procedures used in police work.
- State, County, and City laws and ordinances.
- Geography of the City and specific areas of assignment.
- Rules of evidence and laws of arrest.
- Operations of specialized law enforcement equipment and vehicles.
- Oral and written communication skills.
- Basic first aid procedures.

Ability To:

- Use correct English in grammar, spelling, punctuation, and vocabulary.
- Demonstrate cooperative behavior with colleagues, supervisors, and members of the public.
- Interpersonal skills using tact, patience, and courtesy.
- Appropriate use and care of firearms.
- Exercise independent discretion when responding to emergencies.
- Protect the lives, property, and constitutional rights of the citizens of Moscow.
- Maintain current knowledge of the law and modern law enforcement techniques.
- Participate in specialized programs and assignments to enhance police protection and community relations.
- Communicate effectively both orally and in writing.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Observe legal and defensive driving practices.
- Comply with safety standards and regulations.
- Perform duties requiring physical endurance in running, climbing, and lifting.
- Operate a computer.
- Protect the lives, property and constitutional rights of citizens.

Skill In:

- Type twenty-five words per minute.
- Microsoft Suite.
- WatchGuard.



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- Spillman.

WORK ENVIRONMENT

- Outdoor work.
- Seasonal heat and cold, and temperature changes.
- Regular exposure to fumes, dust and odors.
- Evening or variable hours, and emergency call-out.
- Driving a vehicle, motorcycle or other vehicle to conduct work.
- Shift work to include graveyards, weekends and holidays.

WORKING CONDITIONS

- Reaching overhead, above the shoulders and horizontally.
- Walking over rough or uneven surfaces.
- Climbing stairs.
- Bending at the waist, stooping, kneeling or crouching.
- Crawling.
- Turning/twisting.
- Speaking and exchanging information.
- Lifting heavy objects weighing up to 50 pounds.
- Physical agility and stamina.
- Incumbents may be exposed to possible fights and confrontations.
- Contact with dissatisfied or abusive individuals.
- Driving a vehicle during adverse weather conditions.
- Fumes from vehicle and equipment operation.
- Explosives.
- Extreme weather conditions.
- Contact with blood and body fluids and exposure to communicable diseases.

TRAVEL

- Conferences and professional development opportunities.
- Regular travel within the City and County; Occasional travel outside of local area.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.



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AFFIRMATIVE ACTION/EEO STATEMENT

The City has an equal employment opportunity policy. The City will not discriminate against an applicant for employment, which includes discrimination on the basis of race, color, gender, religion, sex (including pregnancy), national origin, physical or mental disability, age, marital or familial status, sexual orientation, and gender expression or identity.