

Job Description – Police Officer

Glendale Ordinance 200.060 states, “Police Officers shall be conservators of the peace and shall be active and vigilant in the preservation of good order within the City. They shall have the power at all times to make arrests with proper process, for any offense against the laws of the City or State, and to arrest without process in all cases where any such offense shall be committed or attempted in their presence, and it shall be their duty to bring every person so arrested by them to trial before the proper officers of the City, and until such trial be had to keep the offender in the city jail or other proper place, to prevent his escape until such offender shall give in the manner required by law, a good and sufficient bond for his appearance by trial....It shall also be their duty to execute all orders and process arising under the ordinances of the City. It shall be the duty of the police department to keep the Mayor and the Board of Aldermen constantly advised as to the condition of the streets, bridges, culverts, and sidewalks within the City, and to perform such other duties as the Board of Aldermen may from time to time by ordinance, resolution or order require.”

7.01.00 Job Description

1. Crime Prevention and Investigation

- A. Performs preventive patrol in assigned areas;
- B. Continually observes for criminal activity, safety hazards, traffic violations, persons needing assistance, etc;
- C. Becomes and remains familiar with the City of Glendale and surrounding areas, geographic locations, known offenders, neighborhood routines, potential problem areas;
- D. Conducts security inspections and surveys of buildings, businesses, schools and churches and makes recommendations regarding security, etc;
- E. Makes presentations to groups and individuals on subjects related to the job's tasks and functions;
- F. Handles complaints made by the public;
- G. Observes, detects and investigates violations of laws and ordinances and documents those actions for future use;
- H. Conducts interviews and interrogations of victims, witnesses, suspects and offenders;
- I. Conducts preliminary and follow-up investigations;
- J. Identifies, collects, processes, packages and logs physical evidence;

- K. Collects information and either acts upon it if within the scope of his authority or routes it to the proper authority or agency;
- L. Conducts frisks and searches of persons, vehicles, places and things;
- M. Identifies and arrests offenders, including using the necessary application of force for resistive arrestees;
- N. Seeks and serves arrest warrants, search warrants and other court documents;
- O. Appears and testifies in court, juvenile hearings, at deposition sessions and similar proceedings;
- P. Enforces traffic and parking laws, including driving under the influence detection and apprehension;
- Q. Controls, regulates and directs vehicular and pedestrian traffic;
- R. Investigates traffic accidents, including protecting the scene, aiding the injured, controlling traffic, clearing the scene, determining the cause, preparing reports and diagrams;
- S. Deals with children of all ages in a variety of situations, such as delinquents, minors requiring authoritative intervention, neglected, abused, runaways, lost, found, victims of crimes, public relations, department tours, instructional functions and informants;
- T. Checks the security of businesses, schools and churches during non-business hours;
- U. Assist other police agencies as necessary (i.e. mutual aid, code 1000, etc.).

2. Miscellaneous Order Maintenance

- A. Deals with domestic disputes and other interpersonal and business contacts;
- B. Recognizes and corrects or reports public hazards and inconveniences, as gas leaks, traffic signals out of service, traffic obstructions and other safety hazards;
- C. Responds to specific requests for ambulance or fire service and assists as needed;
- D. Responds to requests for assistance by invalids;
- E. Administers first aid, to sick and injured persons;
- F. Investigates incidents involving dead persons resulting from criminal, suicidal and

natural causes, including determination of the circumstances and handling/removal of the body and dealing with the family, relatives, friends, witnesses, etc;

- G. Investigates reports of lost and found property;
- H. Investigates reports of missing and found persons;
- I. Investigates animal complaints, including dogs barking, picking up dogs running at large, or the humane disposition of severely injured animals;
- J. Directs and/or supervises civilian employees and the public at the scenes of crimes, arrests, accidents, disasters, assemblies, severe weather, etc;
- K. Generally assists persons in distress;
- L. Assists motorists with disabled vehicles;
- M. Assists motorists locked out of their vehicles;
- N. Assists residents locked out of their homes;
- O. Checks the homes of residents who are on vacation;
- P. Delivers documents to City officials;

3. Organizational Support

- A. May perform desk duties, including telecommunications, telephone, computer terminal, radio, alcohol breath testing, fingerprinting, typewriter, fax, computer operator, TDD/TTY, fire and police dispatching, audio-visual, court matters, prisoner processing and security, assisting individuals in person or on the telephone, processing reports, etc;
- B. Conducts background investigations for prospective City employees;
- C. Attends training as assigned;
- D. Develops and maintains required skills and licenses/permits/certifications associated with areas of special instruction, expertise, etc. (i.e. firearms qualification, alcohol breath testing operation, juvenile law, criminal law);
- E. Trains new officers, reserve officers and other officers in areas of special skill or expertise;
- F. Prepares clear, accurate and complete reports on any and all activities engaged in;

7.01.01 Work Characteristics/Conditions

1. Scheduling

Police officer positions involve regular and irregular shift work and shift rotations necessary to provide police services twenty-four (24) hours a day, seven (7) days a week, fifty-two (52) weeks a year (weekends and holidays included). Work shifts are normally eight (8) hours in duration, but may be extended in the event of emergency, disaster, manpower shortage, workload or work-in-progress. Police officers may also be required to return to duty at any time.

2. Environmental Factors

Police officer positions involve exposure requiring the officer to function in the presence of the following:

- A. Inclement weather, to include extreme heat or cold, rain, snow, wind, etc;
- B. Light conditions associated with day and night;
- C. Fire, smoke, chemical leaks/spills - as close proximity as necessary to provide emergency services;
- D. Personal danger, including but not limited to:
 - 1) Armed and/or dangerous persons/animals;
 - 2) Persons and/or articles with contagious or communicable diseases;
 - 3) Hazards associated with emergency driving, traffic control and working in and around traffic;
 - 4) Hazards associated with natural and man-made disasters.

3. Infectious/Communicable Diseases

Because police officers may be called upon in adverse conditions to come into physical contact with others, the City will not knowingly expose citizens or other employees to an employee infected with a contagious/communicable disease that poses a direct threat to others. Decisions regarding infectious diseases will be based on reasonable medical judgments given the state of medical knowledge about:

- A. The nature of the risk (how the disease is transmitted);
- B. The duration of the risk (how long the carrier is infectious);

- C. The severity of the risk (what is the potential harm to third parties);
- D. The probability that the disease would be transmitted and will cause varying degrees of harm (School Board of Nassau County v. Arline, 480 U.S. 273, 107 s. Ct. 1123, 1987).

7.01.02 Physical Abilities

1. Motor Skills/Flexibility

The police officer position requires the employee to have and maintain the physical and mental ability to:

- A. React and move rapidly from a sedentary to active condition in response to environmental situations or events;
- B. Assume a variety of bodily positions and postures necessary to employ available "cover and concealment" during a deadly force encounter;
- C. Respond to a physical attack and possess the ability to control the attacker, escape the attacker and/or summon aid;
- D. Operate and qualify with Department-issued firearms, utilizing both hands, as well as each hand individually;
- E. Operate office equipment, such as computers, fax machines, telephones, breath test machines, calculators and security locking systems;
- F. Operate all equipment necessary for performing daily assignments, apprehending and processing criminals and conducting both criminal and traffic-related investigations;
- G. Operate/utilize all Department vehicle mounted equipment whether in a mobile or stationary mode (including radar);
- H. Administer first aid;
- I. Perform required duties for extended periods of time while exposed to adverse conditions, to include time worked in excess of the normal daily shift and rotating shift work;
- J. Apprehend suspects to the extent of engaging in foot pursuits while summoning assistance and/or engaging in the necessary use of force;
- K. Perform searches on foot through difficult terrain or people and evidence;

- L. Miss meals during emergency or unusual situations;
- M. Discern colors as they are applied to traffic safety situations (electric signals, signing, hazardous materials placards, vehicle and clothing descriptions, etc;
- N. Adequately judge distances and estimate speed;
- O. See, read and recognize obstacles in a variety of normal and/or emergency environments. Have vision that is correctable to "Department vision" Standards;
- P. Determine or estimate the point of origin of noise;
- Q. Recognize/relate sound to situations based on frequencies or voice inflection within the normal range of human hearing;
- R. Employ the normal senses of touch and smell;
- S. Render aid to invalids to include but not limited to assisting them after they have fallen;
- T. Picking up supplies or equipment for the City.

2. Communicative Skills

The police officer position further requires the employee to have and maintain the physical and mental condition needed to:

- A. Speak, read and write the English language in a clear, understandable fashion;
- B. Reasonably identify and display basic non-verbal communications (body language);
- C. Effectively relate to or communicate with a variety of personality types during interpersonal contacts.

3. Judgment/Decision Making Ability

The police officer position requires the employee have the ability to:

- A. Comprehend and implement verbal and written instructions;
- B. Apply reasoning skills when confronted with circumstances requiring discretionary decisions;

- C. Establish priorities and construct subsequent plans when investigating incidents or events;
- D. Formulate and carry out an appropriate course of action for a given situation for which no specific rule or procedure has been established;
- E. Apply theory based instruction or training to actual incidents/situations;
- F. Handle situations firmly, courteously, tactfully and impartially;
- G. Retrieve and retain information furnished in the form of bulletins, verbal reports, training, etc;
- H. Be capable of receiving and giving instructions.

4. Emotional/Psychological Stability

The police officer position requires the employee to have the emotional and psychological stability to:

- A. Cope with and perform day-to-day duties under the principles of discipline;
- B. Maintain self-control when receiving criticism and/or being ridiculed;
- C. Continue performing all required tasks at a professional level when faced with unpleasant circumstances;
- D. Perform police duties without dependence on alcohol or narcotics;
- E. Deal effectively with the morbid, the macabre, the repugnant, the abnormal, the morose, the psychotic, the neurotic and the otherwise unpleasant or unusual facets of human behavior.