

City of Cut Bank Job Description

Patrol Officer

GENERAL SUMMARY:

Performs various duties in law enforcement and provides services to protect the lives and property of the citizens of the City of Cut Bank including patrolling, investigating crimes and enforcing traffic laws. Ensures all laws are enforced in an efficient, effective and professional manner. Work is performed under general supervision and performance is reviewed through conferences, reports submitted, observation of supervisor and results are obtained.

DUTIES AND RESPONSIBILITIES:

- Patrol assigned area of the city on foot, bicycle, or in police vehicle to control traffic, prevent crime or disturbance if peace; assure that all laws are enforced by checking homes and businesses for any sign of criminal activity; maintain radio contact with dispatch and supervisor; note suspicious persons and establishments and report unusual activity to supervisor.
- Receive dispatch and respond to any 911, emergency, non-emergency, complaint and service related calls from the public. Write reports on calls answered indicating the nature of the call and any findings at the scene when appropriate.
- Attempt to arbitrate disputes; interview complainants, witness and/or informants to obtain factual information relevant to the incident; arrest any suspects found in the commission of crimes; advise suspects of their legal rights when required, warn and/or arrest persons in violation of the law; may be required to use force in the apprehension of suspects; transport suspects to pre-trial detention facility or mental hospitals as ordered by the court/supervisor.
- Complete field incident, arrest, booking and related police reports in accordance with departmental policy and State statutes; testify in court as needed.
- May assume command in emergency situations and determine tactics/ strategies that directly affect the safety and security of lives and property.
- Prepare evidence for issuance of warrants; serve warrants; advise suspects of their rights; ensure proper recording, storage, maintenance and accountability of police property and evidence by property type, classification, and warehouse requirements; notify supervisor of discrepancies immediately.
- Conduct routine follow-up investigations of assigned cases; conduct stakeouts, surveillances and searches of persons and property to obtain weapons, contraband and other evidence; seize contraband and stolen property.
- Respond to motor vehicle accidents in designated area or assist in other areas as needed; assist EMTs, firefighters, and other emergency personnel; complete traffic crash reports; call wreckers if necessary; direct traffic as necessary to prevent further crashes; ensure clean-up of accident scenes; reopen road when accident scene has been cleared.
- Maintain traffic safety by stopping unsafe motorists and impaired drivers; stop speeding vehicles ascertained by the use of radar and other detective devices, if qualified; issue citations or arrest drivers and impound vehicles as needed; report and malfunctioning signals or damaged and missing traffic signs.

- Conduct traffic enforcement by applying state traffic law and city ordinances, issue traffic summonses and warnings, parking citations and vehicle repair notices as needed.
- Administer first aid and CPR when necessary, if qualified.
- Help motorist with mechanical problems or calling wreckers when necessary for removing cars from road; give directions to motorists; remove debris from the roadways.
- Direct and reroute traffic around fires, parades, special events, or other disruptions; attend public meetings in order to maintain order; when directed disperse and control crowds.
- Inspect patrol vehicles for road safety by checking tire pressure and depth, oil, fuel; check calibration and proper operation of radar equipment; report and unusual occurrences to appropriate maintenance personnel for repair.
- Electronically record/search for data in multi-application computer systems.
- May be assigned to train new officers on the techniques and policies of the department.
- Attend meetings as required.
- Represent the City as necessary; make presentations to civic groups to promote public awareness of law enforcement's functions and explain the goals, missions, and functions of the department.
- Perform all other related duties as assigned by the Chief of Police or his designee.
- Participate in station maintenance to facilitate a clean & efficient work place.
- Take responsibility for station operations such as radio and telephone.

EDUCATION AND EXPERIENCE

High school diploma or equivalent; advanced education preferred

LICENSES, TRAINING, AND OR CERTIFICATES

- Valid driver's license and a satisfactory motor vehicle record.
- Must meet the requirements to obtain and maintain a Montana POST Basic Peace Officer Certification.
- Possess and maintain a valid Montana Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Federal, State and City laws pertaining to law enforcement. Knowledge of investigation procedures and techniques. Knowledge of department policies, general orders, rules and regulations. Knowledge of first aid and CPR.
- Skill in the use of firearms.
- Ability to analyze situations quickly and objectively to determine the proper course of action. Ability to cope with situations tactfully, firmly, courteously, and with respect for the rights of others. Ability to react quickly and calmly in emergency situations. Ability to communicate effectively, both orally and in writing. Ability to interpret established rules, regulations, policies and procedures.
- Skilled in the use of computers and applicable law enforcement software.

WORKING CONDITIONS

The physical conditions that apply to the worker in this job are described as follows

- ☐ None: The worker is **not substantially exposed to adverse environment conditions**: job likely consists of typical office work or administrative work.
- ☒ The worker is subject to **inside environmental conditions**: protect from weather conditions but not necessarily from temperamental changes (i.e. warehouses, covered loading docks, garages, etc.)
- ☒ The worker is subject to **outside environmental conditions**: no effective protection from the weather.
- ☒ The worker is subject to **extreme cold**: temperature below 32 degrees for periods of more than one hour.
- ☒ The worker is subject to **extreme heat**: temperatures above 100 degrees for periods of more than one hour.
- ☒ The worker is subject to **noise**: there is sufficient noise to cause the workers to shout in order to be heard above the surrounding noise level.
- ☒ The worker is subject to **vibration**: exposure to oscillating movements of the extremities or whole body.
- ☒ The worker is subject to **hazards**: including a variety of physical conditions, such as proximity to moving vehicles on roadways, mechanical parts, electrical current, working on scaffolding and high places or chemicals.
- ☒ The worker is subject to **atmospheric conditions**: one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dust, mists, gases, or poor ventilation.
- ☒ The worker is subject to **oils**: there is air and/or skin exposure to oils and other cutting fluids.
- ☐ The worker is required to wear a **respirator**.

PHYSICAL ACTIVITIES:

Essential physical activities:

- | | |
|---------------------|-------------------|
| • Climbing | • Feeling |
| • Reaching | • Kneeling |
| • Fingering | • Pushing |
| • Repetitive Motion | • Talking |
| • Drag 165 lbs. | • Crouching |
| • Balancing | • Pulling |
| • Standing | • Hearing |
| • Grasping | • Crawling |
| • Stooping | • Lifting 75 lbs. |
| • Walking | • Driving |

MATERIALS AND EQUIPMENT

Machines, tools, equipment, electronic devices, software, etc. used by position.

- Camera/Photographic equipment
- Cleaning supplies (for firearms)

- Commercial vehicle
- Data processing equipment
- Hand tools
- Office equipment (desk, chair, phones, etc.)
- Office machines (copier, facsimile, calculator, cash register, etc.)
- Office supplies (pens, stapler, pencils, etc.)
- Packaging materials (boxes, shrink wrap, etc.)
- PC equipment (monitor, keyboard, printer, etc.)
- Public safety equipment (firearms, radar, radio, mobile video systems, etc.)
- Other: OC spray, hand cuffs, baton, gas mask, Taser (if qualified), firearms

DISCLAMIER

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this job.