



FREDERICK POLICE DEPARTMENT
 100 West Patrick Street
 Frederick, MD 21701



www.cityoffrederick/Police.com
 (301) 600-2133 Police Human Resources
 (301) 600-6201 fax

JOB ANNOUNCEMENT TITLE: POLICE OFFICER - ENTRY LEVEL - CONTINUOUS

OPENING DATE: 2018	CLOSING DATE:	CONTINUOUS RECRUITING
RECRUITMENT STATUS: IN-HOUSE & PUBLIC	ANNOUNCEMENT #:	POS-56-18
SALARY: GRADE 12, STEP 1 (\$47,075 ANNUALLY)	DEPARTMENT:	POLICE

JOB SUMMARY:

This position is a municipal police officer with a full service, community-oriented police department. The incumbent conducts law enforcement and peacekeeping activities. He establishes strong involvement with community, using problem solving to address issues of concern. The person in this position is responsible for crime prevention and repression, traffic law enforcement, protective patrol services, arbitration in neighborhood and family disputes, apprehension and arrest (or citation or warning) of criminal law violators and recovery of stolen property. Training is provided; normal work hours during training are M-F, 8:00 a.m. – 4:00 p.m. Training scheduling may include evenings, weekends and holidays on an as-needed basis. Once trained, normal work hours and days rotate, based on four 10 ½ hour days. Regular scheduling may include evenings, nights, weekends and holidays.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are considered essential for this job classification.

- Patrol assigned area of the City in a car, on a motorcycle, or on foot
- Enforce local, State and Federal laws
- Respond to calls related to the protection of life and property, traffic incidents, and other required emergencies
- Prepare reports of arrests made, activities performed, and unusual incidents observed
- Conduct both preliminary and follow-up investigations of disturbances, criminal incidents, hazardous incidents, vehicle accidents, and deaths
- Make arrests
- Interrogate suspects and interview victims, complainants and witnesses
- Coordinate and conduct detailed investigations of violent crimes, child abuse, property crimes, vice, gaming, and narcotics violations
- Testify and present evidence in court
- Provide backup assistance for other officers and personnel
- Collect, preserve, and maintain evidence, found property, and property for safekeeping
- Assist and advise motorists and enforce traffic safety laws by issuing citations and warnings
- Search, fingerprint, and transport prisoners
- Respond to demonstrations, riots, hostage situations, barricaded subjects and other extremely hazardous situations
- Maintain contact with the public regarding potential law enforcement problems and preserve good relationships with the public
- Serve warrants and subpoenas
- Observe, monitor, direct, and control routine and unusual traffic conditions
- Check buildings for physical security
- Administer first aid.

In addition to the duties listed in the Essential Duties Section, each employee in this classification may perform the following duties. Any single position may not be assigned all duties listed below, nor do the examples cover all duties that may be assigned.

- Perform undercover and surveillance activities
- Develop and maintain good relationships with informants and contacts which may be helpful in criminal investigations
- Prepare search and arrest warrants
- Contact and cooperate with other law enforcement and non-law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses
- Make presentations to citizens and groups
- Assist in the performance of special investigative and crime prevention duties

- May serve as a member of a Special Response Team
- May serve as Field Training Officer, supervising and training new personnel
- Coordinate departmental training programs
- Prepare, submit, and administer grants
- Conduct specialized crime prevention programs
- Seize assets through the preparation and service of asset seizure documentation
- Provide training for department personnel in such areas as defensive tactics, use of firearms, defensive driving, crowd control, use of chemical agents, and other specialized functions
- Collect, analyze, and disseminate criminal street gang information
- Direct traffic at fires, special events and other emergency or congested situations.

Work is performed independently in accordance with departmental policies, rules, standard practice and established precedent. Incumbents work under infrequent supervision. Deviations from policy are normally referred to next higher command level, however, incumbent may have to evaluate and initiate action if command level direction is not available. Work involves an element of personal danger and the authority to use deadly force as necessary.

REQUIRED EDUCATION AND/OR EXPERIENCE:

- High School Diploma or GED
- United States citizenship
- Must reach 21 years of age by graduation from Academy
- Possess physical ability to pass agility components of selection process
- Be able to successfully complete a written examination and oral interview,
- Possess physical and mental ability to meet medical, drug and psychological screening requirements
- Possess an excellent moral character and background that will withstand a comprehensive background investigation, and subsequent polygraph(s)

REQUIRED CERTIFICATES AND/OR LICENSES:

- Possess a valid Driver's License (at least equivalent to Maryland Class C)
- Possess the ability to receive certification as a police officer from the Maryland Police Training Commission

OTHER REQUIREMENTS/SKILLS:

- Pass in-depth background investigation.
- Observe accurately and remember faces, numbers, incidents, and places
- Demonstrate proficiency in the use and care of firearms
- Think and act quickly in emergencies, and judge situations and people accurately
- Maintain a professional demeanor during stressful situations
- Learn, understand, and interpret laws, rules, regulations, and policies
- Ability to effectively communicate orally and in writing.
- Prepare accurate and grammatically correct written reports
- Learn standard broadcasting procedures of a police radio system
- Demonstrate proficiency in the exercise of defensive tactics
- Handle an automobile in high speed and emergency situations
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Ability to follow verbal and written instructions
- Ability to speak effectively to individuals and groups
- Understand and carry out oral and written directions
- Uphold the Law Enforcement Code of Ethics at all times.

OTHER DESIRABLES:

- Bilingual
- College Degree

PHYSICAL DEMANDS:

- Make precise arm-hand positioning movements and maintain static arm-hand position such as when sighting and shooting a firearm
- Direct traffic which requires continuous and repetitive arm-hand movements
- Use sufficient strength to enable the incumbent to sprint, jump, or physically overcome resistance when chasing or apprehending suspects
- Coordinate the movement of more than one limb simultaneously such as when using a hand radio while driving a vehicle or searching a building with firearm drawn, flashlight on and opening and closing doors
- Bend or stoop repeatedly and continuously over time such as getting in and out of a patrol car or gathering evidence at crime scenes
- Patrol officers wear a 15-20 pound utility/gun belt which requires the continuous support from stomach and lower back muscles
- A patrol officer typically spends 7 - 8 hours per day driving a vehicle which requires the continuous support of lower back muscles

- Climbing ladders and searching rooftops requires lifting arms above shoulder level and working at heights greater than ten feet
- Searching for suspects or lost persons may require walking over rough, uneven, slippery or rocky surfaces including fields, parks, hillsides and creeks
- An officer is required to listen for alarms, screams, breaking glass or other suspicious and unusual noises that may require investigation
- Move heavy objects such as equipment (50 pounds and more), and lift and carry injured or intoxicated persons short and long distances
- Work outdoors in a variety of weather conditions with exposure to the elements; tolerate very hot and very cold temperatures
- Sit for extended periods of time and may or may not be able to change positions such as when sitting in a patrol vehicle, or performing surveillance
- Foot beat and search activities require walking for extended periods of time, unable to stop, sit or rest at will
- Crowd and traffic control duties require standing for extended periods of time, unable to sit or rest at will.

WORK ENVIRONMENT/CONDITION:

Incumbents in this classification are required to work rotating shifts and assignments, and may be assigned to work overtime with little or no notice. Work is performed in both an office and field setting, at all times and in all weather conditions.

The statements contained herein reflect general details as necessary to describe the principal functions, the level of knowledge, the level of responsibility and skill typically required for positions in this classification. The classification description should not be considered an all-inclusive listing of work requirements.

Equal Opportunity Employer