



POSITION DESCRIPTION

Title:	Police Officer	Department:	Mammoth Lakes Police Department
Type:	Regular, Full-Time	FLSA Status:	Non-Exempt
Pay Range:	PO/1	Revised:	01/2021

DEFINITION

To perform law enforcement and crime prevention work; to control traffic flow and enforce state and local traffic regulations; to perform investigative work; to participate in and provide support and assistance to special department crime prevention and enforcement programs; to take an active role in community-based policing and facilitate familiarization between law enforcement and community residents; and to assist the public.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from sworn administrative and supervisory staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Patrol Town in radio-equipped car; answer calls for the protection of life and property, and the enforcement of Town, county, and state laws; conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, hold-ups, vehicle accidents, death, and other criminal incidents.
- Respond to calls related to traffic incidents and any other required emergencies; observe, monitor, and control routine and unusual traffic conditions; assist and advise motorists and enforce traffic safety laws.
- Make arrests as necessary; interview victims, complainants, and witnesses; interrogate suspects; gather and preserve evidence; testify and present evidence in court.
- Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
- Prepare reports of arrests made, activities performed, and unusual incidents observed.
- Stop drivers who are operating vehicles in violation of laws; warn drivers against unlawful practices; issue citations and make arrests as necessary.
- Check buildings for physical security.
- Search, fingerprint, and transport prisoners.
- Direct traffic at fires, special events, and other emergency or congested situations.
- Maintain contact with citizens regarding potential law enforcement problems; preserve good relationships with the general public to promote and participate in proactive policing.

- Attend, participate, and represent the department at a variety of community, public, and school events, building and maintaining relationships with residents of and visitors to the Town.
- Perform special investigative and crime prevention duties as required.
- Administer first aid, as necessary.
- Animal Control - Contact aggressive or wild animals (i.e. bears, deer); contact and capture domesticated animals (i.e. cats, dogs); use of lethal and less lethal weapons against bears; quarantine animals; write reports; issue citations; register animals; work with animal shelters; euthanize animals.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Police methods and procedures, including patrol, crime prevention, traffic control, investigations, and identification techniques, police records and reports, and first aid techniques.
- Criminal law with reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases.
- Principles and techniques used in public and community relations as they relate to law enforcement activities.
- Modern office practices, procedures, methods, and equipment.

Ability to:

- Observe accurately and remember faces, numbers, incidents, and places.
- Learn to use and care for firearms.
- Think and act quickly in emergencies and judge situations and people accurately.
- Learn, understand, and interpret laws and regulations.
- Prepare accurate and grammatically correct written reports.
- Learn standard broadcasting procedures of a police radio system.
- Understand and carry out oral and written directions.
- Meet the physical requirements established by the Department.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Foster and contribute to a work environment that supports and exhibits honesty, diversity, integrity, trust, and respect.
- Communicate clearly and concisely, both orally and in writing.
- Use physical force in taking uncooperative suspects into custody.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Completion of POST-approved academy including all physical requirements of academy.

Equivalent to completion of the twelfth grade. An associate of arts degree from an accredited college with major course work in police science, criminal justice, or a related field is highly desirable.

Experience:

One year of continuous law enforcement experience.

Licenses:

Possession of, or ability to obtain, an appropriate, valid California Basic P.O.S.T. certificate.

Possession of, or ability to obtain, an appropriate, valid California driver's license.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun and other weapons (i.e. taser, chemical weapons) as required, side handle baton, handcuffs, Breathalyzer, cellular phone, video camera, first aid equipment, surveillance equipment, tape recorders, instant cameras, 35 mm cameras, video cameras, chemical agents, personal computer including word processing software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to use hands to finger, grasp, squeeze, or feel in order to operate or manipulate objects such as guns, this will frequently involve repetitive arm and wrist use. The employee will frequently be required to reach above and below shoulders with hands and arms and is frequently required to stand, walk, talk, hear, and smell for up to 10 hours a day. The employee is frequently required to sit, climb ladders/stairs, balance, stoop, kneel, crouch, twist, and crawl. Frequent operation of motor vehicles and foot pedals is required. Frequent walking on even and uneven surfaces is required.

The employee is required to frequently lift and/or pull or push up to 50 pounds, occasionally lift and/or pull or push up to 75 pounds and 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions. Ability to maintain work pace, relate to others, advise, counsel, influence, train or give instruction, and work independently as well as in group activities. Employee is expected to regularly interact with the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and field settings. The office work environment is typical with associated noise from office equipment, building HVAC, customers, and other employees. While performing the duties of this job in the field, the employee frequently works at high altitudes, in outside weather conditions, which may include extreme cold, windy, and other wintery conditions. The employee occasionally works near moving mechanical parts and in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate. Position is required to drive in various conditions.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Received and Reviewed by:

Employee Signature

Date