

CITY OF PONDERAY

POLICE OFFICER POLICE CORPORAL

General Statement of Duties

Enforces State and local laws and ordinances; responds to calls for the protection of life and property; performs related work as required.

Classification Summary

The principal function of an employee in this class is to enforce State and local laws and ordinances, respond to calls for the protection of life and property, conduct criminal and non-criminal investigations, make arrests and to perform all work duties and activities in accordance with City policies, procedures and safety practices. Duties normally consist of patrol and traffic activities in the city on an assigned shift. Employees may be delegated assignments in specialized areas such as investigations, training, school resource officer, drug task force, DARE officer, crowd control, special response unit or other assignment. Work is performed under the direction of a Police Sergeant or Lieutenant. Considerable independence is granted to the employee but work is subject to periodic performance audits and annual evaluations. The principal duties of this class are performed in a work environment in which the employee is subject to potential personal danger.

Examples of Work (Illustrative Only)

Essential Duties and Responsibilities

- Patrols assigned areas of the City in a car, bicycle or on foot;
- Enforces State and local laws and ordinances;
- Maintains community presence and/or responds to calls for service and takes appropriate action;
- Responds to calls related to the protection of life and property, traffic incidents and other required emergencies;
- Determines existence of probable cause, identifies and takes suspects and offenders into physical custody;
- Prepares reports of arrests made, activities performed and unusual incidents observed;
- Conducts both preliminary and follow-up investigations of disturbances, criminal incidents, hazardous incident, vehicle accidents and deaths;
- Verbally interacts with witnesses and victims, suspects and offenders to obtain information;
- Conducts examinations of persons, vehicles, premises or areas to determine the presence of individuals or illegal activities or articles;

- Takes suspect or offender into custody and delivers them to appropriate confinement location, maintaining security and safety of individuals being moved from one location to another;
- Transfers or accepts custody of suspects or offenders and participates in completion of required jail intake procedures;
- Prepares cases for criminal prosecution;
- Researches information in order to contact suspects and witnesses;
- Investigates traffic accidents;
- Coordinates and conducts detailed investigations of violent crimes, child abuse, property crimes, vice, gaming and narcotics violations;
- Testifies and presents evidence in court;
- Provides backup assistance for other officers and personnel;
- Collects, preserves and maintains evidence, found property and other property for safekeeping;
- Initiates public service activities and responds to requests from person for information and assistance;
- Seeks to resolve disputes between family members and disputes between two or more persons;
- Controls small or large groups of people involved in potential or actual disturbance situations including civil disorders;
- Meets with citizen groups in programs directed toward understanding of law, crime prevention and the criminal justice system;
- Monitors and directs vehicles and pedestrian traffic and enforces traffic regulations; issues traffic citations where appropriate;
- Responds to riots, hostage situations, barricaded subjects and other extremely hazardous situations;
- Maintains contact with the public regarding potential law enforcement problems and preserves good relationships with the public;
- Serves warrants and protection orders;
- Checks buildings for physical security;
- Performs all work duties and activities in accordance with City policies, procedures and safety practices.
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.

Other Duties and Responsibilities

- Performs undercover surveillance activities;
- Develops and maintains good relationships with informants and contacts which may be helpful in criminal investigations;
- Prepares search and arrest warrants;

- Contacts and cooperates with other law enforcement and non-law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses;
- Assists in the performance of special investigative and crime prevention duties;
- May serve as a member of a Special Response Team;
- May serve as a Field Training Officer, supervising and training new personnel;
- May serve in other specialized areas such as School Resource Officer, Drug Task Force, DARE, CARE, Crowd Control Team, Clandestine Lab Team, or other assignment;
- Coordinates department training programs;
- Conducts specialized crime prevention programs;
- Seizes assets through preparations and service of asset seizure documentation;
- Provides training for department personnel in such areas as defensive driving, use of chemical agents and other specified functions;
- Collects, analyzes and disseminates criminal street gang information;
- Works as a School Resource Officer to establish friendly contact between the Police Department and youths, investigate crimes on campus, counsel troubled youth, crime prevention, and assist the school staff and administration in the education of pre-teen and young teenage members of the community;
- May assign work, collect statistics, compile daily assignment sheets and direct other officers in special assignments;
- May work as a Drug Abuse Resistance Education (DARE) instructor to prevent or reduce drug abuse and violence among children and youth;
- Performs other related duties as required.

Required Knowledge, Skills and Abilities

- Knowledge of:
 - Local, State and Federal laws as applicable to community law enforcement;
 - Law enforcement practices and methods; and court procedures and practices;
 - Current procedures and practices involved in law enforcement training;
 - Police equipment, including vehicles, speed radar units, communications units, body armor, handcuffs, intoxilizer, firearms, batons, medical kits, road flares, hand control remote traffic signals, chemical agents, riot gear and other related equipment;
 - Defensive driving techniques;
 - Crime prevention and education techniques.

Ability to:

- Understand and apply departmental, state and local law enforcement procedures, policies, rules and regulations;
- Analyze situations quickly and objectively, to recognize actual and potential dangers and to determine proper course of action;
- Cope with stressful situations calmly, fairly, tactfully and with respect for individual rights;
- Maintain effective relations with fellow employees and with citizens with varied racial, ethnic or economic backgrounds;
- Observe accurately and remember faces, numbers, incidents and places;
- Demonstrate proficiency in the use and care of firearms;

- Communicate clearly and concisely, orally and in writing;
- Prepare accurate and grammatically correct written reports;
- Learn standard broadcasting procedures of police radio system;
- Demonstrative proficiency in the exercise of defensive tactics;
- Handle an automobile in high speed and emergency situations;
- Understand and carry out oral and written directions;
- Uphold the law Enforcement Code of Ethics at all times;
- Respond to citizen requests in a courteous and effective manner;
- Learn and use investigative techniques
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations and established procedures;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Learn new aspects of police work depending on specialty assignment areas.

Acceptable Experience and Training

- High school diploma or equivalent general educational development (GED) certification with course work in general office skills; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
- Corporal requires the following:
 - Possess an Advanced Post Certificate with 3 years service in the Ponderay PD.
 - Or
 - Possess an Intermediate Post Certificate with 4 years service in the Ponderay PD.
 - Or
 - Possess a Basic Post Certificate with 6 years service in the Ponderay PD.

Special Qualifications

- POST Certification;
- Valid Idaho Driver's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, interrogate and interview people and carry on telephone and radio communication.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform surveillance, listen for noises that may require investigation, sight and shoot a firearm, gather evidence at crime scenes, and coordinate and conduct detailed investigations.

- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to use a firearm safely and effectively, direct traffic, write reports, utilize varied equipment simultaneously and operate a vehicle.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to direct traffic, bend or stoop repeatedly, maneuver through rough, uneven, slippery or rocky surfaces and perform search activities for extended periods of time.

CITY OF PONDERAY

Application for Employment An Equal Opportunity Employer

To be considered an applicant, you must complete this form. A resumé may also be attached. Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for your signature. This application is to fill the current open position only.

Personal Information				
Name:				
	Last	First	Middle	Other Names Used
Address:				
	Street	City	State	Zip
Telephone: () () ()				
	Home	Cell	Message	
Email Address:				
Webpage Address(es):				
Position/Applying For				
Job Title:				
Are you applying for:		What shifts will you work?		May We Contact Present Employer?
<input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Temp/Seasonal		<input type="checkbox"/> Days <input type="checkbox"/> Nights		<input type="checkbox"/> Yes <input type="checkbox"/> No
Available Start Date:				

Education/Training
Are you legally eligible to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> (Federal Law requires proof of identity and employment authorization for all new employees.)
Can you travel if the job requires it? Yes <input type="checkbox"/> No <input type="checkbox"/> Do you have a valid driver's license? Yes <input type="checkbox"/> No <input type="checkbox"/> State: _____

Education/Training					
<u>School</u>	<u>Name</u>	<u>Location</u>	<u>Dates Attended From / To:</u>	<u>Diploma, Degree & Major</u>	Graduated?
High School					
College					
Other (Business, Vocational, Military)					

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Employment History (Please Start With the Most Recent, Ending With Age 18, Excluding Part-Time Positions Held While Obtaining Higher Education - Use Additional Paper as Necessary.)

Employer:			
Address:			
Street	City	State	Zip
Telephone: ()	Supervisor Name:		
Dates From:	To:	Final Rate of Pay:	
Position Held:			
Primary Duties:			
Reason for Leaving:			

Next Employer

Employer:			
Address:			
Street	City	State	Zip
Telephone: ()	Supervisor Name:		
Dates From:	To:	Final Rate of Pay:	
Position Held:			
Primary Duties:			
Reason for Leaving:			

Next Employer

Employer:			
Address:			
Street	City	State	Zip
Telephone: ()	Supervisor Name:		
Dates From:	To:	Final Rate of Pay:	
Position Held:			
Primary Duties:			
Reason for Leaving:			

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Have you ever been charged with a crime (other than a minor traffic infraction)? Yes No

If yes, when & where: _____ Please Explain: _____

Are you related by blood or marriage to any person now employed by CITY OF PONDERAY? Yes No

If yes, give name and relationship to you:

CERTIFICATION

I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected, my name removed from consideration, or my employment may be terminated.

I understand and agree that, if hired, my employment is for no definite period and either the City of Ponderay or I may terminate our relationship at any time, and that this employment application does not constitute an employment contract.

Signature of Applicant: _____ Date: _____

IT IS THE POLICY of the City of Ponderay to provide equal opportunity in all terms, conditions and privileges of employment for all qualified job applicants and employees without regard to race, color, national origin, gender or age (unless a bona fide job requirement) or the presence of any disability. Reasonable accommodations will be made for disabled persons.

CITY OF PONDERAY

VETERAN'S PREFERENCE

If you are NOT claiming Veteran's Preference, please initial here and proceed to the next page.

Per Idaho Code, Title 65, Chapter 5, the City of Ponderay will afford a preference to employment of veterans. In the event of equal qualifications and experience between candidates for an available position, a veteran who qualifies will be preferred. If claiming veteran's preference, please complete the information below and attach a copy of your DD-214 to this application.

(Reference Idaho Code, Title 65, Chapter 5, and 5 U.S.C. § 2108)

The term "**active duty**" means full-time duty in the Armed Forces, but NOT active duty for training.

Part 1. Preference Eligible Veterans:

- I served on active duty at any time from 12-7-41 and ending 7-1-55.
- I served on active duty for 180 consecutive days, any part of which occurred after 1-31-55 and before 10-15-76.
- I served on active duty at any time from 8-2-90 and ending 1-2-92.
- I served on active duty for a period of more than 180 consecutive days, any part of which occurred during the period beginning on 9-11-01 and ending when prescribed by Presidential proclamation or by law as the last date of Operation Iraqi Freedom.
- I have been awarded an Armed Forces Expeditionary Medal (AFEM). All AFEM recipients, whether listed here or not, qualify for veteran's preference and must be shown on your DD-214 form. Examples of some of the most common campaign medals are: Vietnam (Service Medal), El Salvador, Lebanon, Granada, Panama, Bosnia, Kosovo, Afghanistan, Southwest Asia (Persian Gulf), Somalia, and Haiti. (Award of the National Defense Service medal does not qualify.) For a listing of Wars, Campaigns, and Expeditions of the Armed Forces which qualify for veteran's preference, go to www.opm.gov/veterans/html/vgmedal2.htm.
- I have a service-connected disability of 10% or more.
- I am the spouse of an eligible disabled veteran, who has a service-connected disability.
- I am the widow or widower of an eligible veteran and have remained unmarried.
- I do not meet any of the selections above, but I served on active duty in the armed forces of the United States for a period of more than one-hundred eighty (180) days and was honorably discharged.

Part 2. Documentation & Signature.

By my signature, I certify that all statements on this form are true and complete to the best of my knowledge. I understand that should an investigation disclose inaccurate or misleading answers, my application may be rejected and my name removed from consideration for employment with City of Ponderay.

- I have never received veteran's preference by any State of Idaho agency. (If you have received an initial appointment claiming veteran's preference, you are not eligible for preference.)
- I have attached a copy of my DD-214. Veteran's preference will not be considered without this document.

Name (Please Print)

Signature

DATE: _____

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MAY WE CONTACT YOUR PRESENT EMPLOYER? Yes No

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, an applicant for employment with _____, do hereby authorize a review of and full disclosure of all records or information concerning myself to any duly authorized agent of the City of Ponderay, whether the said records are of a public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of all records and information of educational institutions; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me, either criminal or civil, in which I have, or have had any interest or involvement.

I understand that any information obtained during any personal history background investigation which is developed directly or indirectly, in whole or in part, upon this authorization will be considered in determining my suitability for employment by the _____. I hereby agree that any person(s) or entities who may furnish such information concerning me shall not be held liable for providing this information; and I do hereby release said person(s) and entities from any and all liability which may be incurred as a result of furnishing such information.

I further authorize that a photocopy of this signed release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

Signature

Witness

DATED: _____

Printed Name, including all names I have previously used or been known by:

Phone: _____

DOB: _____