



Charles County Sheriff's Office Job Description

Approved:

Date:

Job Title: Patrol Officer
Division: Patrol Division
Bureau: Operations
Reports To: Sergeant, Sector Supervisor
FLSA Status: Non-Exempt
Prepared By: K. Burrows
Prepared Date: April 2018
Scale: 4
Supervisor's Signature:
Signature Date:

SUMMARY:

This position involves general police work pertaining to the enforcement of all applicable statutes and laws within the jurisdiction of Charles County. This may include crime prevention, investigation and detection, protection of life and property, traffic control, and maintaining law and order in Charles County. Work related to this position has the potential for personal danger and involves working with all levels of the criminal element. Officers receive direction from supervisors and carry out their assignments in accordance with established operating procedures, yet must be able to act without direct supervision and be able to provide supervision to subordinate officers when serving in the rank of Corporal in the absence of the Sergeant. Work is evaluated through observation, conferences, and reports.

ESSENTIAL DUTIES:

This is a generalized job description. Specific duties and responsibilities may vary, depending on the assigned location. Duties and responsibilities may be added, deleted, or changed at any time at the direction of management, formally or informally, verbally or in writing.

Patrol designated areas of Charles County in order to serve and protect the public.

Enforce traffic and parking regulations, by making traffic stops and inspecting licenses, insurance information, and vehicle registrations.

Explain the reason for issuing citations and their consequences.

Respond to emergency calls (domestic and civil complaints) to include, but not limited to, intrusion alarms, child abuse, robberies, and traffic accidents, etc.

Respond as backup to crimes in progress and help secure the safety of officers in danger.

Administer roadside sobriety tests, arrest intoxicated drivers, and supervise/complete chemical analysis requests, if certified.

Administer rescue and lifesaving techniques as a first responder to accident scenes.

Physically remove unconscious or incapacitated victims from accident scenes, disasters, and/or dangerous environments.

Conduct interviews to learn the nature of citizens' complaints to gain information regarding possible missing persons, and to obtain all pertinent data related to emergency/criminal situations and/or criminal offenses.

Conduct interrogations in criminal cases to obtain confessions and build probable cause. Identify suspects and obtain information to file for charging documents and/or make arrests.

Conduct preliminary and follow-up investigations at the scenes of crimes, to include keeping onlookers at a safe distance to isolate and secure the crime scene.

Locate, collect, label, and safeguard evidence. Obtain necessary evidence while interacting with suspects, victims, complainants, and witnesses concerning crimes.

Arrest persons suspected of crimes. Restrain, subdue, handcuff, and search suspects or prisoners by prescribed means and methods.

Quickly pursue and take into custody persons seeking to elude apprehension, to include the ability to maintain, if necessary, long foot pursuits, using due regard for citizen safety and surroundings.

Provide accurate, complete, and factual information to persons involved in arrests, including advising them of their rights.

Transport and maintain custody of prisoners.

Provide assistance/information to persons who may be lost, stranded or otherwise in need of assistance.

Complete written reports such as activity logs, daily reports, and arrest reports. File and/or forward reports to appropriate Division or external agencies.

Complete reports on crimes against persons, property or of a criminal intelligence nature in preparation of legal proceedings. Determine probable cause of arrest or search.

Prepare affidavits and serve authorized criminal and civil process papers.

Testify in court and at other proceedings in a clear, well-organized, and logical manner to accurately provide information describing events, objects, and evidence, to include in-car camera tapes, associated with a case.

Read and comprehend a variety of legal and non-legal documents, maps, and reference material to properly comply with organizational rules and procedures.

Establish police lines at fire and crime scenes and institute vehicular and crowd control procedures, allowing only authorized persons to pass through barricades.

Cooperate and exchange information with other officers and investigators during investigations.

Cooperate and exchange information with emergency services personnel, hospital staff, Department of Social Services, and the Health Department personnel.

Conduct searches for missing juveniles, wanted persons, and other missing individuals.

Direct and control traffic to facilitate vehicle and pedestrian flow in order to prevent accidents.

Participate in crowd control and, when necessary, the dispersal of unruly gatherings.

Stand inspection, inspect equipment, and service personal firearms.

Maintain complete, required, and preventive maintenance to assigned vehicle, such as changing tires and checking fluids.

Receive information from previous shift and review Commanders' Logs for relevant events and occurrences.

Interact formally and informally with schools, community groups, and local businesses.

If certified as a Field Training Officer, provide accurate training to new officers in the program.

Participate in Agency community relations programs.

Attend and participate in training sessions and other meetings, as required.

Perform any other related duties, as assigned.

SUPERVISORY RESPONSIBILITIES: Subordinate officers assigned to unit in the absence of the Sergeant, if so designated.

QUALIFICATIONS:

Must be a U S Citizen or a permanent legal resident of the United States and an honorably discharged veteran of the United States provided the individual has applied to obtain U S citizenship and the application is pending approval.

Must be at least 21 years of age prior to completion of training at an accredited police academy.

Knowledge of the principles and practices, rules and regulations found in Standard Operating Procedures (SOP) and other manuals pertinent to the assigned job classification.

Possess strong community relations skills to deal with a wide range of people, including children, the elderly, non-English speaking ethnic persons, and persons with medical conditions which may render them mentally unclear.

Ability to be certified by the Criminal Justice Information System (CJIS) for access into state and federal computer networks.

Knowledge of the controlling laws and ordinances, particularly the laws of arrest, evidence, search and seizure, and the handling of criminals.

Knowledge of the principles of accident and crime investigation and the techniques of interview and interrogation.

Knowledge of crowd and disaster control, self defense techniques, traffic control and flow patterns, and the effects of weather conditions on the routines and driving habits of citizens.

Skill in comprehension, retention, and recollection of factual information pertaining to laws, statutes, and codes.

Knowledge of legal terminology and the principles and techniques of investigation.

Ability to maintain alertness, observational skills, and memory recollection.

Ability to read a map.

Ability to learn names and locate roads, buildings, and other landmarks in Charles County.

Ability to provide quality police service to the citizens of Charles County.

Ability to understand oral and written instructions, to speak effectively and articulately, to demonstrate good listening skills, and to convey concern, understanding, and empathy.

Read, write, comprehend, and speak English in a clear, effective manner, using proper pronunciation, diction, and grammar.

Ability to write, compose, and develop documents, manuals, and other literature.

Apply knowledge, experience, and reason to arrive at effective decisions for routine situations.

Ability to operate an assigned Agency vehicle, both day and night, in all weather situations and road conditions in a manner to expeditiously, yet safely, arrive at the scene.

Ability to maintain awareness of activities occurring at emergency scenes, routes, individuals, and objects based on descriptions and past experience.

Ability to maintain and operate firearms proficiently.

Ability to utilize a high level of discretion, good judgement, and confidentiality.

Ability to facilitate group discussions to identify problems, recommend resolutions, and implement proposed solutions.

Ability to maintain a high level of accuracy in assigned tasks.

Ability to complete work assignments and reports in a timely manner.

Ability to organize and determine priorities of diverse assignments.

Ability to plan, organize, and effectively present ideas and concepts to groups.

Ability to assimilate information from a variety of resources. Analyze, evaluate, and select, often with limited information, the best course of action.

Ability to read and comprehend various documents.

Ability to recommend and present innovative solutions to problems.

Ability to maintain composure and work effectively in situations of on the job pressure.

Ability to learn and apply training provided by the Agency or designated agency.

Ability to comprehend, understand, and adhere to, at all times, Agency policies, procedures, rules, and regulations.

Ability to comprehend and retain old and new information, received both orally and in writing.

Possess a valid driver's license.

Ability to pass a comprehensive background investigation.

Ability to pass random drug screening.

EDUCATION and/or EXPERIENCE:

Graduation from a recognized high school or possession of a General Educational Development (GED) certificate recognized by the Maryland State Board of Education.

Must graduate from an accredited police academy and qualify and maintain Police Officer certification through the Maryland Police Training Standards Commission.

Must maintain certification with the Criminal Justice Information System (CJIS) for access into state and federal computer networks (METERS/NCIC).

GENERAL CHARACTER REQUIREMENTS:

It is a business necessity that the employee, as a member of the Charles County Sheriff's Office, possess a history and exhibit the characteristics of honesty, reliability, integrity, and interpersonal skills.

Any criminal conviction / arrest may be grounds for disqualification.

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.

Communicate effectively and coherently with other Agency personnel and the public, either in person or by telephone, by written report or memorandum, through radio communications, or computer network.

Stand exposed to weather elements and temperature extremes for long periods at crime scenes, traffic accidents, emergency and disaster scenes, or other events. Exposure to temperatures ranging from below freezing to above 100 degrees.

Adhere to Universal Barrier Precautions when exposed to blood and body fluids.

May be exposed to life-threatening situations in high-speed pursuits or assault.

Enter and exit motor vehicles frequently and quickly.

Some work is performed in an office setting with frequent interruptions. May sit for extended periods of time, answering the telephone, and operating computer equipment.

Enter and retrieve data from a variety of computer systems.

Read computer screens and be able to distinguish colors.

Exhibit and maintain professional decorum at all times.

Function in a structured organization with strict rules of conduct.

Establish and maintain effective working relationships with coworkers and supervisors.

Appropriately accept supervision, criticism, and evaluation.

Exhibit sensitivity to people from varying ethnic, religious, sexual, and socioeconomic backgrounds.

Deal tactfully, effectively, and equitably with people, both within and outside the Agency.

Manipulate keys and keyboards, file drawer latches, and file folders (locating, removing, inserting).

Must perform work in accordance with sound safety practices.

Must report for duty in a regular and punctual manner.

Must work on-call, overtime, and temporary assignments when deemed necessary by the Agency.

May be required to work varying hours on a rotating schedule including days, evenings, midnights, weekends, and holidays.

Comply with Agency policies and procedures as outlined in the Administrative and Operational Manual.

04/2018