

City Salisbury Police Department

Classification Description

Classification Title: Police Officer
Department: Police Services
Date: 9/6/13

Pay Grade: 1
FLSA Status: NE

General Statement of Job

Under the general supervision of the assigned supervisor, responsible for performing a variety of duties related to the protection of life and property, enforcement of criminal and traffic laws, prevention of crime, preservation of the public peace, apprehension of Criminals, and calls for service; performs other duties as assigned.

Specific Duties and Responsibilities

Essential Functions:

1. Patrols an assigned sector during tour of duty, being alert for criminal activity;
2. Responds to motor vehicle violations and any request for assistance from the public;
3. Utilizes preventive patrol, crime prevention techniques to include recording suspect information and criminal/vehicle activity;
4. Enforces the ordinances and laws of the City of Salisbury, the State of Maryland and federal laws where applicable;
5. Makes written or computerized reports on criminal activities or traffic related incidents as required by departmental policy;
6. Investigates all traffic related incidents to include motor vehicle accidents, disabled vehicles and parking related problems;
7. Operates speed measurement devices, and issues traffic citations;
8. Appears as a witness in all court cases, juvenile proceedings, States Attorney conferences or any other court or administrative proceedings as directed;
9. Maintains issued uniform and all equipment, both personal and departmental;
10. Checks departmental patrol vehicle for operational readiness as well as for contraband/weapons and for unauthorized items and cleanliness;
11. Provides assistance to officers of this department and allied agencies as needed.
12. On an as-needed basis participates in special assignments such as parades, perimeter security, searches for persons, evidence, etc.;
13. Transports, processes, completes paperwork, i.e. prosecution reports, case files and relays to District Court and/or the Detention Center all subjects arrested;
14. Investigates missing person reports, including completion of report and subsequent investigations;
15. Keeps supervisor informed of unusual or detrimental conditions and process problems;
16. Keeps informed on current laws and regulations by attending workshops and educational programs or reading specialized literature; and
17. Performs other assigned duties.

Required Education and Experience

1. High School Diploma or G.E.D.
2. Must be 21 years of age; and
3. Valid State of Maryland Driver's License.

Required Knowledge, Skills and Abilities

1. Working knowledge of the ordinances and laws of the City of Salisbury, the State of Maryland and federal laws where applicable;
2. Act as a representative of the City of Salisbury to the public;
3. Be of excellent moral character and abide by the Law Enforcement Code of Ethics;
4. Thorough knowledge of the geography of the City and surrounding areas;
5. Effectively communicate with the public courteously and tactfully at all times;
6. Effectively communicate and maintain effective working relationships with other staff members and members of the public;
7. Ability follow complex written and oral instructions;
8. Basic computer skills and data entry knowledge; and
9. Effectively prioritize and multitask with attention to detail.

Certificates, Licenses, Registrations, Skills:

Complete the Salisbury Police Academy Training Program.

Physical Requirements:

Work requires considerable physical effort in the handling of materials up to 50 pounds and/or continual standing or walking 60%+ of the time.

The work involves risks or discomforts which require special safety precautions, e.g., working with animals and observance of traffic signals when driving. May require working in adverse weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.