



TOWN OF BERLIN JOB DESCRIPTION



Job title: Police Officer
Department: Police
Reports To: Chief of Police
FLSA Status: Non-Exempt
Prepared By: Chief of Police
Prepared Date: 08/01/2022

GENERAL FUNCTION:

Performs general duty police work in the protection of life and property through the enforcement of laws and ordinances; does related work as required.

JOB CLASS FEATURES:

This is full performance level public protection and community service police work. An employee in this class prevents, detects and investigates offenses and other irregularities, apprehends and assists in the prosecution of offenders, and provides a variety of community service activities to members of the public. Work is performed under general supervision. Assignments require evaluative thinking and are carried out in accordance with functional precedents, established practices and well-defined policies. This work may involve seizure and custody of money or other property as well as collection and preservation of physical evidence. Contacts with others are extensive, including the general public, other law enforcement officers and criminal justice personnel, and officials of other governmental agencies.

EXAMPLES OF WORK:

- Patrols an assigned sector being alert to unusual circumstances and initiating crime prevention and community service activities.
- Investigates unusual occurrences and reports findings.
- Serves as a witness in various law courts.
- Checks businesses to prevent criminal activity and maintains order in areas where the public congregates.
- Responds to calls for service of both criminal and non-criminal nature.
- Enforces State laws and City ordinances. Prevents and detects criminal acts.
- Protects crime scenes and investigates criminal offences.
- Transports apprehended individuals in accordance with departmental regulations.
- Enforces traffic regulations and investigates vehicular collisions; assures proper flow of traffic. Prepares reports as required.
- Provides information to the public on crime prevention techniques.
- General maintenance and care of assigned/issued equipment.

REQUIRED KNOWLEDGE AND ABILITIES:

- Thorough knowledge of the English language so as to be able to read and understand Maryland Statutes, the Town Code and police rules and regulations.
- Working knowledge of first-aid methods. Introductory knowledge of law enforcement standards and procedures.
- Skill in the use of firearms, ability to understand and carry out complex oral and written orders, ability to interact effectively with others and to make value judgements in a fair and impartial manner, ability to exercise good powers of observation and to retain and recall facts and impressions
- Ability to write effectively and to summarize daily activities in writing in a clear, concise, and legible manner.
- Ability to think clearly, draw conclusions, and initiate action or activity based upon information received in negative and crisis condition.
- Complete departmental emotional stability, physical conditions, and medical standards.

EDUCATION AND EXPERIENCE:

Graduation from an accredited high school, or GED. Completion of minimum standards course as required by the Maryland State Police Training Commission.

OTHER ADDITIONAL REQUIREMENTS:

Twenty-one (21) years of age at time of appointment, United States Citizen, possess a valid driver's license. Visual acuity 20/100 uncorrected, corrected to 20/20; color vision must be normal. Must have clear police record. Individual will be required to maintain proficiency in police work through in-service training and firearm training.

PROBATIONARY PERIOD:

Permanent status in this class requires a probationary period of 12 months, during which time performance will be carefully evaluated. Permanent status will be granted only if work performance is judged to be satisfactory.

WORKING CONDITIONS:

Is exposed to hazardous conditions and adverse weather. Uniformed patrol officers are under constant scrutiny of the public, departmental supervisors and public officials. This, along with the various life threatening situations and shift work, may cause the officer to endure various levels of stress.

OTHER DESIRABLE QUALIFICATIONS:

An associates degree or thirty (30) college level semester hours in law enforcement, the administration of justice, social sciences, and public or business administration or related fields. Working knowledge of the layout of the municipality.