

CLASS CODE: 0715
Park Police Group
GRADE P-3
APPD. 6/79
Rev. 3/86

CLASS TITLE: PARK POLICE OFFICER III

CHARACTERISTICS OF CLASS:

Under general supervision of the Shift Supervisor, performs law enforcement work in providing for the security of Commission facilities and property, the prevention of crime, apprehension of criminals, enforcing the criminal and motor vehicle laws of the State, enforcing park regulations and insuring the safety and welfare of Park and Recreation patrons and performing whatever related duties as may be imposed by the Commission; and/or conducting investigations and follow up on assigned complaints; and/or responsibility for police administrative work; and performs related duties as required.

This is police work at the advanced level. An officer at this level performs highly responsible work requiring police officer status to maintain public peace, protect life and property, enforce laws, and perform complex police work under general supervision according to established Commission procedures. Special assignments are more complex than those assigned to lower-level police officers. Officers at this level are expected to make some independent judgments in making decisions to carry out assignments. As a significant aspect of this work involves public contact with the community, and therefore, duties must be performed in a tactful and conscientious manner.

An officer in this class may be responsible on a rotating shift basis for enforcing statutes, laws and regulations for which the Commission is held responsible. Work involves high risk and the officer must be able to take appropriate action under stress. Work performance is carefully monitored, reviewed and evaluated by officer's immediate supervisor. Promotion to this class will require the attainment of specified proficiency areas.

EXAMPLES OF DUTIES:

PATROL

Patrols an assigned beat in a patrol car, motorcycle, or on horseback, or foot; observes and reports incidents of vandalism, violations of state law and park rules and regulations; notes and reports unsafe and unsightly conditions within parks; directs traffic and parking; responds to calls for service and renders assistance as needed; secures a crime or accident scene and takes initial statements from victims and witnesses; apprehends, arrests, and books suspects; writes reports on incidents encountered during

patrol; and,

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EXAMPLES OF DUTIES: (Continued)

On horseback - performs crowd control duties during major events; grooms and examines horses for illness or injury; maintains tack and other equipment in good condition; feeds and stables horses at the end of shift; performs minor veterinary care;

On motorcycle - patrols bike paths and regional park areas; maintains motorcycles on a routine maintenance basis;

On foot - patrol regional parks or other areas on foot; assists with crowd control at ice rinks, concert, etc.

Serves as Field Training Officer to supervise, instruct, and evaluate trainee police candidate during field training period.

Observes and removes, if possible, any hazardous conditions existing within the beat. If unable to correct the condition, will report hazard to shift Sergeant.

When observing serious incidents or accidents within the patrol area contacts dispatcher either by radio or walkie-talkie in order to request back-up units, rescue services, or investigative personnel. Prepares case and appears in Court to testify as arresting officer or witness.

May be assigned to perform preliminary or follow-up investigations under supervision and prepare reports on evidence obtained.

May perform miscellaneous special assignments.

INVESTIGATION

Under supervision of the investigative supervisor, performs follow up and initial investigations of crimes and incidents requiring a moderate amount of special training and expertise. Investigates applicants for park police officer positions and investigates complaints against park police officers and employees.

Responds to the scenes of crimes and incidents to process for fingerprints, take photographs, and conduct interviews; fingerprints and processes persons arrested; follows up

investigation of crimes reported by patrol officers; maintains liaison with other criminal justice agencies for investigative purposes; processes records required by the FBI, and other agencies; examines items of an evidential nature for fingerprints, drug content, etc.; conducts investigation into complaints against park police officers and other employees.

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ADMINISTRATION

Under supervision, performs administrative functions of moderate difficulty, including budget estimates, training, research and planning, fiscal management, community relations, court liaison, and other duties as assigned.

Participate in the preparation of the annual budget and programs and may provide back-up data to the Planning Board and County Council; prepares purchase requisitions; maintains accountability log of expenditures; participates in the development and implementation of the training programs; teaches in the in-service and other training programs; provides planning and statistical information; researches and develops new and alternative programs; as required, acts as administrative aide to the Park Police Division Chief, including assisting in the development and carrying out of policy and directives; may act as property and supply officer for the unit.

MINIMUM QUALIFICATION:

Experience: Eighteen (18) months experience as a Police Officer II.

Proficiency Levels: Must have achieved proficiency level certifications, as required in the Commission's Proficiency Manual Guide.

Other

Must possess a valid motor vehicle operators license.

Must have personal integrity, and pay attention to details, be emotionally stable and physically fit.

Must successfully pass the Commission's Annual Medical Examination for Park Police Officers as administered by a Commission approved physician.

Required Knowledge, Skills and Abilities: Ability to read and understand Federal, State, and County criminal and traffic laws, Commission structure, functions, and rules and regulations, division structure and functions, division written directives (General Orders, Field Operations Manual, etc.).

Ability to define problems, establish facts, and draw valid conclusions.

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Required Knowledge, Skills and Abilities: (Continued)

Ability to analyze problems quickly and take appropriate action under stress.

Ability to write routine reports and correspondence, calculate fractions, decimals, and percentages.

Ability to handle sensitive public contacts. Knowledge of and ability to use self defense.

Knowledge, skill and ability to effectively use standard police weapons.

Knowledge of or the ability to acquire knowledge of the County Geography and Commission property.

Skill or the ability to acquire the skill to operate auto under emergency conditions, two-way radio, and camera.