

CLASS TITLE: PARK POLICE OFFICER IV

CHARACTERISTICS OF CLASS:

Class Code: 0717
Park Police Group
Grade: P-4
App. 6/79
Rev. 4/80
Rev. 3/86

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 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 in following up on assigned complaints; and/or responsibility for police administrative work of major significance to a County's Park program; and performs related duties as required.

This is police work of a complex and difficult nature. An officer at this level may be utilized as a lead worker. The officer is given technical assignments and is expected to perform and direct complex police work with a minimum of supervision according to established Commission policy and procedures. The work requires police officer status to maintain public peace, protect life and property, and enforce laws. Officers at this level are expected to make some independent judgments in making decisions to carry out assignments. 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 at a high level.

EXAMPLES OF DUTIES:

PATROL

Patrol an assigned beat in 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 the 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: patrol bike paths and regional park areas; maintains motorcycles on a routine maintenance basis;

On foot: patrols regional parks or other areas on foot; assists with crowd control at ice rinks, concerts, etc.

Serves as Field Training Officer to supervise, instruct and evaluate trainee police candidates 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 Supervisor.

When observing serious incidents or accidents within the patrol may contact dispatcher by radio or walkie-talkie in order to request back-up units, receive 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 or evidence obtained.

May perform miscellaneous special assignments.

Investigation

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

files of criminal activity and suspects; 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; may maintain confidential files of internal investigations; testifies in court.

May serve as Special Training Officer to assist officers in achieving proficiency in the investigation area.

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Administration:

Prepares the annual budget and programs, and presents the package before the Planning Board and the County Council; prepares purchase requisitions; maintains accountability log of expenditures; coordinates all training and training programs for the unit; teaches in the in-service and other training programs; provides planning and statistical information; researches and develops new and alternative programs; may supervise; officers and civilians assigned in administrative units; provides liaison with court personnel; as required, acts as administrative aide to the Park Police Division Chiefs, including assisting in the development of policy and directives; may act as property and supply officer for the unit.

Additional Assignments - An officer in this class may be assigned to Training, Planning, and other specialized areas and perform duties commensurate with a level of difficulty appropriate to this class.

MINIMUM QUALIFICATIONS:

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

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

Other:

Must possess a valid motor vehicle operator's 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 Practices, 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 read and understand technical literature.

Knowledge and ability to read and write technical reports, literature, and correspondence.

Ability to handle sensitive public contacts and information.

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.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (Investigation):

Ability to learn to process crime scenes, lifting latent fingerprints, and take police photographs.

Ability to write an investigative report and to express orally somewhat complex cases and relationships.

Skill in taking inked impressions of fingerprints.

Ability to operate a typewriter and computer terminal.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (Administrative):

Ability to prepare and present the annual budget.

Ability to interpret data, analyze facts, and prepare complex reports.

Ability to understand management concepts and priorities.