



## MISSOULA POLICE DEPARTMENT POLICY MANUAL

<b>Subject:</b> <b>JOB DESCRIPTIONS</b>		
<b>Effective Date:</b> <b>5/6/2021</b>	<b>Original Date:</b> <b>10/1/2003</b>	<b>Next Review:</b> <b>4/2/2023</b>
<b>Chapter</b> <b>1</b>	<b>Policy #</b> <b>1.70</b>	<b>Distribution:</b>
<b>References:</b> <i>General Duties of Members, Authority to Command, Organizational Chart, Operational Unit Goals</i>		

### SWORN OFFICERS

Providing a safe community in which to live, work and visit with the highest level of professionalism is the purpose and responsibility of the Missoula Police Department. A police officer must enforce the state, federal and local laws with fairness. The officer must assist citizens, give a helping hand when needed, must be courteous and professional, remembering to be a servant of the community. A police officer must be an example to the community on or off duty.

**CLASS TITLE:** POLICE OFFICER

**ACCOUNTABLE TO:** Sergeant

**Primary Objective of Position:** Under general supervision, performs a variety of law enforcement work associated with patrol and traffic control for the Missoula Police Department.

**Essential Functions:** Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Duties require the ability to retrieve and disseminate criminal justice information, conduct interviews, intervene in disputes, effect lawful arrest and to testify in court. Also requires frequent dealings with DUI suspects/offenders, intoxicated individuals, and persons with mental disorders. Must be able to properly use all weapons assigned by the Police Department.

#### **Tasks:**

Patrols an assigned area of the City on an assigned shift in a radio-equipped vehicle, on a bicycle, or on foot to preserve law and order, including traffic safety enforcement and citations. The following tasks are typically required of a Police Officer:

- Checking businesses and residences.
- Discovering and preventing the commission of crimes.
- Enforcing state and municipal laws and ordinances.
- Responds to calls for assistance, including motor vehicle crashes, assaults, domestic disturbances, thefts, and other criminal or civil complaints.
- Intervenes in disputes and re-establishes law and order at the scene.

- Frequently deals with DUI suspects/offenders, other intoxicated persons, and person with mental disorders and takes appropriate action.
- Identify items of evidence as well as properly collect and preserve noted items.
  - Photograph any items needed during the investigation.
  - Identifies witnesses, conducts preliminary investigations.
- Cooperate with other members of both the patrol and detective divisions to investigate criminal activity effectively and collectively.
- Apprehends suspects, makes arrests, issues citations.
- Arrests persons with outstanding arrest warrants.
- Assure efforts to apprehend offenders are fully explored.
- Ensures that arrested persons are processed into jail in accordance with state and federal guidelines and Police Department standards.
- Prepares documentation of activities performed and information gathered.
- Shall follow up all complaints and cases assigned to them. They shall interview complainants and victims as soon as reasonably possible and obtain all available pertinent information.
- Coordinates with prosecutors and court staff to issue warrants and subpoenas, conduct pretrial research and dispositions, and prepare testimony.
- Responds to questions and requests from citizens; assists in making presentations.

This list does not include all the duties that may be required of a police officer. Some positions serve as Bailiff, School Safety Officer, Special Team members, School Resource officers, Training Officers, Motorcycle Officers, Field Training Officers, Firearms Instructors, and in other training/instructor positions; performs other duties as assigned.

#### **Knowledge, Skills, and Other Characteristics:**

- Knowledge of the Montana Code Annotated and the Missoula Municipal Code pertaining to police activities and public safety.
- Knowledge of federal, state, county, and City of Missoula laws and ordinances to be enforced.
- Knowledge of the policies, goals, and procedures of the Missoula Police Department.
- Knowledge of law enforcement principles, methods, techniques, and practices including investigation, intelligence, surveillance, court procedures, community relations, identification, patrol, special weapons and tactics, traffic control, report preparation, custody of persons and property, and crime prevention.
- Knowledge of equipment used in law enforcement, including weaponry, communications, personal computers, and automotive equipment.
- Knowledge of the street names and locations in the City of Missoula and surrounding area.
- Knowledge and ability to promote safe work practices and ensure compliance with City safety policies.
- Skill in performing the day-to-day operations of a police officer.
- Skill in understanding and interpreting complex statutes, ordinances, regulations, standards, and guidelines.
- Skill in communicating, in person, in writing, and on two-way radio.
- Skill in preparing reports documenting the facts and actions regarding criminal and civil law enforcement incidents.
- Skill in conducting investigations of criminal activities.
- Ability to establish and maintain effective working relationships.