

Job Description

Title: Police Officer

Supervision: This position reports directly to the Police Chief.

Hours/Compensation: This position is a full time, FSLA, non-exempt position. Due to the nature of the job, additional hours beyond the normal workweek may be necessary.

Benefits: Full benefits. Please see the Employee Manual for more details.

Job Summary:

We are looking for a responsible Police Officer to maintain law and order, protect members of the public and their properties, prevent crime and improve citizens' quality of life. The goal is to achieve community safety, crime reduction, as well fostering good public relations.

Duties/Responsibilities:

The essential duties and responsibilities listed include the minimum requirements for the position. This position includes additional duties that are a natural progression from that position's essential duties. The omission of specific statements of duties does not exclude them from the responsibility of the employee in the position if the work is similar, related, or a logical assignment to the position.

- Deter crimes and assure community through high-visibility policing
- Patrol assigned areas and monitor activities to protect people/property
- Investigate crimes and apprehend suspected law violators
- Observe and respond to various situations or emergencies
- Follow rules, guidelines and protocols
- Conduct initial investigations
- Gather evidence and ensure successful prosecutions
- Produce internal reports and provide feedback on case status
- Deal with case paperwork and administrative procedures
- Foster good public relationships and liaise with community groups or individuals
- Coordinate operations with other emergency services
- Attend and provide evidence in court

Required Skills/Abilities:

- Proven working experience in law enforcement
- Proficiency in using police equipment
- Excellent knowledge of standard operating procedures, judicial procedures, civil and constitutional laws

- Working knowledge of interrogation techniques and scene management
- Knowledge and skills of law enforcement principles and practices
- Adequate interpersonal and communication skills
- Ability to build effective working relationships
- Sound judgement along with effective decision making skills
- Conflict resolutions and problem solving skills
- Responsibility, dependability, honesty and integrity
- Willing to submit to extensive medical and criminal background checks
- Valid driving license
- High school degree; BS degree in police science or related field is desirable

Education and Experience:

Applicants must have completed a full-time MPTC approved Police Academy or completion or enrollment and active fulfillment of the BRIDGE Academy of Full Time Police Academy. Considerations will also be given to officers currently enrolled in the BRIDGE Academy. The Town of Monterey is an Equal Opportunity Employer and does not discriminate against any applicant because of race, color, religion, sex marital status, national origin, age, disability, sexual orientation, or any other class protected by federal, state or local law.

Physical Requirements:

Administrative work is performed in an office setting subject to continuous interruptions. There is unusual stress in performing the role of Police Officer in a rapidly changing social environment. Must be able to work under stress from demanding deadlines and changing priorities and conditions. Ability to work in poor weather conditions, including heat, cold, rain or snow. There is exposure to life-threatening situations in police investigations for which precautionary measures must be taken.

Operates motor vehicles, all police equipment, computer, Microsoft Office software, IMC software and other standard office equipment; required to wear appropriate uniform and equipment.