

OSS Sample

Law Enforcement Policy & Procedures Manual
Job Description Workbook



Established 1989

LAW ENFORCEMENT JOB DESCRIPTION WORKBOOK

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¹ Job description for Lockup or Jail Officer Position is for officers assigned to small lock-up or holding areas, and not County Jails or larger city jails. For Job description of Certified Jailers and other jail staff refer to Job Description Workbook for Jails.

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INTRODUCTION

OBJECTIVE:

This workbook is designed to provide a small-to-mid-size jail facility with the basic resources to construct a valid job description for each of several key positions common to most departments.

BACKGROUND:

It is essential that three significant legal references be reviewed before creating a job description. These include: The Americans with Disabilities Act of 1990 [ADA], the Uniform Guidelines of the Equal Employment Opportunity Commission [EEOC], and The Civil Rights Act of 1991.

Key to satisfying the requirements of ADA is job relatedness and demonstrated content. Specifically, the phrase "*essential functions*" was used by Congress to ensure that disabled persons are not disqualified for employment simply because they may have difficulty in performing tasks that only bear a marginal relationship to a particular job. In general, "*essential functions*" mean *fundamental, basic, necessary or vital tasks* of the job. It does not include tasks that are incidental to the job, or which are performed infrequently or not at all. However, mere infrequency is not reason enough to classify an otherwise essential task as inessential, e.g. fire a gun as in the case of law enforcement. In addition, *a written job description shall be considered evidence of the essential functions* of a job. Therefore, it is of vital importance that an employer's job description be *accurate and complete*, clearly stating the fundamental, essential tasks.

With the passage of the Equal Employment Opportunity Act of 1972, public employers were required to demonstrate the validity of their employee selection procedures. Since 1972, numerous court tests demonstrate that a successful defense cannot be mounted without sound job analysis information. Section 14, Part A of the Uniform Guideline established by the EEOC states: "*Any validity study should be based upon a review of information about the job for which the selection procedure is used. The review should include a job analysis...*" Job Analysis is defined as..."*the process of systematically collecting, processing, analyzing and interpreting important information about a specific position, job or occupation.*"¹

The Civil Rights Act of 1991 intentionally reversed a series of Supreme Court decisions, which narrowly interpreted the law of employment discrimination and, for the first time, provided monetary damages in Title VII cases. The Supreme Court clearly placed the burden back on the defendant. Furthermore, the defending employer must demonstrate that the discriminatory practice is job-related for the position in question and consistent

¹ (Job Analysis for Selection: An Overview, U.S. Office of Personnel Management, 1979.)

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**«Insert_LE_Agency»
Law Enforcement**

JOB DESCRIPTION SUGGESTION FORM

Officer Employee Name _____ Date _____

Job Description Number _____ Page _____

Recommended Change _____

OSSE – Law Enforcement Advisory
Evaluation Copy Only

STEPS TO PREPARING A JOB DESCRIPTION

The job description process follows a defined order, and its steps are:

1. **Gather data on the position requiring a job description**
2. **Create the Job Description Questionnaire**
3. **Conduct a Job Analysis utilizing results of the data gathered**
4. **Determine the Essential Job Functions**
5. **Perform Fair Labor Standards Act test to determine exemption status**
6. **Determine Physical Requirements**
7. **Summarize Data**
8. **Merge Data**

1. Gather data on the position requiring a job description

Gathering data regarding a position or potential position may be accomplished by utilizing several different methods. Suggestions include creating a *Job Description Questionnaire* and distributing it to current position incumbents and departmental supervisors of the position. Additionally, interviews must be conducted to gather detailed position functions and data. The use of previously made job descriptions from other agencies may be helpful to provide a *starting point*. If the position does not currently have incumbents or supervisors, have appropriate individuals brainstorm and list all tasks needing to be accomplished by the new position, including the equipment needed to accomplish each task.

2. Create the Job Description Questionnaire

The Job Description Questionnaire is provided to personnel in the same or similar positions, as well as to supervisors of the proposed or current position. The goal of the questionnaire is for each individual to identify job function elements perceived to be the key performance functions, including how much time is spent on each task, knowledge, education, certification, and skills required for specific tasks, the requirements for operating equipment utilized in the completion of the tasks, and the necessary physical requirements.

3. Conduct a Job Analysis utilizing results of the data gathered

Once data has been gathered, create a listing of *all* possible job performance and equipment requirements. This is called a Job Analysis, and from it the *essential functions* of the position will be identified.

4. Determine the Essential Job Functions

Congress defined the phrase *essential function* to mean *fundamental, basic, necessary or vital tasks of a job*. It does not include tasks that are incidental to the job, or which are performed infrequently. Ultimately, whether a particular task is essential is a *factual determination* made on a *case-by-case basis*. Therefore, specific knowledge of the job's content must be demonstrated, and is accomplished through a thoughtful process of detailing, developing, and creating a job description.

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LAW ENFORCEMENT JOB DESCRIPTION QUESTIONNAIRE

Instructions: Complete the following questionnaire for the current or proposed job position. Please return the form to the job description coordinator for review. As job functions and duties continuously evolve, it is important for job descriptions to be updated.

NAME: _____ **DATE:** _____

POSITION TITLE: _____

DEPARTMENT: _____

SUPERVISOR (Title): _____

JOB SUMMARY: Briefly describe the *essential functions* of this position: _____

SPECIFIC DUTIES: List the specific duties and responsibilities necessary to perform the job. Describe each duty, limiting excessive detail, starting with the most important to the least important. At the end of each paragraph include the approximate percentage of time involved in performing the function.

Duty 1: _____

Duty 2: _____

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JOB ANALYSIS OF LAW ENFORCEMENT TASKS

Analysis of Tasks Related to Peace Officer Training

In 1994, the Board on Law Enforcement Officer Standards and Training (BLEOST), Mississippi Department of Public Safety, asked the Systems Design Group to conduct a job task analysis for the *position of law enforcement officer and validation of recruit training and testing in the State of Mississippi*. OSS - Law Enforcement Advisors® [OSS] worked with Mississippi Department of Public Safety in 2003 to revise and update this task analysis. OSS again updated this data during early 2006, and included task requirements for officers working in other states.

This list of tasks should be considered in relation to training and the setting of learning objectives for a basic law enforcement officer. These tasks are not listed in order of importance or frequency.

1. Activate emergency equipment and direct offending vehicle out of moving traffic to execute traffic stop
2. Administer cardiopulmonary resuscitation (CPR)
3. Administer field sobriety tests
4. Administer mouth-to-mouth resuscitation
5. Advise appropriate agency of traffic engineering needs
6. Advise business people about ways to secure their facilities
7. Advise crime victims of the procedures to pursue prosecution
8. Advise crime victims on procedures to file claim, e.g., victims assistance program
9. Advise persons of constitutional rights
10. Advise residents about ways to make their homes more secure
11. Advise vehicle owners to remove abandoned vehicles
12. Analyze and compare incidents for similarity of modus operandi (M.O.)
13. Analyze crime scene to determine need for specialist processing
14. Analyze weather and road conditions to assess need for emergency equipment such as snowplows, sand trucks, etc.
15. Apply basic aid for choking, e.g. Heimlich Maneuver
16. Apply basic first aid to injured persons
17. Apprehend and place juvenile offenders in custody
18. Arrest DUI suspects
19. Arrest persons with a warrant
20. Arrest persons without a warrant
21. Arrest reckless operators
22. Assess need for and organize emergency assistance for traffic accident (e.g., wrecker, ambulance, sand truck)
23. Assess value of property seized
24. Assist attachment of property under court order, e.g., vehicle repossession
25. Assist elderly or disabled persons with mobility problems
26. Assist prisoners to contact legal counsel, i.e. phone access

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GENERAL DUTIES & POSITION REQUIREMENTS FOR LAW ENFORCEMENT OFFICERS

All commissioned peace officer positions build on the basic duties and position requirements of a *sworn law enforcement officer*. When preparing your agencies job descriptions, first adjust the duties and requirements to your agencies unique needs. Once established, it will not be necessary to list these requirements for more senior positions, except by reference.

In the event an item on this basic peace officer listing *does not* apply to a particular job, note it on the job description as an *exception*.

GENERAL DUTIES:

Sworn law enforcement officers of «Insert_LE_Agency» are required to:

1. Provide general law enforcement services to those within the jurisdictional limits of the agency;
2. Preserve public peace;
3. Protect life;
4. Protect property;
5. Prevent crime;
6. Protect the constitutional rights of all persons encountered or arrested;
7. Formally advise all suspects of their rights as assured by U.S. Constitution, and upon request provide those rights accordingly;
8. Provide equal protection for all;
9. Use force sparingly and only when necessary to effect a lawful end;
10. Enforce the laws of the state and other applicable ordinances;
11. Arrive to work at a specified time in full regulation uniform, unless otherwise instructed;
12. Protect persons and property that may come under your charge or custody;
13. Be on duty in the prescribed uniform, and be mentally, emotionally and physically prepared to perform all required duties;
14. Remain on duty and fully conscious until the expiration of the shift, and/or relieved by a supervisor;
15. Maintain a clean and professional appearance while on duty;
16. Complete, and turn in before the end of each tour of duty, all reports and necessary paperwork;
17. Maintain sensitivity and provide equality to all races, religions, sexes, and cultural groups;
18. Establish and maintain positive, effective working relationships with co-workers, supervisors, other agencies, and the public;

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ESSENTIAL FUNCTIONS FOR ENTRY LEVEL LAW ENFORCEMENT OFFICERS

The following *essential functions* were determined after the *Analysis of Law Enforcement Tasks*¹ was compiled and rated according to *frequency* and *urgency* by several different agencies, experts, and officers throughout the State of Mississippi. In addition, after the original task analysis was completed, the law enforcement advisors of OSS - Law Enforcement Advisors® [OSS] revised and updated tasks, texts, titles, and issues to include current law enforcement operational practices.

1. Essential Function – Speak, Write, and Read Reports; & Comprehend Other Documents & Persons

- a). Read, write, speak, and comprehend the English language;
- b). Read, comprehend, and follow local, state, and federal laws; agency policies and procedures;
- c). Read Constitutional and Miranda Warnings to suspects at time of arrest or prior to interrogation;
- d). Prepare misdemeanor and felony-related paperwork, such as Felony Arrest Package, Custody Form, and Officer's Statement;
- e). Summarize in writing the statements of witnesses and complainants;
- f). Read penal and criminal codes, codes of criminal procedure, law books, constitutional warning cards, and reports;
- g). Conduct research;
- h). Identify elements of a crime and present elements in reports;
- i). Read court and legal papers to determine meaning and proper law enforcement response, such as domestic violence orders, and restraining orders;
- j). Use commercial telephones, cellular phones, loud speaker systems, and light signaling devices; &
- k). Use base station, patrol car, and portable radios to report and respond to calls for service, and communicate with others.

2. Essential Function - Handle Human Relations Problems

- a). Understand, explain, and apply *code of ethics*, and *Peel's Principles of Policing*;
- b). Understand and apply high ethical and moral standards of conduct when dealing with citizens, arrestees, witnesses, and fellow officers;

¹ The Mississippi Department of Safety, Officer Standards and Training conducted a comprehensive, statewide task analysis, and identified the "essential tasks" which comprise the work of entry-level law enforcement officers. This listing was updated by law enforcement advisors of OSS - Law Enforcement Advisors® based on experience and interaction with various state agencies, officers, law enforcement leaders, and risk managers.

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EQUIPMENT USED TO PERFORM ESSENTIAL LAW ENFORCEMENT OFFICER TASKS

The following is a listing, frequently used by officers to perform basic peace officer duties. Items are listed alphabetically, and not in order of importance.

1. Alley light
2. Ammunition for service revolver or autoloader pistol, & shotgun
3. Automobile
4. Barrier tape
5. Baton, expandable baton, or PR-24
6. Binoculars
7. Blood-borne pathogen protection equipment
8. Body armor (hidden or exterior vest)
9. Camera
10. Civil disturbance equipment – helmet, vest, shield, & baton
11. Computer terminal
12. Constitutional or Miranda Warning Card
13. Electronic control device - Tazer
14. Evidence bags, tape, & tags
15. Fire extinguisher or fire suppression agents
16. First aid kit
17. Flashlight
18. Flexi cuffs
19. Foul weather and rain gear, depending on climate
20. Gas or chemical agent dispenser (Personal)
21. Gas or chemical agent protection mask
22. Gas or chemical decontamination equipment
23. Gasoline Pump
24. Handcuffs
25. Hand-held police radio (walkie-talkie)
26. Leg irons or restraints
27. Lights and sirens

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OVERVIEW OF LAW ENFORCEMENT JOB DESCRIPTION SAMPLES

You will find in this workbook draft job descriptions for a small or mid-size law enforcement department. Typically such departments have less than 200 sworn officers serving in various capacities. Although there are many commonalities among local law enforcement agencies, no two departments are exactly alike.

In establishing a base point from which to proceed, criminalist, law enforcement executives, and risk managers working on this project established two *staffing structures*, which you will find under the tab titled *Model Staffing Structures*. There is one staffing structure for a typical police department, and a similar structure for a Sheriff's Office. These are generally good organizational structure for a 40-200 officer agencies. Depending on the management and operational approach, some of the positions indicated may be filled by *non-sworn or contract personnel*.

Within this organizational approach, you will find the agency led by a Chief of Police or Sheriff and supported by two captains. In the case of the Sheriff's Office, we made provisions for a Chief Deputy. In these models, one captain is in charge of uniformed services and the other charged with other supporting elements of the department. In our model there is no assistant chief, as the two captains are encouraged to grow in experience, training, and leadership, and are both capable of leading the department in the absence of the chief.

There are no dispatchers in our model department, as we assumed, routine dispatch and 911 is performed outside of the department as a part of a local 911-community system.

For policies, procedures, and job descriptions for communications operations or other specialized duties, or to assist your community in assessing its law enforcement needs contact OSS – Law Enforcement Advisors® [OSS]. [See: the *Contact Page* in the front of this handbook].

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**«Insert_LE_Agency»
Law Enforcement Job Description**

Position Title: Sworn Law Enforcement Officer	Job Description Number: 9.00
Salary Range:	Supervised By: FTO & Sergeant

ESSENTIAL FUNCTIONS

In order to fulfill the mission, goals and objectives of «Insert_LE_Agency», officers and employees must have the ability to perform a variety of duties that are *essential* to the position. Therefore, all individuals applying for a sworn officer position will initially meet and maintain the following *Essential Function* sections as detailed in the *Essential Functions for Entry Level Law Enforcement Officers* to include:

1. Section 1 - Speak, Write, and Read Reports & Comprehend Other Documents;
2. Section 2 - Handle Human Relations Problems;
3. Section 3 - Engage in Physical Activities;
4. Section 4 - Operate Patrol Vehicle;
5. Section 5 - Enforce Traffic Laws and Manage Traffic Accidents;
6. Section 6 - Arrest and Detain Persons;
7. Section 7 - Use Physical Force to Control Persons;
8. Section 8 - Use Deadly Force;
9. Section 9 - Conduct Search and Seizure;
10. Section 10 - Protect Crime Scene and Collect Evidence and Information;
11. Section 11 - Conduct Initial Investigations of Various Crimes and Events;
12. Section 12 - Provide Emergency Assistance; &
13. Section 13 - Present Testimony.

An applicant for the position of sworn law enforcement officer within «Insert_LE_Agency» that cannot perform these essential tasks will not be accepted. A current employee in the position of a sworn officer who is no longer able to comply with the requirements of «Insert_LE_Agency» will be referred to the administration.

POSITION REQUIREMENTS:

Individuals seeking employment with «Insert_LE_Agency» as a sworn law enforcement officer must:

1. Be a United States citizen;
2. Be a resident of «state», or become a resident within ninety [90] days of employment;
3. Be at least twenty-one [21] years of age;
4. Possess a valid «state» Driver License;

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**«Insert_LE_Agency»
Law Enforcement Job Description**

Position Title: Chief Deputy	Job Description Number: 9.02
Salary Range:	Supervised By: Sheriff

ESSENTIAL FUNCTIONS

To fulfill the mission, goals, and objectives of the Sheriff and «Insert_LE_Agency», officers and employees must have the ability to perform a variety of duties that are essential to the positions they fill. Therefore, individuals considered by the Sheriff for the position of Chief Deputy will initially meet and maintain the same Essential Functions as those described under *Essential Functions for Entry Level Law Enforcement Officers*. They are:

1. Section 1 - Speak, Write, and Read Reports and Comprehend Other Documents;
2. Section 2 - Handle Human Relations Problems;
3. Section 3 - Engage in Physical Activities;
4. Section 4 - Operate Patrol Vehicle;
5. Section 5 - Enforce Traffic Laws and Manage Traffic Accidents;
6. Section 6 - Arrest and Detain Persons;
7. Section 7 - Use Physical Force to Control Persons;
8. Section 8 - Use Deadly Force;
9. Section 9 - Conduct Search and Seizure;
10. Section 10 - Protect Crime Scene and Collect Evidence and Information;
11. Section 11 - Conduct Initial Investigations of Various Crimes and Events;
12. Section 12 - Provide Emergency Assistance; &
13. Section 13 - Present Testimony.

An individual considered for the position of Chief Deputy for «Insert_LE_Agency» that cannot perform these essential tasks is unacceptable. An employee in the position of Chief Deputy who is no longer able to comply with the requirements of «Insert_LE_Agency» will be evaluated by the Sheriff.

POSITION REQUIREMENTS:

The Chief Deputy meets the same basic requirements of those individuals seeking employment with «Insert_LE_Agency» as a sworn law enforcement officer must:

1. Be a United States citizen;
2. Be a resident of «state», or become a resident within ninety [90] days of employment;
3. Be at least twenty-one [21] years of age;

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**«Insert_LE_Agency»
Law Enforcement Job Description**

Position Title: Chief of Police	Job Description Number: 9.03
Salary Range:	Supervised By: Mayor & City Council

ESSENTIAL FUNCTIONS

To fulfill the mission, goals, and objectives of «Insert_LE_Agency», officers and employees must have the ability to perform a variety of duties that are essential to the positions they fill. Therefore, individuals applying for the position of Chief of Police will initially meet and maintain at a minimum the same Essential Functions as those described under *Essential Functions for Entry Level Law Enforcement Officers*. They are:

1. Section 1 - Speak, Write, and Read Reports and Comprehend Other Documents;
2. Section 2 - Handle Human Relations Problems;
3. Section 3 - Engage in Physical Activities;
4. Section 4 - Operate Patrol Vehicle;
5. Section 5 - Enforce Traffic Laws and Manage Traffic Accidents;
6. Section 6 - Arrest and Detain Persons;
7. Section 7 - Use Physical Force to Control Persons;
8. Section 8 - Use Deadly Force;
9. Section 9 - Conduct Search and Seizure;
10. Section 10 - Protect Crime Scene and Collect Evidence and Information;
11. Section 11 - Conduct Initial Investigations of Various Crimes and Events;
12. Section 12 - Provide Emergency Assistance; &
13. Section 13 - Present Testimony.

POSITION REQUIREMENTS:

All persons seeking employment as the Chief of Police with «Insert_LE_Agency» must:

1. Be a United States citizen;
2. Be a resident of «state», or become a resident within ninety [90] days of employment;
3. Be at least twenty-one [21] years of age;
4. Possess a valid «state» Driver License;
5. Never have been convicted of a *felony*, or a *misdemeanor involving moral turpitude*;
6. Be free of misdemeanor convictions for the last twelve [12] months;
7. Have no previous or current charges of *driving while Intoxicated* or *driving under the Influence of drugs or alcohol*;

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**«Insert_LE_Agency»
Law Enforcement Job Description**

Position Title: Compliance Officer	Job Description Number: 9.04
Salary Range:	Supervised By: «Approval_Title»

ESSENTIAL FUNCTIONS

To fulfill the mission, goals, and objectives of «Insert_LE_Agency», officers and employees must have the ability to perform a variety of duties that are *essential* to the positions they fill. Therefore, individuals applying for the position of Compliance Officer will initially meet and maintain the same *Essential Functions* as those described under *Essential Functions for Entry Level Law Enforcement Officers*. They are:

1. Section 1 - Speak, Write, and Read Reports and Comprehend Other Documents;
2. Section 2 - Handle Human Relations Problems;
3. Section 3 - Engage in Physical Activities;
4. Section 4 - Operate Patrol Vehicle;
5. Section 5 - Enforce Traffic Laws and Manage Traffic Accidents;
6. Section 6 - Arrest and Detain Persons;
7. Section 7 - Use Physical Force to Control Persons;
8. Section 8 - Uses Deadly Force;
9. Section 9 - Conduct Search and Seizure;
10. Section 10 - Protect Crime Scene and Collect Evidence and Information;
11. Section 11 - Conduct Initial Investigations of Various Crimes and Events;
12. Section 12 - Provide Emergency Assistance; &
13. Section 13 - Present Testimony.

An applicant for the position of Compliance Officer within «Insert_LE_Agency» that cannot perform these essential tasks is not acceptable. A current employee in the position of Compliance Officer who is no longer able to comply with the requirements of «Insert_LE_Agency» will be referred to administration for appropriate action.

POSITION REQUIREMENTS:

Individuals seeking employment with «Insert_LE_Agency», and filling the position of Compliance Officer must:

1. Be a United States citizen;
2. Be a resident of «state», or become a resident within ninety [90] days of employment;
3. Be at least twenty-one [21] years of age;
4. Possess a valid «state» Driver License;

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7. Formally advise all suspects of their rights as assured by U.S. Constitution, and upon request provide those rights accordingly;
8. Provide equal protection for all;
9. Use force sparingly and only when necessary to effect a lawful end;
10. Enforce the laws of the state and other applicable ordinances;
11. Arrive to work at a specified time in full regulation uniform, unless otherwise instructed;
12. Protect persons and property that may come under your charge or custody;
13. Be on duty in the prescribed uniform, and be mentally, emotionally and physically prepared to perform all required duties;
14. Remain on duty and fully conscious until the expiration of the shift, and/or relieved by a supervisor;
15. Maintain a clean and professional appearance while on duty;
16. Complete, and turn in before the end of each tour of duty, all reports and necessary paperwork;
17. Maintain sensitivity and provide equality to all races, religions, sexes, and cultural groups;
18. Establish and maintain positive, effective working relationships with co-workers, supervisors, other agencies, and the public;
19. Set an professional example for other officers and employees of the agency;
20. Attend and complete all required training and demonstrations of proficiency;
21. Establish and maintain liaison with local, county, state, federal agencies, and public officials; &
22. Establish a Quality Assurance [QA] Program for the agency that conducts monthly sampling of agency performance criteria, and formally report finding to the Captains and «Approval_Title» regarding findings; &
23. Abide by all lawful policies and procedures, orders, and instructions issued by superiors of «Insert_LE_Agency».

SPECIFIC DUTIES:

In addition to the general duties required, the Compliance Officer will perform the following specific duties. Deviations from the duties within this job description are subject to the prior written approval of the «Approval_title». The Compliance Officer will:

1. Upon assuming duties each shift, review general orders, *post orders*, *directives*, and *policies* and *policies and procedures* for recent changes;
2. Respond to dispatch orders without unnecessary delay;
3. Conduct internal investigations and coordinate investigations with other local, state, or federal agencies concerning allegations or suspicions of criminal acts, violation of ethics, standards, or policies and procedures of the agency alleged to have been committed by an employee of the agency;
4. Coordinate with the district attorney, state, and federal agencies on crimes alleged to have been committed by officers and employees of the department;

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**«Insert_LE_Agency»
Law Enforcement Job Description**

Position Title: Lieutenant	Job Description Number: 9.07
Salary Range:	Supervised By: Captain

ESSENTIAL FUNCTIONS

To fulfill the mission, goals, and objectives of «Insert_LE_Agency», officers, employees, and supervisors must have the ability to perform a variety of duties that are *essential* to the positions they fill. Therefore, individuals applying for the position of Sergeant will initially meet and maintain the same *Essential Functions* as those described under *Essential Functions for Entry Level Law Enforcement Officers*. They are:

1. Section 1 – Speak, Write, and Read Reports and Comprehend Other Documents;
2. Section 2 – Handle Human Relations Problems;
3. Section 3 – Engage in Physical Activities;
4. Section 4 – Operate Patrol Vehicle;
5. Section 5 – Enforce Traffic Laws and Manage Traffic Accidents;
6. Section 6 – Arrest and Detain Persons;
7. Section 7 – Use Physical Force to Control Persons;
8. Section 8 – Uses Deadly Force;
9. Section 9 – Conduct Search and Seizure;
10. Section 10 – Protect Crime Scene and Collect Evidence and Information;
11. Section 11 – Conduct Initial Investigations of Various Crimes and Events;
12. Section 12 – Provide Emergency Assistance; &
13. Section 13 – Present Testimony.

An applicant for a position of Lieutenant within «Insert_LE_Agency» that cannot perform these essential tasks is not acceptable. A current employee in the position of Lieutenant who is no longer able to comply with the requirements of «Insert_LE_Agency» will be referred to administration for appropriate action.

POSITION REQUIREMENTS:

Individuals seeking employment with «Insert_LE_Agency» as a sworn law enforcement officer or supervisor must:

1. Be a United States citizen;
2. Be a resident of «state», or become a resident within ninety [90] days of employment;
3. Be at least twenty-one [21] years of age;
4. Possess a valid «state» Driver License;

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5. Never have been convicted of a *felony*, or a *misdemeanor involving moral turpitude*;
6. Be free of misdemeanor convictions for the last twelve [12] months;
7. Have no previous or current charges of *driving while Intoxicated* or *driving under the Influence of drugs or alcohol*;
8. Be subject to a thorough background investigation and personal interviews by agency personnel;
9. If served in the armed forces of any country, demonstrate stability, reliability, and integrity, by having an Honorable Discharge [*Dishonorable or General* discharges are not acceptable];
10. Demonstrate a *good* financial credit rating for the last five [5] years;
11. Demonstrate reading and comprehension skills in the English language to at least the 12th grade level through interviews and written demonstration of proficiency;
12. Demonstrate honesty and integrity by successfully completing pre-employment polygraph and drug testing;
13. Be free from illegal drug use, or legal drugs that impair mental or physical performance, for the past 5 years, as determined by interview, medical, or polygraph testing;
14. Be fingerprinted and subjected to a search of local, state, and national records and fingerprint files;
15. Undergo *physical* and *psychological* assessments by licensed professionals. If a physician or mental health professional identifies conditions that impede or prevent the individual from performing the essential tasks of this position, the applicant may not be eligible for employment as a law enforcement officer with «Insert_LE_Agency» until such time as the issue or condition is resolved to the satisfaction of the original professional;
16. Meet academic and physical requirements for completion of the law enforcement officers' course and certification, as required by the state, or have successfully completed the required peace officer academy training; &
17. Maintain a license as a law enforcement or peace officer as defined by the state statute, rules, and regulations.

GENERAL DUTIES:

Sworn law enforcement supervisors of «Insert_LE_Agency» are required to:

1. Directly and indirectly supervise others in carrying out the law enforcement function, in strict compliance with the policies and procedures of the agency;
2. Provide general law enforcement services to those within the jurisdictional limits of the agency;
3. Preserve public peace;
4. Protect life;
5. Protect property;
6. Prevent crime;

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**«Insert_LE_Agency»
Law Enforcement Job Description**

Position Title: Lockup or Jail Officer	Job Description Number: 9.08
Salary Range:	Supervised By: Shift Lieutenant or Sergeant

ESSENTIAL FUNCTIONS:

This duty position is for officers performing *temporary or short-term* supervision of detainees in other than county jails. For *certified jailer* and other jail staff job descriptions and essential tasks refer to the jail workbook.¹

To fulfill the mission, goals, and objectives of «Insert_LE_Agency», officers and employees must have the ability to perform a variety of detention and support functions that are *essential* to the positions they fill. Therefore, individuals applying for or performing jailer or lockup officer duties must meet and maintain some or all of the essential *functions* described in *Essential Functions of an Entry Level Jailers*. Functional sections that relate directly to this position include:

- A. Section 1 – Speak, Write, & Read Reports; & Comprehend Other Documents & Persons
- B. Section 2 - Handle Human Relations Problems;
- C. Section 3 - Engage in Physical Activities;
- D. Section 4 – Operate Transport Vehicles;
- E. Section 5 - Supervise Detained & Other Persons;
- F. Section 6 - Use Physical Force to Control Persons;
- G. Section 7 - Uses Deadly Force;
- H. Section 8 - Conduct Searches & Seizures;
- I. Section 9 - Conduct Inquiries Into Observed or Reported Disciplinary & Criminal Activity
- J. Section 10 - Provide Basic & Emergency Health Support; &
- K. Section 11 - Incident Scene Control & Present Testimony.

An applicant for the position of Jailer or Lockup Officer within «Insert_LE_Agency» that cannot perform these essential tasks will not be accepted or retained in the position. A current employee in this position who is not able to demonstrate proficiency in performance of these tasks will be referred to «Insert_LE_Agency» administration for appropriate action.

POSITION REQUIREMENTS:

¹ OSS Law Enforcement Job Description Workbook©. See the *contact page* for more information about acquiring a copy of this workbook.

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All persons seeking employment as a Jailer or Lockup Officer with «Insert_LE_Agency» must:

1. Be a United States citizen;
2. Be a resident of «state», or become a resident within ninety [90] days of employment;
3. Be at least twenty-one [21] years of age;
4. Possess a valid «state» Driver License;
5. Never have been convicted of a *felony*, or a *misdemeanor involving moral turpitude*;
6. Be free of misdemeanor convictions for the last twelve [12] months;
7. Have no previous or current charges of *driving while Intoxicated* or *driving under the Influence of drugs or alcohol*;
8. Be subject to a thorough background investigation and personal interviews by agency personnel;
9. If served in the armed forces of any country, demonstrate stability, reliability, and integrity, by having an Honorable Discharge [*Dishonorable or General* discharges are not acceptable];
10. Demonstrate a *good* financial credit rating for the last five [5] years;
11. Demonstrate reading and comprehension skills in the English language to at least the 10th grade level through interviews and written demonstration of proficiency;
12. Demonstrate honesty and integrity by successfully completing pre-employment polygraph and drug testing;
13. Be free from illegal drug use, or legal drugs that impair mental or physical performance, for the past 5 years, as determined by interview, medical, or polygraph testing;
14. Be fingerprinted and subjected to a search of local, state, and national records and fingerprint files;
15. Undergo *physical* and *psychological* assessments by licensed professionals. If a physician or mental health professional identifies conditions that impede or prevent the individual from performing the essential tasks of this position, the applicant may not be eligible for employment as a law enforcement officer with «Insert_LE_Agency» until such time as the issue or condition is resolved to the satisfaction of the original professional;
16. Meet academic and physical requirements for completion of the Jailer's Course and certification, as required by the state, or have successfully completed the required peace officer academy training; &
17. Maintain a license as a law enforcement, peace officer, or jailer as defined by the state statute, rules, and regulations.

GENERAL DUTIES:

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**«Insert_LE_Agency»
Law Enforcement Job Description**

Position Title: Narcotics Investigator	Job Description Number: 9.09
Salary Range:	Supervised By: Narcotics Sergeant

ESSENTIAL FUNCTIONS

To fulfill the mission, goals, and objectives of «Insert_LE_Agency», officers and employees must have the ability to perform a variety of duties that are *essential* to the positions they fill. Therefore, individuals applying for the position of Narcotics Investigator will meet and maintain the same *Essential Functions* as those described under *Essential Functions for Entry Level Law Enforcement Officers*. They are:

1. Section 1 - Speak, Write, and Read Reports and Comprehend Other Documents;
2. Section 2 - Handle Human Relations Problems;
3. Section 3 - Engage in Physical Activities;
4. Section 4 - Operate Patrol Vehicle;
5. Section 5 - Enforce Traffic Laws and Manage Traffic Accidents;
6. Section 6 - Arrest and Detain Persons;
7. Section 7 - Use Physical Force to Control Persons;
8. Section 8 - Use Deadly Force;
9. Section 9 - Conduct Search and Seizure;
10. Section 10 - Protect Crime Scene and Collect Evidence and Information;
11. Section 11 - Conduct Initial Investigations of Various Crimes and Events;
12. Section 12 - Provide Emergency Assistance; &
13. Section 13 - Present Testimony.

An applicant for the position of Narcotics Investigator within «Insert_LE_Agency» that cannot perform these essential tasks is not accepted. A current employee in the position of Investigator who is no longer able to comply with the requirements of «Insert_LE_Agency» will be referred to administration for appropriate action.

POSITION REQUIREMENTS:

Individuals seeking employment with «Insert_LE_Agency» as a sworn law enforcement officer and investigator must:

1. Be a United States citizen;
2. Be a resident of «state», or become a resident within ninety [90] days of employment;
3. Be at least twenty-one [21] years of age;
4. Possess a valid «state» Driver License;

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5. Never have been convicted of a *felony or misdemeanor involving moral turpitude*;
6. Be free of misdemeanor convictions for the last twelve [12] months;
7. Have no previous or current charges of *driving while Intoxicated* or *driving under the Influence of drugs or alcohol*;
8. Be subject to a thorough background investigation and personal interviews by agency personnel;
9. If served in the armed forces of any country, demonstrate stability, reliability, and integrity, by having an Honorable Discharge [*Dishonorable or General* discharges are not acceptable];
10. Demonstrate a *good* financial credit rating for the last five [5] years;
11. Demonstrate reading and comprehension skills in the English language to at least the 12th grade level through interviews and written demonstration of proficiency;
12. Demonstrate honesty and integrity by successfully completing pre-employment polygraph and drug testing;
13. Be free from illegal drug use, or legal drugs that impair mental or physical performance, for the past 5 years, as determined by interview, medical, or polygraph testing;
14. Be fingerprinted and subjected to a search of local, state, and national records and fingerprint files;
15. Undergo *physical* and *psychological* assessments by licensed professionals. If a physician or mental health professional identifies conditions that impede or prevent the individual from performing the essential tasks of this position, the applicant may not be eligible for employment as a law enforcement officer with «Insert_LE_Agency» until such time as the issue or condition is resolved to the satisfaction of the original professional;
16. Meet academic and physical requirements for completion of the law enforcement officers' course and certification, as required by the state, or have successfully completed the required peace officer academy training; &
17. Maintain a license as a law enforcement or peace officer as defined by the state statute, rules, and regulations.

GENERAL DUTIES:

Sworn law enforcement officers and investigators of «Insert_LE_Agency» are required to:

1. Provide general law enforcement services to those within the jurisdictional limits of the agency;
2. Preserve public peace;
3. Protect life;
4. Protect property;
5. Prevent crime;
6. Protect the constitutional rights of all persons encountered or arrested;

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**«Insert_LE_Agency»
Law Enforcement Job Description**

Position Title: Sergeant	Job Description Number: 9.13
Salary Range:	Supervised By:

ESSENTIAL FUNCTIONS

To fulfill the mission, goals, and objectives of «Insert_LE_Agency», officers, employees, and supervisors must have the ability to perform a variety of duties that are *essential* to the positions they fill. Therefore, individuals applying for the position of Sergeant will initially meet and maintain the same *Essential Functions* as those described under *Essential Functions for Entry Level Law Enforcement Officers*. They are:

1. Section 1 – Speak, Write, and Read Reports and Comprehend Other Documents;
2. Section 2 – Handle Human Relations Problems;
3. Section 3 – Engage in Physical Activities;
4. Section 4 – Operate Patrol Vehicle;
5. Section 5 – Enforce Traffic Laws and Manage Traffic Accidents;
6. Section 6 – Arrest and Detain Persons;
7. Section 7 – Use Physical Force to Control Persons;
8. Section 8 – Uses Deadly Force;
9. Section 9 – Conduct Search and Seizure;
10. Section 10 – Protect Crime Scene and Collect Evidence and Information;
11. Section 11 – Conduct Initial Investigations of Various Crimes and Events;
12. Section 12 – Provide Emergency Assistance; &
13. Section 13 – Present Testimony.

An applicant for a position of Sergeant within «Insert_LE_Agency» that cannot perform these essential tasks is not acceptable. A current employee in the position of Sergeant who is no longer able to comply with the requirements of «Insert_LE_Agency» will be referred to administration for appropriate action.

POSITION REQUIREMENTS:

Individuals seeking employment with «Insert_LE_Agency» as a sworn law enforcement officer or supervisor must:

1. Be a United States citizen;
2. Be a resident of «state», or become a resident within ninety [90] days of employment;
3. Be at least twenty-one [21] years of age;
4. Possess a valid «state» Driver License;

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5. Never have been convicted of a *felony*, or a *misdemeanor involving moral turpitude*;
6. Be free of misdemeanor convictions for the last twelve [12] months;
7. Have no previous or current charges of *driving while Intoxicated* or *driving under the Influence of drugs or alcohol*;
8. Be subject to a thorough background investigation and personal interviews by agency personnel;
9. If served in the armed forces of any country, demonstrate stability, reliability, and integrity, by having an Honorable Discharge [*Dishonorable or General* discharges are not acceptable];
10. Demonstrate a *good* financial credit rating for the last five [5] years;
11. Demonstrate reading and comprehension skills in the English language to at least the 12th grade level through interviews and written demonstration of proficiency;
12. Demonstrate honesty and integrity by successfully completing pre-employment polygraph and drug testing;
13. Be free from illegal drug use, or legal drugs that impair mental or physical performance, for the past 5 years, as determined by interview, medical, or polygraph testing;
14. Be fingerprinted and subjected to a search of local, state, and national records and fingerprint files;
15. Undergo *physical* and *psychological* assessments by licensed professionals. If a physician or mental health professional identifies conditions that impede or prevent the individual from performing the essential tasks of this position, the applicant may not be eligible for employment as a law enforcement officer with «Insert_LE_Agency» until such time as the issue or condition is resolved to the satisfaction of the original professional;
16. Meet academic and physical requirements for completion of the law enforcement officers' course and certification, as required by the state, or have successfully completed the required peace officer academy training; &
17. Maintain a license as a law enforcement or peace officer as defined by the state statute, rules, and regulations.

GENERAL DUTIES:

Sworn law enforcement supervisors of «Insert_LE_Agency» are required to:

1. Directly and indirectly supervise others in carrying out the law enforcement function, in strict compliance with the policies and procedures of the agency;
2. Provide general law enforcement services to those within the jurisdictional limits of the agency;
3. Preserve public peace;
4. Protect life;
5. Protect property;
6. Prevent crime;

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**«Insert_LE_Agency»
Law Enforcement Job Description**

Position Title: Sheriff	Job Description Number: 9.14
Salary Range:	Supervised By: Voters

ESSENTIAL FUNCTIONS

To fulfill the mission, goals, and objectives of «Insert_LE_Agency», officers and employees must have the ability to perform a variety of duties that are essential to the positions they fill. These Essential Functions do not apply directly to the Sheriff as an elected official; however, they do provide a basis for selection of staff and officer personnel that will carry out the mandate, instructions, and policies and procedures of the Sheriff. When an elected Sheriff performs direct law enforcement or duties normally associated with task assigned to a law enforcement or jail officer, he or she is held at least to the standards as other law enforcement personnel. These standards are:

1. Section 1 - Speak, Write, and Read Reports and Comprehend Other Documents;
2. Section 2 - Handle Human Relations Problems;
3. Section 3 - Engage in Physical Activities;
4. Section 4 - Operate Patrol Vehicle;
5. Section 5 - Enforce Traffic Laws and Manage Traffic Accidents;
6. Section 6 - Arrest and Detain Persons;
7. Section 7 - Use Physical Force to Control Persons;
8. Section 8 - Uses Deadly Force;
9. Section 9 - Conduct Search and Seizure;
10. Section 10 - Protect Crime Scene and Collect Evidence and Information;
11. Section 11 - Conduct Initial Investigations of Various Crimes and Events;
12. Section 12 - Provide Emergency Assistance; &
13. Section 13 - Present Testimony.

POSITION REQUIREMENTS:

The position of Sheriff is an *elected position* by popular vote of the electorate, and oversees the operation of «Insert_LE_Agency». Position requirements for the position of Sheriff is set by State Constitution, and provisions of the County.

GENERAL DUTIES:

The elected Sheriff sets the general and specific duties of the office. However, practical *needs and wants* of the community dictate that a reasonable and reasoning elected official holding the Office of Sheriff will:

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1. Serve as the top law enforcement in the County;
2. Design and recommend the operating budgets for the office;
3. Determine office objective, goal, and time-table within the parameters of budget and other constraints;
4. Set the moral and ethical compass, and standards for officers and employees;
5. Establish a *code of ethics*;
6. Establish and maintains written *policies and procedures*;
7. Hire and disciplines deputies and staff;
8. Supervise the operations of the County Jail, inmate work programs, and other detention related operations;
9. Liaison with local, state, and federal law enforcement and detention agencies; &
10. Act as the primary spokes person for the Office of Sheriff.

SPECIFIC DUTIES:

In addition to the general duties required, the Sheriff of «citycounty» performs the following specific duties. Deviations from the duties within this job description are subject to prior written approval of the county board. The Sheriff will:

1. Manage, direct, and maintain peace and order in the «citycounty» through the law enforcement functions of the office, and the authority vested in an elected Sheriff;
2. Review daily activity logs and reports, and determine if changes are needed to *general orders, post orders, directives, and policies or policies*;
3. Develop, periodically review, and implement office philosophy, policies and procedures, and standards;
4. Maintain and enforce adherence to state law, office philosophy, policies and procedures, and standards;
5. Oversee the operations of the office staff and employees;
6. Set and maintain the high standards of fairness, attention to duty, and accomplishment of the mission;
7. Maintain quality public relations;
8. Develop, submit for approval, oversee expenditures, and show accountability for the office budget;
9. Establish and maintain liaison with local, county, state, and federal agencies;
10. Oversee development, implementation, and management of an integrated crisis management plan which incorporates action by the office;
11. Oversee development, implementation, and management of an ongoing *quality assurance* program designed to evaluate the office's delivery of law enforcement services to the county;
12. Make presentations to supervisors, boards, commissions, civic groups, and the general public;
13. Delegate office authority and duties;

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**«Insert_LE_Agency»
Law Enforcement Job Description**

Position Title: Support Services Division, Captain	Job Description Number: 9.15
Salary Range:	Supervised By: «Approval_Title»

ESSENTIAL FUNCTIONS

To fulfill the mission, goals, and objectives of «Insert_LE_Agency», officers and employees must have the ability to perform a variety of duties that are *essential* to the positions they fill. Therefore, individuals applying for the position of Captain of Support Services Division will initially meet and maintain the same *Essential Functions* as those described under *Essential Functions for Entry Level Law Enforcement Officers*. They are:

1. Section 1 - Speak, Write, and Read Reports and Comprehend Other Documents;
2. Section 2 - Handle Human Relations Problems;
3. Section 3 - Engage in Physical Activities;
4. Section 4 - Operate Patrol Vehicle;
5. Section 5 - Enforce Traffic Laws and Manage Traffic Accidents;
6. Section 6 - Arrest and Detain Persons;
7. Section 7 - Use Physical Force to Control Persons;
8. Section 8 - Uses Deadly Force;
9. Section 9 - Conduct Search and Seizure;
10. Section 10 - Protect Crime Scene and Collect Evidence and Information;
11. Section 11 - Conduct Initial Investigations of Various Crimes and Events;
12. Section 12 - Provide Emergency Assistance; &
13. Section 13 - Present Testimony.

An applicant for the position of Support Services Division Captain within «Insert_LE_Agency» that cannot perform these essential tasks will not be accepted. A current employee in the position of Captain who is no longer able to comply with the requirements of «Insert_LE_Agency» will be referred to the «Approval_Title» for appropriate action.

POSITION REQUIREMENTS:

Individuals seeking employment with «Insert_LE_Agency» as a sworn law enforcement officer must:

1. Be a United States citizen;
2. Be a resident of «state», or become a resident within ninety [90] days of employment;

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3. Be at least twenty-one [21] years of age;
4. Possess a valid «state» Driver License;
5. Never have been convicted of a *felony*, or a *misdemeanor involving moral turpitude*;
6. Be free of misdemeanor convictions for the last twelve [12] months;
7. Have no previous or current charges of *driving while Intoxicated* or *driving under the Influence of drugs or alcohol*;
8. Be subject to a thorough background investigation and personal interviews by agency personnel;
9. If served in the armed forces of any country, demonstrate stability, reliability, and integrity, by having an Honorable Discharge [*Dishonorable or General* discharges are not acceptable];
10. Demonstrate a *good* financial credit rating for the last five [5] years;
11. Demonstrate reading and comprehension skills in the English language to at least the 14th grade level through interviews and written demonstration of proficiency;
12. Demonstrate honesty and integrity by successfully completing pre-employment polygraph and drug testing;
13. Be free from illegal drug use, or legal drugs that impair mental or physical performance, for the past 5 years, as determined by interview, medical, or polygraph testing;
14. Be fingerprinted and subjected to a search of local, state, and national records and fingerprint files;
15. Undergo *physical* and *psychological* assessments by licensed professionals. If a physician or mental health professional identifies conditions that impede or prevent the individual from performing the essential tasks of this position, the applicant may not be eligible for employment as a law enforcement officer with «Insert_LE_Agency» until such time as the issue or condition is resolved to the satisfaction of the original professional;
16. Meet academic and physical requirements for completion of the law enforcement officers' course and certification, as required by the state, or have successfully completed the required peace officer academy training; &
17. Maintain a license as a law enforcement or peace officer as defined by the state statute, rules, and regulations.

GENERAL DUTIES:

Sworn law enforcement officers of «Insert_LE_Agency» are required to:

1. Provide general law enforcement services to those within the jurisdictional limits of the agency;
2. Preserve public peace;
3. Protect life;
4. Protect property;
5. Prevent crime;

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**«Insert_LE_Agency»
Law Enforcement Job Description**

Position Title: Training Officer	Job Description Number: 9.16
Salary Range:	Supervised By: Support Services Division Captain

ESSENTIAL FUNCTIONS

To fulfill the mission, goals, and objectives of «Insert_LE_Agency», officers and employees must have the ability to perform a variety of duties that are *essential* to the positions they fill. Therefore, individuals applying for the position of Training Officer will initially meet and maintain the same *Essential Functions* as those described under *Essential Functions for Entry Level Law Enforcement Officers*. They are:

1. Section 1 – Speak, Write, and Read Reports & Comprehend Other Documents;
2. Section 2 - Handle Human Relations Problems;
3. Section 3 - Engage in Physical Activities;
4. Section 4 - Operate Patrol Vehicle;
5. Section 5 - Enforce Traffic Laws and Manage Traffic Accidents;
6. Section 6 - Arrest and Detain Persons;
7. Section 7 - Use Physical Force to Control Persons;
8. Section 8 - Uses Deadly Force;
9. Section 9 - Conduct Search and Seizure;
10. Section 10 - Protect Crime Scene and Collect Evidence and Information;
11. Section 11 - Conduct Initial Investigations of Various Crimes and Events;
12. Section 12 - Provide Emergency Assistance; &
13. Section 13 - Present Testimony.

An applicant for the position of Training Officer within «Insert_LE_Agency» that cannot perform these essential tasks with an exemplary degree of proficiency is not acceptable. A current employee in the position of Training Officer who is no longer able to comply with the requirements of «Insert_LE_Agency» will be referred to administration for appropriate action to include reassignment to other duties.

POSITION REQUIREMENTS:

Individuals seeking employment with «Insert_LE_Agency» as a sworn law enforcement officer must:

1. Be a United States citizen;
2. Be a resident of «state», or become a resident within ninety [90] days of employment;

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3. Be at least twenty-one [21] years of age;
4. Possess a valid «state» Driver License;
5. Never have been convicted of a *felony*, or a *misdemeanor involving moral turpitude*;
6. Be free of misdemeanor convictions for the last twelve [12] months;
7. Have no previous or current charges of *driving while Intoxicated* or *driving under the Influence of drugs or alcohol*;
8. Be subject to a thorough background investigation and personal interviews by department personnel;
9. If served in the armed forces of any country, demonstrate stability, reliability, and integrity, by having an Honorable Discharge [*Dishonorable or General* discharges are not acceptable];
10. Demonstrate a *good* financial credit rating for the last five [5] years;
11. Demonstrate reading and comprehension skills in the English language to at least the 14th grade level through interviews and written demonstration of proficiency;
12. Demonstrate honesty and integrity by successfully completing pre-employment polygraph and drug testing;
13. Be free from illegal drug use, or legal drugs that impair mental or physical performance, for the past 5 years, as determined by interview, medical, or polygraph testing;
14. Be fingerprinted and subjected to a search of local, state, and national records and fingerprint files;
15. Undergo *physical* and *psychological* assessments by licensed professionals. If a physician or mental health professional identifies conditions that impede or prevent the individual from performing the essential tasks of this position, the applicant may not be eligible for employment as a law enforcement officer with «Insert_LE_Agency» until such time as the issue or condition is resolved to the satisfaction of the original professional;
16. Meet academic and physical requirements for completion of the law enforcement officers' course and certification, as required by the state, or have successfully completed the required peace officer academy training; &
17. Maintain a license as a law enforcement or peace officer as defined by the state statute, rules, and regulations.
18. Have and maintain a license or certification as a Law Enforcement Instructor from a Licensed Academy; &
19. Have at least five (5) years experience as a law enforcement officer, corrections officer or both.

GENERAL DUTIES:

Sworn law enforcement officers, and law enforcement instructors of «Insert_LE_Agency» are required to:

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MAKING SUPPLEMENTAL JOB DESCRIPTIONS

This *Job Description Workbook* provides sample job descriptions for employees who are key to managing and working within a law enforcement operation. As samples, this workbook focuses on personnel who primarily serve a law enforcement function. Employees who primarily serve in a capacity other than this which are not addressed in this workbook include, but are not limited to:

- Chaplains
- Clerical
- Counselors
- Custodians
- Food Service Professionals
- Maintenance Personnel
- Nurses
- Paramedics or EMTs
- Physicians
- Psychiatrists
- Psychologists
- Safety & Health Inspectors
- Teachers

Samples job descriptions for such positions are difficult if not impossible to write given the variety of agencies, financial limitations and different management approaches. For example, many agencies use contract employees for *custodial services*, *counseling services*, etc. To create job descriptions for such positions, we recommend you use the development and questionnaire process described in the other sections of this publication.

Should the need arise, OSS – Law Enforcement Advisors® [OSS] is available for the development of additional job descriptions, please contact:

David L. Salmon II
OSS – Law Enforcement Advisors®
19018 Candleview Drive
Spring, Texas 77388
Phone: 281-288-9190 x 205
Fax: 281-288-7019
Email: david.salmon2@ossrisk.com
Web address: www.ossrisk.com

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**«Insert_LE_Agency»
Law Enforcement Job Description**

Position Title:	Job Description Number:
Salary Range:	Supervised By:

ESSENTIAL FUNCTIONS

To fulfill the mission, goals, and objectives of «Insert_LE_Agency», officers and employees must have the ability to perform a variety of duties that are *essential* to the positions they fill. Therefore, individuals applying for the position of _____ will initially meet and maintain the same *Essential Functions* as those described under *Essential Functions of an Entry Level Law Enforcement Officer*. They are:

1. Section 1 - Speak, Write, and Read Reports and Comprehend Other Documents;
2. Section 2 - Handle Human Relations Problems;
3. Section 3 - Engage in Physical Activities;
4. Section 4 - Operate Patrol Vehicle;
5. Section 5 - Enforce Traffic Laws and Manage Traffic Accidents;
6. Section 6 - Arrest and Detain Persons;
7. Section 7 - Use Physical Force to Control Persons;
8. Section 8 - Uses Deadly Force;
9. Section 9 - Conduct Search and Seizure;
10. Section 10 - Protect Crime Scene and Collect Evidence and Information;
11. Section 11 - Conduct Initial Investigations of Various Crimes and Events;
12. Section 12 - Provide Emergency Assistance; &
13. Section 13 - Present Testimony.

An applicant for the position of _____ within «Insert_LE_Agency» that cannot perform these essential tasks will not be accepted. A current employee in the position of _____ who is no longer able to comply with the requirements of «Insert_LE_Agency» will be referred to administration for appropriate action to be taken.

SPECIFIC DUTIES:

In addition to the general duties required the _____ performs the following specific duties. Deviations from the duties within this job description are subject to the prior written approval of the «Approval_title». The _____ will:

1. ///Insert Specific Duties Here///

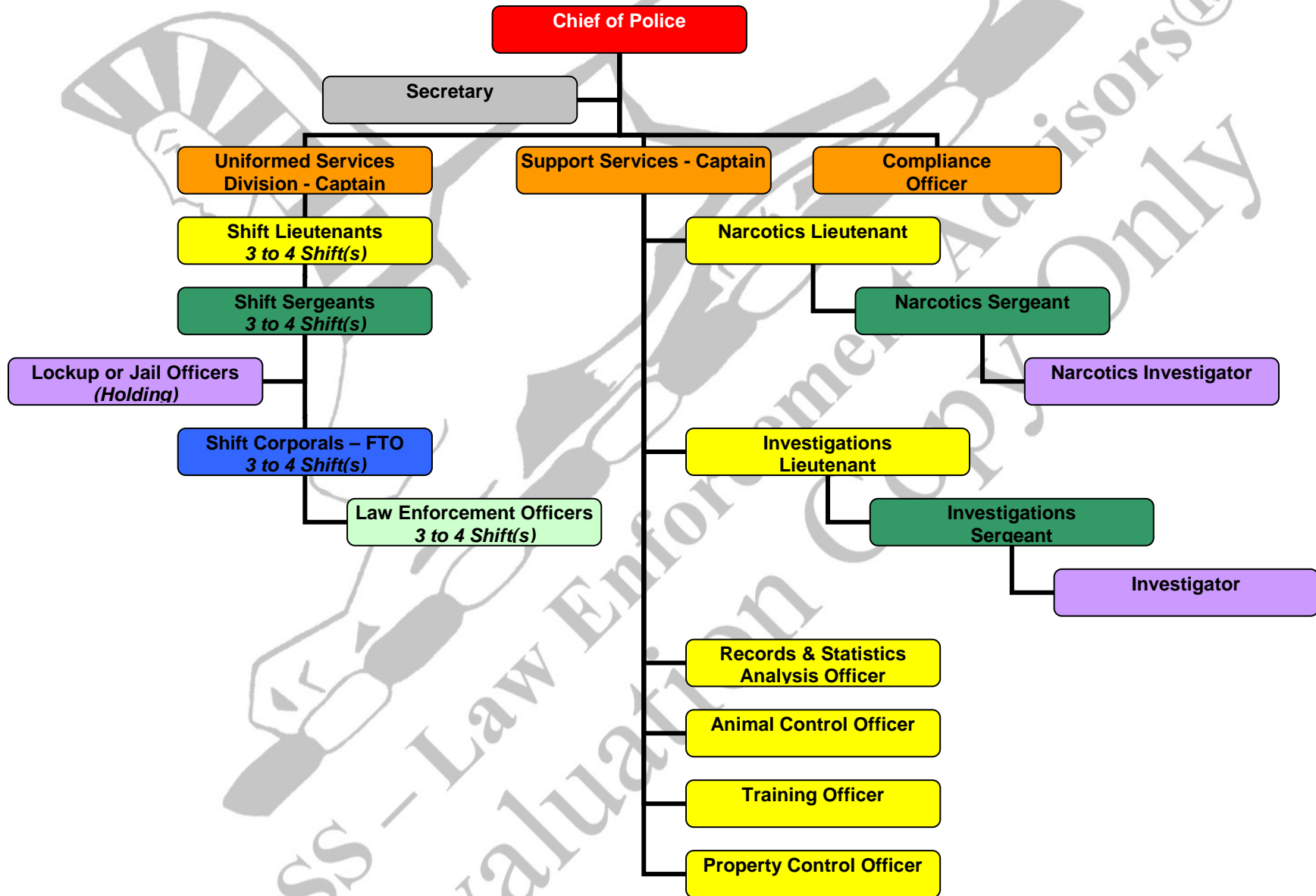
Additional specific duties to be added by the «Approval_title»:

2. _____;

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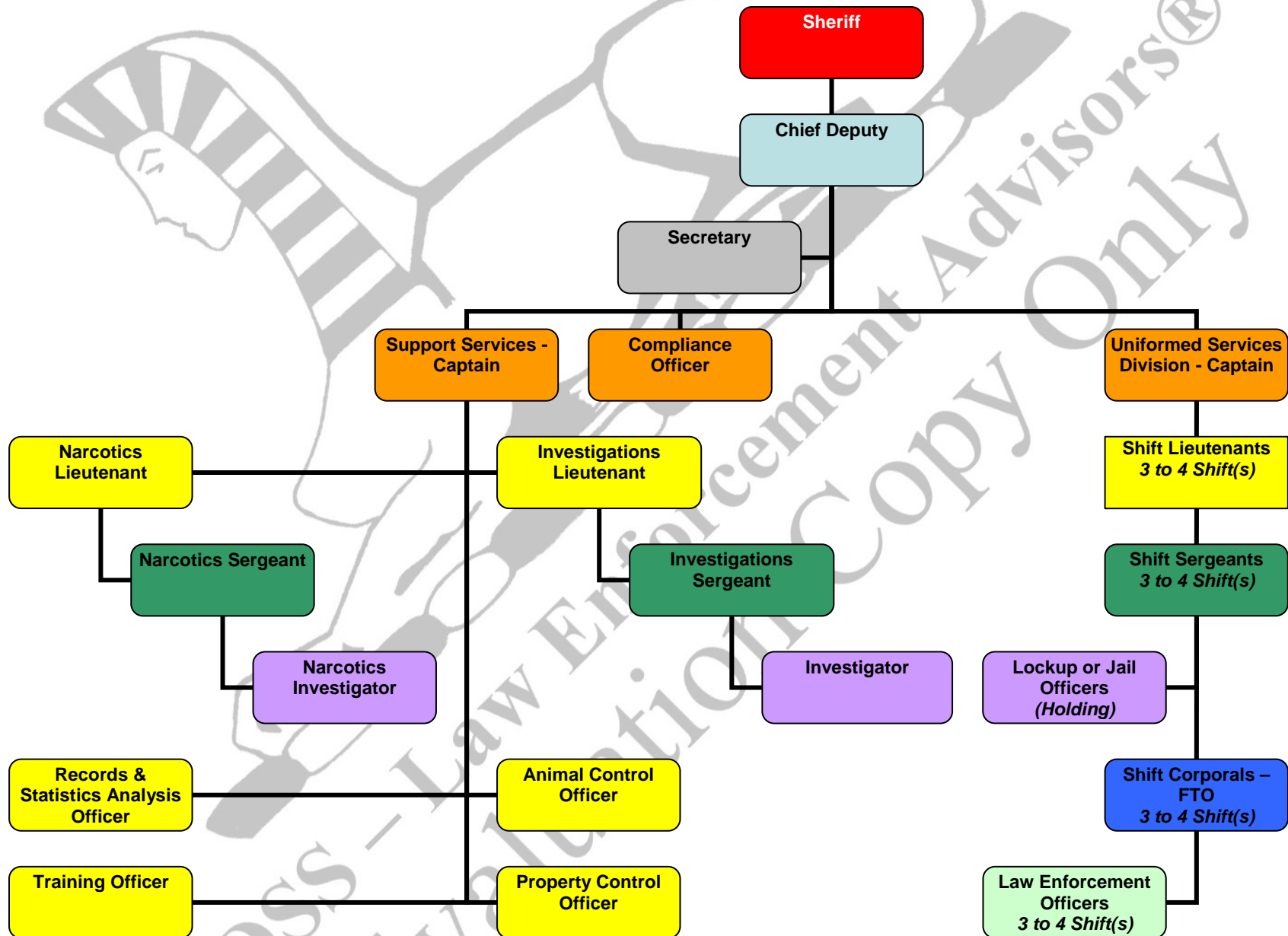
Model Police Department Staffing Structure



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Model Sheriff's Office or Department Staffing Structure



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INCENTIVE STEP PAY PLAN FOR LAW ENFORCEMENT AGENCY

Now that you have made the decision to install or up-grade job descriptions within your agency, you may want to turn your attention to the persistent question of officer and staff pay and benefits.

Law enforcement administrators often find themselves faced with a variety of issues when attempting to secure commissioner or council approval for pay raises. Beyond the question of politics, individual required to make the funding decisions because:

1. Officers are not well educated;
2. There is a general reluctance to give pay raises *across-the-board*, when they perceive some of the agency staff are not worthy;
3. There is a public perception that we are not rewarding the best and brightest;
4. *Dead wood* needs to be cleaned out;
5. There is no plan;
6. Pay increases unfairly reward those at the top, some of those at the top are not good leaders; &
7. There is no management plan for pay raises.

The key to resolving these or similar issues is to create and have a plan. Attached is an *Incentive Step Pay Plan* that has been successfully implemented in law enforcement agencies. We offer this plan as a guide or template. You are invited to review and use it. For a greater chance of success, we recommend you modify your final *incentive step pay plan* to fit your agency, and follow the following guiding principles:

1. Encourage and reward formal education, this will build potential leaders, and is easier to sell;
2. Formal education rounds out the officer, can be found at a local junior college, university, and on the internet, and does not take officers away from their duties;
3. Use civil education as entry level requirements for promotion to leadership positions;
4. De-emphasize higher points for tactical or shooter skills;
5. Reward former military experience; &
6. Allow those in current leadership positions to stay in position, if they set-up an educational program.

Additional resources and support are available from OSS – Law Enforcement Advisors® [OSS], to include a *model policy* that supports this pay plan. See the contact page in the front of this document.

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INCENTIVE STEP PAY PLAN FOR LAW ENFORCEMENT AGENCY

Sample

Introduction: This agency, with the professional assistance of OSS – Law Enforcement Advisors® [OSS] developed this *incentive step pay plan* to encourage retention of qualified and trained officers, reward quality performance, and *support career development through education and training*.

At the present time, officer promotions are governed by subjective recommendations. This process is often without regard for *quality of performance, civil and professional training, or immediate supervisor recommendations*. This agency does not have a program that rewards employees that seek or receive formal education and/or training, nor is there a process that prepares employees for acceptance of leadership or instructor positions. This results in employees becoming frustrated, complacent, and redirected toward opportunities outside of the agency for advancement. The loss of these individuals costs us dearly in both money and quality of performance, as we lose our best and brightest.

This comprehensive *step pay plan* rewards education, training, and experience. In addition, it is designed to facilitate progression through the ranks, and it provides for career development at each rank or specialization. The developed plan includes a process of employee evaluations, minimum skills and knowledge proficiency

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Pay Scale Requirements for Agency Management & Officers

The following is a listing of working positions now available in the agency:

Levels of Grade -

1. Law Enforcement Trainee;
2. Patrolman or Officer;
3. Corporal & Field Training Officer;
4. Sergeant;
5. Lieutenant;
6. Captain; &
7. Chief or Sheriff.

Each peace officer employee position after Law Enforcement Trainee and Patrolman (Positions levels 3 through 10) builds on the requirements of all preceding eligibility requirements. To be eligible for, and receive compensation at the pay grade or step indicated the officer will meet and maintain all requirements of his/her grade and the preceding grades.

Eligibility and Position Requirements:

1. Law Enforcement Trainee:

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ESSENTIAL FUNCTIONS FOR ENTRY LEVEL JAILERS

The following *essential functions* are delineated after the *Analysis of Law Enforcement Tasks*¹ was compiled and evaluated according to *frequency* and *urgency* by numerous departments and officers throughout the United States. In addition, after the original task analysis, law enforcement advisors of OSS - Law Enforcement Advisors® [OSS] have revised and updated tasks, texts, titles, and issues to include current law enforcement operational practices.

1. Essential Function – Speak, Write, and Read Reports; and Comprehend Other Documents & Persons

- a). Read, write, speak, and comprehend the English language
- b). Read, comprehend, follow, and enforce jail policies & procedures, and inmate handbooks
- c). Read, comprehend, and follow local, state, and federal laws
- d). Listen to or read, and comprehend inmate requests, grievances, and questions
- e). Summarize in writing the statements of witnesses and complainants
- f). Issue instructions to inmates by writing, speaking, and visible signals
- g). Complete inspection reports, logs, and check lists

2. Essential Function - Handle Human Relations Problems

- a). Understand, explain, and apply code of ethics, and *Peel's Principles of Policing*
- b). Understand and apply high ethical and moral standards of conduct when dealing with inmates and the public
- c). Apply and require strict adherence to facility rules on a fair and equitable basis, with favoritism to any particular inmate or person
- d). Intercede in disputes to resolve issues, protect persons, maintain order and discipline, and insure compliance with jail procedures
- e). Speak to hostile non-compliant inmates in an attempt to restore order and discipline using a variety of empathetic, and order techniques
- f). Use voice and words to calm a situation, send a message, question parties, and communicate effectively
- g). Control groups of inmates
- h). Speak confidently to project control, self-assurance, and authority
- i). Maintain calm to prevent making situation worse

¹ The Mississippi Department of Safety, Officer Standards and Training conducted a comprehensive, statewide task analysis, and identified the "essential tasks" which comprise the work of entry-level law enforcement officers. This listing was updated by law enforcement advisors of OSS based on experience and interaction various state agencies, officers, law enforcement leaders, and risk managers.

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CANONS OF POLICE ETHICS

All sworn law enforcement officers in the «Insert_LE_Agency» or those members vested with law enforcement authority as a result of their employment with «Insert_LE_Agency» will, at all times, abide by the following Canons of Police Ethics.

Article 1.

Primary Responsibility of Job

The primary responsibility of the police service, and of the individual officer, is the protection of the people of the United States through the upholding of their laws; chief among these is the Constitution of the United States and its amendments. The law enforcement officer always represents the whole of the community and it's legally expressed will and is never the arm of any political party or clique.

Article 2.

Limitations of Authority

The first duty of a law enforcement officer, as upholder of the law, is to know its bounds upon him in enforcing it. Because he represents the legal will of the community, be it local, state, or federal, he must be aware of the limitations and proscriptions which the people, through law, have placed upon him. He must recognize the genius of the American system of government, which gives to no man, groups of men, or institution, absolute power, and he must ensure that he, as a prime defender of that system, does not pervert its character.

Article 3.

Duty to be Familiar with the Law and with Responsibilities of Self and other Public Officials

The law enforcement officer shall assiduously apply himself to the study of the principles of the laws, which he is sworn to uphold. He makes certain of his responsibilities in the particulars of their enforcement, seeking aid from his superiors in matters of technicality or principle when these are not clear to him; make special effort to fully understand his relationship to other public officials, including other law enforcement agencies, particularly on matters of jurisdiction, both geographically and substantively.

Article 4.

Utilization of Proper Means to Gain Proper Ends

The law enforcement officer shall be mindful of his responsibility to pay strict heed to the selection of means in discharging the duties of his office. Violations of law or disregard for public safety and property on the part of an officer are intrinsically wrong; they are self-defeating in that they instill in the public mind a like disposition. The employment of illegal means, no matter how worthy the end, is certain to encourage disrespect for the law and its officers. If the law is to be honored, it must first be honored by those who enforce it.

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SIR ROBERT PEEL'S NINE PRINCIPLES OF POLICING

1. The basic mission for which the police exist is to prevent crime and disorder.
2. The ability of the police to perform their duties is dependent upon public approval of police actions.
3. Police must secure the willing cooperation of the public in voluntary observance of the law to be able to secure and maintain the respect of the public.
4. The degree of cooperation of the public that can be secured diminishes proportionately to the necessity of the use of physical force.
5. Police seek and preserve public favor not by catering to public opinion but by constantly demonstrating absolute impartial service to the law.
6. Police use physical force to the extent necessary to secure observance of the law or to restore order only when the exercise of persuasion, advice and warning is found to be insufficient.
7. Police, at all times, must maintain a relationship with the public that gives reality to the historic tradition that the police are the public and the public are the police; the police being only members of the public who are paid to give full-time attention to duties which are incumbent on every citizen in the interests of community welfare and existence.
8. Police should always direct their action strictly toward their functions and never appear to usurp the powers of the judiciary.
9. The test of police efficiency is the absence of crime and disorder, not the visible evidence of police action in dealing with it.

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