

8.3. Entry Level Law Enforcement Officer Job Description: Under regular supervision, an entry-level officer performs basic police services in accordance with the mission, goals and objectives of the employing agency and in compliance with governing federal, state, and local laws. At the completion of an entry level training program, an officer should be able to perform the essential functions established by the Subcommittee of a law enforcement officer. These functions may be set based on job task analysis evaluations, law enforcement officer performance research and the experience of the Subcommittee members and law enforcement professionals and administrators. The functions so established by the Subcommittee will be available for review from the Subcommittee and will be posted on the website of the West Virginia Division of Justice and Community Services' on the page supporting the Subcommittee.

8.3.a. Arrest and Detain Persons. -- In arrest and detention, an officer may:

- 8.3.a.1. Advise persons of constitutional rights (Miranda Warning);
- 8.3.a.2. Arrest persons with a warrant;
- 8.3.a.3. Arrest persons without a warrant (non-traffic);
- 8.3.a.4. Conduct temporary detention ("stop and frisk") of suspicious persons;
- 8.3.a.5. Execute felony motor vehicle stop;
- 8.3.a.6. Investigate a suspicious vehicle;
- 8.3.a.7. Plan how to make and execute arrests;
- 8.3.a.8. Prepare information and complaint for the filing of charges following an arrest (criminal investigation);
- 8.3.a.9. Review warrants for completeness and accuracy;
- 8.3.a.10. Obtain arrest warrants and making proper returns;
- 8.3.a.11. Check for warrants on persons through NCIC.

8.3.b. Protect Crime Scene and Collect Evidence and Information. -- In protecting the crime scene and collecting evidence and information, an officer may:

- 8.3.b.1. Collect evidence and personal property from a crime scene;
- 8.3.b.2. Diagram crime scenes;
- 8.3.b.3. Document the chain of custody for evidence;
- 8.3.b.4. Dust and lift latent fingerprints;

8.3.b.5. Examine evidence and personal property from crime scenes to determine their importance;

8.3.b.6. Package evidence or personal property;

8.3.b.7. Use a camera ;

8.3.b.8. Protect a crime scene until specialized or back-up assistance arrives;

8.3.b.9. Record location of physical evidence and fingerprints at the scene;

8.3.b.10. Secure the crime scene;

8.3.b.11. Initial, mark, and label evidence;

8.3.b.12. Determine the area of the crime scene;

8.3.b.13. Search crime scenes for physical evidence;

8.3.b.14. Search dead bodies for personal property and evidence;

8.3.b.15. Recover and inventory stolen property; and

8.3.b.16. Tag evidence and confiscated property.

8.3.c. Enforce Driving Under the Influence (DUI)/Traffic Laws. – In enforcement of DUI/Traffic laws, an officer may:

8.3.c.1. Observe persons to recognize signs of drug or alcohol intoxication;

8.3.c.2. Make custodial traffic arrests (e.g., DUI);

8.3.c.3. Administer standardized field sobriety tests;

8.3.c.4. Fill out a search warrant application to obtain DUI related blood or urine sample;

8.3.c.5. Arrange for obtaining a blood or urine sample for blood alcohol content (BAC);

8.3.c.6. Arrest DUI suspects;

8.3.c.7. Determine probable cause to execute a DUI stop;

8.3.c.8. Operate a secondary chemical test instrument to test blood alcohol content;

8.3.c.9. Investigate hit and run violations;

8.3.c.10. Investigate a traffic crash scene to identify points of impact;

8.3.c.11. Record statements of witnesses to traffic crashes;

8.3.c.12. Safely execute a vehicle stop and arrest, cite or warn occupants

8.3.d. Operate Patrol Vehicle. -- In operating a patrol vehicle, an officer may:

8.3.d.1. Engage in emergency driving in a congested area;

8.3.d.2. Engage in high-speed pursuit or response driving off road;

8.3.d.3. Engage in high-speed pursuit or response driving on an open road;

8.3.d.4. Respond to crime in progress calls; and

8.3.d.5. Operate portable and car radio equipment.

8.3.e. Conduct Search and Seizure. -- In conducting search and seizure, an officer may:

8.3.e.1. Obtain warrants and make proper returns;

8.3.e.2. Plan, organize, and conduct raids;

8.3.e.3. Observe a person's body language to assess intentions and attitudes;

8.3.e.4. Conduct a field search of arrested persons;

8.3.e.5. Conduct a frisk or pat down;

8.3.e.6. Search persons in accordance with a court order (e.g., blood sample, hair sample);

8.3.e.7. Search premises or property incident to an arrest;

8.3.e.8. Search premises or property in hot pursuit or emergency situations;

8.3.e.9. Search premises or property with consent;

8.3.e.10. Search premises or property with a warrant;

8.3.e.11. Seize contraband; and

8.3.e.12. Search for a person in a darkened building or environment.

8.3.f. Use Physical Force to Control Persons. -- In using force to control persons, an officer may:

8.3.f.1. Confront, in a riot formation, groups of agitated people;

8.3.f.2. Control hostile groups (e.g., demonstrators, rioters);

- 8.3.f.3. Use holds or devices to control or take a suspect down;
- 8.3.f.4. Physically subdue an attacking person;
- 8.3.f.5. Use weaponless defense tactics;
- 8.3.f.6. Subdue a person resisting arrest;
- 8.3.f.7. Use body pressure points to control a person;
- 8.3.f.8. Disarm a violent armed suspect;
- 8.3.f.9. Remove a person out of vehicle who is resisting arrest;
- 8.3.f.10. Strike a person with a handheld impact weapon;
- 8.3.f.11. Deploy a secondary chemical weapon;
- 8.3.f.12. Use submission holds to control a person;
- 8.3.f.13. Locate and observe crowd agitators;
- 8.3.f.14. Patrol riot stricken or civil disturbance areas;
- 8.3.f.15. Physically restrain a crowd;
- 8.3.f.16. Use body language to project control and influence a situation;
- 8.3.f.17. Use voice commands to project control and direct actions; and
- 8.3.f.18. Hold a flashlight in one hand while performing various police duties.

8.3.g. Use Deadly Weapons. -- In using deadly weapons, an officer may:

- 8.3.g.1. Clean and inspect weapons;
- 8.3.g.2. Discharge a firearm at a vehicle;
- 8.3.g.3. Discharge a firearm in low light conditions;
- 8.3.g.4. Discharge a firearm at a person;
- 8.3.g.5. Draw a weapon to protect himself or herself or a third party;
- 8.3.g.6. Participate in firearms training;

- 8.3.g.7. Secure a firearm when off duty (e.g., home);
- 8.3.g.8. Fire a weapon in a dark environment with a flashlight in one hand;
- 8.3.g.9. Fire a weapon in low light combat;
- 8.3.g.10. Fire a weapon in daytime combat ;
- 8.3.g.11. Carry a firearm when off duty; and
- 8.3.g.12. Discharge a weapon at an animal.

8.3.h. Provide Emergency Assistance. -- In providing emergency assistance, an officer may:

8.3.h.1. Determine existence of hazardous materials at the scene of a wreck (e.g., train, vehicle, etc.);

8.3.h.2. Evacuate persons from dangerous areas (e.g., fire, chemical accident, etc.);

8.3.h.3. Secure accident and disaster scenes;

8.3.h.4. Administer cardio-pulmonary resuscitation (CPR);

8.3.h.5. Administer mouth-to-mouth resuscitation;

8.3.h.6. Apply basic first aid to control bleeding;

8.3.h.7. Apply basic first aid to treat for amputations;

8.3.h.8. Apply basic first aid to treat for choking (e.g., Heimlich Method);

8.3.h.9. Talk with a person attempting suicide to get him or her to stop or delay the attempt.

8.3.h.10. Use protective gear to prevent contact with infectious diseases;

8.3.h.11. Take a mentally ill person into custody for his or her own protection;

8.3.h.12. Mediate family disputes;

8.3.h.13. Place children in protective custody (e.g., child abuse).

8.3.i. Conduct Initial and Follow-Up Investigation of Various Crimes and Events. -- In conducting such investigation, an officer may:

8.3.i.1. Conduct complete criminal investigations;

8.3.i.2. Respond to and conduct preliminary investigation of events including but not limited to criminal activity, traffic crashes and disasters.

8.3.i.3. Conduct on-the-scene suspect identifications (e.g., show-up or one-on-one suspect identification);

8.3.i.4. Conduct stationary surveillance of individuals or locations;

8.3.i.5. Determine whether incidents are criminal or civil matters;

8.3.i.6. Determine whether recovered property is linked with a previous crime; and

8.3.i.7. Exchange necessary information with other law enforcement officials (including intelligence information).

8.3.j. Write and Read Reports and Other Documents. -- In writing and reading reports and other documents, an officer may:

8.3.j.1. Complete an initial offense report;

8.3.j.2. Complete arrest reports;

8.3.j.3. Complete a criminal investigation report of felonies; and

8.3.j.4. Record confessions in writing.

8.3.k. Present Testimony. -- In presenting testimony, an officer may:

8.3.k.1. Present evidence in legal proceedings;

8.3.k.2. Review reports and notes prior to court testimony;

8.3.k.3. Testify at evidence suppression hearings;

8.3.k.4. Testify at probable cause preliminary hearings;

8.3.k.5. Testify before grand juries;

8.3.k.6. Testify in criminal trials; and

8.3.k.7. Testify in administrative hearings (e.g., Division of Motor Vehicles' (DMV) driver's license revocation,);

8.3.l. Transport Persons in Custody. -- In transporting persons in custody, an officer may:

8.3.l.1. Operate a vehicle to transport prisoners;

8.3.l.2. Properly place and secure persons in custody in a vehicle and

8.3.1.3. Search a vehicle for weapons and contraband (e.g., before and after prisoner transport).

8.3.m. Conduct Interviews and Interrogations. -- In conducting interviews and interrogations, an officer may:

8.3.m.1. Interrogate adult suspects;

8.3.m.2. Interview complainants, witnesses, etc.;

8.3.m.3. Interview victims of sex crimes.

8.3.m.4. Interrogate a suspect or witness with use of polygraph results;

8.3.m.5. Interview informants;

8.3.m.6. Take statements of witnesses; and

8.3.m.7. Interrogate juvenile suspects.

8.3.n. Conduct Traffic Crash Investigations. -- In conducting traffic crash investigations, an officer may:

8.3.n.1. Collect physical evidence from a crash scene;

8.3.n.2. Complete the standard Division of Highways traffic crash report form;

8.3.n.3. Determine contributing factors to a crash;

8.3.n.4. Diagram crash scenes;

8.3.n.5. Protect traffic crash physical evidence for collection; and

8.3.n.6. Take precautions to prevent additional crashes at a crash scene.

8.3.o. Equipment Used by Law Enforcement Officers. In performing the essential functions of the job, an officer may use the following:

8.3.o.1. A preliminary breath test;

8.3.o.2. An automobile;

8.3.o.3. A impact weapon;

8.3.o.4. Body armor;

8.3.o.5. A secondary chemical agent;

- 8.3.o.6. A first aid kit;
- 8.3.o.7. Road flares;
- 8.3.o.8. A flashlight;
- 8.3.o.9. Flexi-cuffs;
- 8.3.o.10. Handcuffs;
- 8.3.o.11. A handheld police radio;
- 8.3.o.12. A police car radio;
- 8.3.o.13. A public address system;
- 8.3.o.14. A speed measuring device;
- 8.3.o.15. A handgun;
- 8.3.o.16. A shotgun;
- 8.3.o.17. Lights and sirens;
- 8.3.o.18. Rubber gloves;
- 8.3.o.19. Ammunition and ammunition magazines; and
- 8.3.o.20. Weapon cleaning equipment.