

Thurmont Police Department
Job Description

Traffic Information Officer

Kind of Work:

This is a sworn officer position assigned to the Thurmont Police Department, responsible for coordinating and directing traffic-related matters, including but not limited to: selective enforcement, traffic complaints, special details, Crossing Guards, and traffic-calming programs. Supervision and direction is received from the Patrol supervisors/commanders.

Examples of Work include but are not limited to:

- Coordinates the assignments of Crossing Guards.
- Identifies need for innovations in traffic and parking enforcement or other operational procedures, and may assist in planning and implementing improvements.
- Responds to inquiries or complaints from citizens concerning traffic or parking tickets by providing information on police policies, investigating any problem areas and rectifying mistakes through appropriate action.
- Coordinates research and development activities for the department.
- Performs related administrative duties as may be required for the Selective Traffic Enforcement Program, Parking Enforcement or Seasonal Programs.
- As required or necessary, performs duties and functions of crossing guard.
- Responsible for recommending personnel for School Crossing Guard positions and conducts initial interview in hiring process and participates in “hiring board.”
- Compiles statistics on amount of time spent, and number of contacts per location and officer for Department on selective enforcement locations and neighborhood radar locations.
- Serves as liaison officer, representing the Police Department, with Town Engineering Department with regard to traffic studies for changes in traffic control devices.
- Responsible for follow-up and removal of abandoned vehicles identified by the Police Department.
- Responsible for maintaining the accident location files and related computer databases.
- Prepare monthly traffic summaries for the Chief of Police.
- Conduct bicycle safety checks with area grade schools.
- Enforces laws and ordinances.
- Responds to calls for service and investigates complaints of disorder or criminal conduct.
- Performs patrol duties throughout the town as assigned.
- Executes business and residential patrol checks.
- Makes arrests of persons who have violated laws or ordinances.

- Collects and preserves evidence pertaining to criminal activity for presentation to appropriate prosecuting authorities.
- Provides emergency assistance when required.
- Testifies in court when needed.
- Investigates conditions hazardous to life or property and takes appropriate remedial action.
- Maintains official records of incident, prisoners, daily activities, and related criminal and civil matters.
- Conducts training of new recruits, and provides guidance and direction to officers of lesser rank or seniority.
- Assists the Department with proactive measures of law enforcement, community awareness programs, education, and training.
- Participates in special enforcement operations as assigned.
- Maintains servicing and appearance of assigned vehicles and equipment.
- Attends meetings, training, and education as assigned.
- Performs other tasks as directed serving the public interest and well-being.
- Ensures a good Department image by displaying professional conduct at all times.

Qualifications and Requirements:

- High School diploma or equivalent GED.
- Approximately three years police related experience necessary in order to gain full knowledge of organization of Police Department and in-depth knowledge of traffic enforcement theories and practices.
- Minimum age of 21 years (upon completion of training academy)
- Ability to apply training to respond quickly, calmly, and effectively in emergency situations, demonstrating good judgment and independent action.
- Ability to establish and maintain effective working relationship with co-workers and the general public, maintaining professional attitude, appearance, and manner of performance.
- Knowledge of federal, state, local, motor vehicle, and criminal laws.
- Knowledge of court system rules and process.
- Knowledge of the Thurmont area.
- Ability to effectively coordinate and organize duties of the position.
- Ability to directly work and provide guidance to officers of lesser rank and seniority.
- Ability to carry out work with general supervision and act as a team member.
- Ability to write clear, concise reports, and maintain organizational records of activities.
- Maintain satisfactory evaluations.
- Maintain in-service training requirements in accordance with standards of the Department regulations and the Maryland Police and Corrections Training Commission.
- Maintain firearms qualifications in accordance with department regulations and the Maryland Police and Corrections Training Commission.
- Maintain possession of a valid driver's license.

- Maintains a sound physical and mental condition in order to effectively respond to the spontaneous physical demands of comprehensive law enforcement duties, and the ability to meet and maintain compliance with departmental standards.

Date: 6/26/07