

POLICE OFFICER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

Under direction, to perform a variety of duties in the enforcement of laws and the prevention of crimes including controlling traffic flow, conducting investigations and providing police protection to safeguard lives, property and the constitutional rights of citizens; to provide support and assistance to special crime prevention programs; and to perform a variety of technical and administrative tasks relative to an assigned area of responsibility.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Perform a variety of duties in the enforcement of laws and the prevention of crimes including controlling traffic flow, conducting investigations and providing police protection to safeguard lives, property and the constitutional right of citizens.
2. Patrol a designated area of the City to preserve law and order, discover and prevent the commission of crimes and enforce traffic and other laws and ordinances; issue warnings and citations; direct traffic at fires, special events and emergency situations.
3. Respond to general public service calls and complaints involving automobile accidents, traffic hazards, misdemeanor and felony incidents, domestic disturbances, property control, civil complaints, stray animals and related incidents.
4. Conduct investigation of criminal violations and/or activities; review and analyze crime reports for pertinent facts; interview victims and witnesses; interrogate suspects; conduct visual and photographic surveillance of criminal activity; prepare and serve search and arrest warrants; apprehend and arrest offenders.
5. Conduct a variety of criminal investigations involving narcotics and juvenile related crimes including child abuse and juvenile narcotics; coordinate social services with outside agencies and organizations.
6. Execute powers of arrest and control including full search, rights advisement, warrant execution and arresting persons.
7. Perform duties using force or deadly force to subdue suspects; defend self with or without weapons and discharge firearms in multiple scenarios including daylight, nighttime or darkness with artificial lighting.
8. Operate emergency vehicles on hazardous road conditions and during high speed pursuits and responses.

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9. Perform duties necessary for conducting special operations for raids, searches or searches for persons in a darkened building or environment.
10. Testify in juvenile, civil, traffic, municipal and criminal courts, and parole and Department of Motor Vehicles hearings; prepare and present evidence.
11. Perform public presentations on issues of community concern.
12. Respond to medical emergency calls; provide basic first aid and CPR as appropriate until relieved by Emergency Medical Service personnel; provide first line crisis intervention in domestic disputes or suicide situations.
13. Participate in continuous training to enhance law enforcement skills including defensive driving skills, apprehension and arrest techniques, investigative skills and general patrolling skills.
14. Maintain contact with citizens regarding potential law enforcement problems; preserve good relationships with the general public.
15. Prepare a variety of reports on activities, operations, arrests made and unusual incidents observed.

AUXILIARY FUNCTION STATEMENTS

1. Follow all safety rules and procedures established for work area.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Police methods and procedures including patrol, crime prevention, traffic control and investigation.

Rules of evidence pertaining to search, seizure and preservation.

Laws governing the apprehension, arrest and custody of persons accused of felonies, misdemeanors and petty offenses.

Techniques and applications of self-defense and proper use of force.

Operational characteristics of police equipment, vehicles and tools including firearms.

Crime scene preservation and investigation methods and techniques.

Methods and techniques used in interviewing witnesses, victims or suspects.

Proper use and maintenance of firearms.

Principles and applications of public relations.

Principles and practices of data collection and analysis.

English usage, spelling, grammar and punctuation.

Basic principles of business letter writing and basic report preparation.

Recent legislation and court decisions affecting police duties.

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Geography of the city and specific areas of assignment.

Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Perform a wide range of law enforcement assignments.

Think clearly and act quickly in emergency situations.

Operate emergency vehicle at high speeds during pursuits or response while utilizing radio or other equipment.

Use and care for firearms and other police equipment and vehicles.

Conduct a variety of criminal and special investigations.

Investigate and apprehend offenders.

Physically control violent people and affect arrests.

Interpret and enforce City, State and Federal laws, codes and ordinances.

Present evidence and testimony in court.

Prepare clear and concise administrative and technical reports.

Respond to requests and inquiries from the general public.

Maintain contact and preserve good relations with the public.

Work irregular and on-call hours including weekends, evenings and holidays.

Work independently in the absence of supervision.

Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to the completion of the twelfth grade supplemented by two years of college level coursework in criminal justice, police science or a related field.

Experience:

No experience is necessary

License or Certificate

Possession of an appropriate, valid driver's license.

Completion of Basic Law Enforcement Academy certification after hire.

Possession of, or ability to obtain, appropriate specialized training as required for the position under departmental guidelines.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Emergency peace control environment; travel from site to site; exposure to potentially hostile environments, toxic chemicals, traffic hazards, communicable diseases and inclement weather conditions; extensive public contact.

Mobility: Incumbents require mobility to restrain or subdue individuals; above average physical endurance in running, climbing and lifting; good balance and hearing; discharge firearms and utilize various other law enforcement equipment; operate a motorized vehicle.

Vision: Incumbents in this class require vision consistent with Law Enforcement Academy standards.

Other Factors: Incumbents may be required to work extended hours including evenings, weekends and holidays. Incumbents may be required to travel outside City boundaries to attend meetings.

