

# POLICE OFFICER I

FLSA STATUS - Non-Exempt

## DESCRIPTION OF WORK

Under direction of the Chief of Police and shift supervisor, patrols an assigned beat in the enforcement of law and order; performs special tasks or duties as assigned; takes intensive field and basic training in the early period of employment.

## DUTIES-EXAMPLES OF WORK

### ESSENTIAL DUTIES:

Operates an automobile in patrolling an assigned area for the prevention of crime and the enforcement of traffic and other laws and regulations, responds to radio and telephone dispatches and appears at scenes of disorder or crime; takes assignments in specific areas as in evidence, crime prevention, tactical squads, community relations and investigations; notes and reports traffic hazards; assists in controlling traffic at scenes of emergencies; investigates and prepares reports on accidents, offenses and damage to property; gives directions and information; makes arrests; issues citations; serves warrants and subpoenas; gives verbal warnings; prepares reports on arrests and property impounded; directs traffic; performs business checks; inspects establishments providing alcoholic beverages and entertainment; intervenes in private or public disputes to protect the public and maintain order; gives aid to injured persons and requests medical attention when necessary; appears in court as arresting officer as needed; transports prisoners; performs initial investigations and assists or follows up in the investigations of crimes involving adults and/or juveniles; investigates complaints; interrogates persons whose actions are suspicious; assists fire and other departments as required; speaks before school and civic groups as required; issues citations for parking and moving violations; impounds and tags evidence; prepares a number of complex reports of own activities and incidents; is in contact with other agencies as situations require; participates in in-service, basic, firearms and other training; provides security for the court; takes law enforcement training; maintains proficiency in assigned weapons and in custody and control tactics; maintains level of physical fitness required for job duties; stays updated with changes in statutes; ordinances; case and general job knowledge, assist with bi-monthly DUI panel as needed, subject to call out at any time. Ability to work rotating shifts, weekends and holidays required.

### OTHER DUTIES:

Cleans the animal shelter; responds to call-outs for service; delivers City Council packets; catches dogs and cats at large; attends assigned staff meetings; participates in all public relations programs, such as Adopt-a-School program and walk-the-block.

## QUALIFICATIONS

Ability to read, interpret and understand departmental rules, policies, instructions, laws, regulations and police literature, together with an aptitude for law enforcement work.

Ability to analyze situations and adopt a quick, effective and reasonable course of action giving due regard to the surrounding hazards and circumstances.

Ability to write complete, clear and accurate reports.

Physical agility; willing to submit to extensive training.

Ability to learn the use and care of automobile and small firearms.

Ability to communicate orally and in writing.

Ability to learn about and operate a variety of police equipment.

Ability to establish and maintain effective working relationships with fellow employees, superiors and the public.

## PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform moderate/heavy physical work, to lift and carry up to 100 pounds;

Ability to stand, walk, run, sit, ride, climb, bend, kneel, crawl, twist, reach, grasp, jump, push, pull and perform similar body movements;

Ability to participate in physical combat under high stress situations;

Possesses hand/eye/foot coordination adequate to operate a computer, hand gun, baton and operate a vehicle;

Ability to talk and hear in person, by telephone and two-way radio;

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Ability to see and read instructions, codes, reports and figures on a computer screen; and observe for crimes and at crime scenes.

Ability to participate in physical combat under high stress situations.

Ability to react appropriately in high stress situations.

### **EXPERIENCE AND TRAINING**

Any combination of experience and training equivalent to graduation from high school; some college level work in courses related to law enforcement is desirable. Must meet all Civil Service requirements.

**SPECIAL REQUIREMENTS:** Possession of a valid driver's license; ability to achieve basic certification in Law Enforcement by the State within one year of appointment.

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