

## POLICE OFFICER II

FLSA STATUS - Non-Exempt

### DESCRIPTION OF WORK

Under direction of the shift supervisor, patrols an assigned beat in the enforcement of law and order; takes special assignments in the protection of life and property; may supervise others in the absence of the Sergeant; may train other officers; may be assigned to detective or investigation duties.

### 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 dis-patches and appears at scenes of disorder or crime; notes and reports traffic hazards; assists in controlling traffic at scenes of emergencies; investigates and prepares reports on accidents, offenses and damage to property and injuries; gives directions and information; makes arrests; issues citations; gives verbal warnings; prepares reports on arrests and property impounded; performs business checks; inspects establishments providing alcoholic beverages and entertain-ment; intervenes in private or public disputes to protect the public and maintain order; requests medical attention when necessary; appears in court as arresting or investigating officer; trans-ports prisoners; investigates crimes against persons and property involving adults or juveniles; processes crime scenes; investigates complaints; may train for and utilize K-9 in police work; interrogates witnesses and persons whose actions are suspicious; performs follow-up investi-gations of felony crimes; obtains arrest warrants; preserves evidence and establishes and maintains chain of custody; may perform limited laboratory work and photography; works with public groups or individuals in crime prevention activities; prepares cases and files with the prosecutor; plans and conducts training conferences and programs; conducts specialized training; speaks to groups; writes a log of activities and case reports; processes pawn shop records; instructs in areas of subject matter as qualified and requested.

OTHER DUTIES: Assists other officers; appears before and talks to groups of people; assists in public relations; performs other duties; performs CPR.

### QUALIFICATIONS

Knowledge of departmental policies, rules, 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.

Ability to preserve a crime scene and conduct thorough investigations.

Ability to write clear and accurate reports.

Physical agility; keen observation and ability to remember names, faces and details.

Ability to understand and follow oral and written directions.

Ability to supervise others.

Ability to establish and maintain effective working relationships with supervises, other employees, other agencies 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;

Possesses hand/eye/foot coordination adequate to operate a computer, fire arms, a variety of law enforcement equipment and operate a vehicle.

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

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

**EXPERIENCE AND TRAINING**

Any combination of experience and training equivalent to graduation from high school and two years of experience in law enforcement; some college level work in courses related to law enforcement is desirable.

**SPECIAL REQUIREMENTS:** Possession of a valid driver's license; certification as a Police Officer by the State.

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