

POLICE OFFICER II

FLSA STATUS - Non-Exempt

DESCRIPTION OF WORK

Under direction of the Chief of Police or 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. Under direction of Sergeant of Investigation, work felony cases as assigned, take special assignments involving complicated cases.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

In addition to those essential duties of Police Officer I, 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; 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; evaluates for need for travelers aid, provides assistance to stranded motorists; makes arrests; issues citations, gives verbal warnings; prepares reports on arrests and property impounded; performs business checks; inspects establishments providing alcoholic beverages and entertainment; intervenes in private or public disputes to protect the public and maintain order, civil standby; requests medical attention when necessary; appears in court as arresting or investigating officer; transports prisoners; provides municipal court security; 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 investigations of all 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; 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, may train for and become a Field Training Officer, assists other law enforcement agencies, subject to call out at any time. Investigation of felony cases, including and not limited to arson, burglary, aggravated assault, fraud, larceny, sexual assault, murder and etc.; crime scene management, photographing, collection of evidence, latent prints, shoe impressions, packaging of evidence, and etc; work with the City and County Attorney's offices in preparing for cases, interviewing victims and suspects, preparing accurate and competent reports, managing time and case files; keeping current on all new methods of investigations; on call or standby two week rotations with the Sergeant and/or supervisor of investigations; prepare background investigations; special enforcement for underage tobacco use, special enforcement for underage alcohol enforcement; special enforcement illegal substance abuse case; and anything else that may be required in an investigation position. Ability to work rotating shifts, weekends and holidays required.

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

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 supervisors, other employees, other agencies and the public.

POLICE OFFICER II – cont.

Ability to participate in physical combat under high stress situations.

Ability to react appropriately in high stress situations.

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, firearms, a variety of law enforcement equipment and operate a vehicle during normal and emergency situations;

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.

Must meet all Civil Service Requirements.

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