

## **POLICE OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses entrance level positions in the police line, the major duties of which include performing general patrol, preliminary criminal investigation, and traffic duties to protect lives and property of citizens and performing records-keeping and other support duties at the police station as assigned. Positions of this class are non-supervisory in nature and duties are performed under the direction of higher ranking line officers. A greater degree of independent action may be required as experience is gained. The work is often hazardous in nature and employees of the class may be required to carry and operate firearms. This class ranks directly below that of Police Sergeant.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs general patrol duties including making initial investigation of complaints and taking statement or receiving information from complainant; patrolling assigned area to prevent crime and protect lives and property; answering questions for the public; observing hazardous conditions and reporting such; attempting to resolve differences between parties involved in family or neighborhood disputes; serving official papers such as summonses and warrants.

Performs criminal investigations including duties such as protecting major crime scene; compiling description of suspects and vehicles from information supplied by victims or witnesses; searching for, identifying, and labeling evidence; making application for a search warrant or conducting searches upon probable cause without a warrant, using proper search techniques; collecting information and evidence to identify persons suspected of committing crimes and trying to locate and apprehend such persons; making arrests in accordance with law and established procedures; filling out booking forms on persons arrested; conferring with legal council on cases to be tried and testifying in court.

Makes traffic stops, regulates the flow of traffic, investigates traffic accidents, and performs any other traffic control duties such as pursuing vehicles committing traffic violations and issuing traffic summonses; stopping vehicles whose drivers are suspected

of operating while under the influence of alcohol or drugs; interviewing drivers of vehicles involved in accidents and witnesses of accidents to obtain and record necessary information; directing traffic to reduce and eliminate congested traffic conditions and issuing tickets for parking violations.

Produces records and reports required by filling in forms and completing standardized reports and by writing narrative reports following department procedure; files reports, records, and forms in accordance with department policy.

Interviews or questions juveniles and makes arrests of juveniles following established procedures; turns juvenile cases over to the appropriate juvenile authority.

Checks out patrol vehicle to insure that all equipment is present; refuels police vehicle.

Participates in formal or informal training conducted or sponsored by the department.

Acts as desk officer by receiving phone calls and taking complaints from the public; takes complaints from public coming to police station; answers telephone and relays calls to correct department officer; acts as booking officer by writing bonds, keeping records on suspects booked, fingerprinting and photographing arrestees; replies to questions on suspects booked; receives money for bonds and fees.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and passing a civil service examination for the position.

Before employment, must pass the Physical Preparedness Examination, designed to show good health, physical ability and fitness required for the position.

Must not be less than twenty-one (21) nor more than forty five (45) years of age.

Must possess a valid driver's license.

Must have a high school diploma or a general education development certificate (GED). In the event that the applicant does not have the actual diploma or certificate to prove applicant has met this requirement, this requirement may be proven by high school transcript that indicates applicant graduated from high school, an affidavit from the issuing high school indicating that applicant graduated from high school or college transcript indicating that graduation from a high school has occurred. A certification of completion shall not be sufficient to substitute for a high school diploma or GED.

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