

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is the entry level of positions into the line work of the police department. Employees of this class are trained for, and after training perform, duties such as regulating traffic and investigating traffic accidents, patrolling, and making initial investigations of crimes committed in the jurisdiction. The police officer works from the specific instructions of a superior officer, occasionally operating independently in certain designated areas. Police officers report to a police sergeant. 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.

Directs traffic; pursues vehicles which have committed a traffic violation and issues citations; stops drivers suspected of driving under the influence (DWI); conducts primary investigations of traffic accidents, checks for persons injured, provides for traffic movement around accident scene, gathers information about the accident, sees that the roadway is cleared; operates radar unit to apprehend speeding vehicles; escorts funerals or parades;

Refuels police vehicle and checks it to insure that all equipment is present;

Patrols an assigned area to prevent crime and protect lives and property; performs building security checks; recovers property reported by citizens or observed while on patrol, determines if property is lost or stolen, and attempts to return it to owner; answers questions for the public; controls crowds when needed; observes hazardous conditions such as fallen power lines and reports such;

Answers calls concerning family or neighborhood disputes and attempts to resolve such; makes initial investigation of complaints received, takes statement and receives information from complainant, interviews victims or witnesses, protects major crime scene;

Executes a search warrant upon order from a superior; collects information and evidence to identify persons suspected of committing crimes; tries to locate and apprehend suspects; makes arrests in accordance with the law and established procedures;

performs booking procedures, fills in forms, fingerprints, takes photographs; testifies in court when required;

Fills in forms and completes standardized reports; writes narrative reports;

Acts as desk officer and takes complaints;

Performs 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 of legal age.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must be not less than eighteen (18) years of age.

Must possess a valid driver's license.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

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| | 02-19-69 |
| | 06-22-76 |
| | 09-06-78 |
| | 07-14-82 |
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| | 03-29-12 |