

POLICE OFFICER I

DESCRIPTION OF WORK

Under direction of the shift supervisor, or the Sergeant, patrols an assigned area in the enforcement of law and order; takes intensive field and basic training in the early period of employment.

DUTIES-EXAMPLES OF WORK

On foot and in an automobile, patrols an assigned area for the prevention of crime and the enforcement of traffic laws and regulations; responds to radio and telephone dispatches and appears at scenes of disorder of crime; notes and reports traffic hazards; controls traffic at scenes of emergencies and as otherwise required; investigates and prepares reports on accidents, offenses, and damage to property; gives direction 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; provides technical medical attention; appears in court as arresting officer; transports prisoners; performs initial investigations and assists in the investigations of crimes involving adults or juveniles; interrogates; assists fire and other department; speaks before school and civil groups; issues citations for parking and moving violations; impounds and tags evidence; prepares a number of reports of own activities and incidents; is in contact with other agencies as situation require; participates in in-service, basic, and other training; takes special assignments; performs related duties.

QUALIFICATIONS

Ability to read, interpret, and understand departmental rules, polices, 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 of each situation; ability to write clear and accurate reports; physical agility; ability to learn the use and care of automobile and small firearms; willing to submit to extensive training; ability to establish and maintain effective working relationships with fellow employees, superiors, and the public.

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.

SPECIAL REQUIREMENTS

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