

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is the starting position of the line classes. It is routine police work in the protection of life and property through the enforcement of laws and ordinances. Work involves the responsibility for performing assignments of routine patrol, preliminary investigations, and traffic regulation enforcement, in a designated area on an assigned shift or watch, the work may be performed in cars, on foot or on other motor driven vehicles. Work may involve an element of personal danger, so employees must be able to act calmly, and exercise good judgment in an emergency. Employees in this position may be assigned or transferred to the service class of dispatcher and clerks position.

EXAMPLES OF WORK

(Note: Complete duties of this position are outlined in the Department Operations Manual and may be revised by the department at any time without notice. Examples do not include all duties which may be found in positions of this class).

Patrols an assigned area to prevent crimes, preserve law and order, enforces traffic and parking regulations and to detect unusual situations and persons;

Investigates misdemeanors, automobile accidents, fires, issues traffic citations, makes arrests, serves subpoenas and warrants, and makes preliminary investigation of felonies;

Escorts parades, funerals, convoys, housemovers, and prisoners;

Maintains order in crowds and gatherings, and relieves congestion in traffic;

Operates police emergency vehicles;

Maintains good relationship with the public by answering questions, giving instructions, and general assistance;

Learns and practices safe, effective use of firearms, strives for self-improvement in law enforcement through reading and attending lectures and training classes;

Under the supervision of line class superior officer and officers of administrative and supervisory positions;

Performs related duties as required or assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements 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.

Must possess a valid driver's license.

Must not be less than twenty-one (21) years of age.

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.

Applicant must possess one of the following: high school diploma, high school equivalency 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 equivalency certificate.

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