

POLICE OFFICER FIRST CLASS

(Promotional Class)

GENERAL STATEMENT OF DUTIES

This is general duty police work in the protection of life and property through the enforcement of laws and ordinances.

DISTINGUISHING FEATURES OF THE CLASS

Work involves the responsibility for performing routine police assignments which are received from police officers of superior rank. Work normally consists of routine patrol, preliminary investigation and traffic regulation and investigation duties in a designated area on an assigned shift which may be performed in cruiser cars, motorcycles, or on foot. Work may involve an element of personal danger and employees must be able to act without direct supervision and to exercise independent judgment in meeting emergencies. Employees may receive special assignments which call upon specialized abilities and knowledge usually acquired through experience as a uniformed police officer. Assignments and general and special instructions are received from a superior officer who reviews work methods and results through reports, personal inspection and discussion.

EXAMPLES OF WORK

Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.

Patrols a designated area of the city on foot, on a motorcycle, or in a radio cruiser to preserve law and order, to prevent and discover the commission of crime and to enforce traffic and parking regulations; Answers calls and complaints involving fire, automobile accidents, robberies, and other misdemeanors and felonies.

At the scene of crime administers first aid, conducts preliminary investigation, gathers evidence, obtains witnesses, and makes arrests; testifies as a witness in court.

Interviews persons with complaints and inquiries and attempts to make the proper disposition or direct them to proper authorities.

Check parking meters for overtime parking violations and issues traffic tickets; directs traffic at intersections; participates in escorting funerals and housemovers. Conducts accident investigation providing first aid for injured, taking safeguards to prevent further accidents; interviews principles and witnesses, taking written statements from drivers, witnesses; examines

vehicles and roadways observing traffic control devices and obstructions to view; takes necessary street measurements; clears the scene of obstructions and wreckage.

Escorts prisoners to and from court; insures that prisoners are properly guarded; supervises trustees washing cars and cleaning buildings.

Acts as custodian of personal property and evidence being held for court presentation; maintains records of property, evidence, and automobiles held or impounded.

When assigned, participates in training activities at the police department; may instruct or establish curriculum for instructional purposes.

When assigned, investigates crimes; searches for and preserves evidence; questions suspects and witnesses; check pawn shops; maintain surveillance over persons and places suspected of vice operations.

Performs the duties of an emergency medical technician when required.

Performs related work as required.

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.

After offer of promotion, 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.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Officer for at least (1) one year immediately preceding the closing date for application to the board.

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	08-15-79
	08-23-91
	10-19-94
	05-02-95
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