

**POLICE OFFICER**

(Competitive Class)

**GENERAL STATEMENT OF DUTIES**

Patrol the entire city or an assigned part thereof and investigate irregular conditions and circumstances, suspicious persons and their activities, detect and prevent crime, direct traffic when necessary or as expressly assigned, assist the public, make arrests as required by law, and act as jailer and perform all duties related thereto, as required.

**DISTINGUISHING FEATURES OF THE CLASS**

Work of this class is primarily confined to patrol and traffic direction tasks, and requires considerable independent ability and responsibility in emergencies. Employees usually work alone and are subject only to general supervision of a superior; however, special assignments are usually carried out under the immediate and special supervision of a superior officer.

**EXAMPLES OF WORK**

(Illustrative only.)

Patrol assigned area on foot, on a motorcycle, or in a radio cruising car, as required;

Report immediately to headquarters any hazardous conditions found in streets or on sidewalks, such as fallen tree limbs or electrical power lines, broken water or gas mains, etc.;

Give special assistance to fire trucks, ambulances, doctors' cars, and public utility emergency repair vehicles in getting through traffic and congested areas during emergencies;

Direct traffic and keep it moving; mark cars for overtime parking; investigate traffic accidents and make reports to headquarters;

Watch for and investigate suspicious activities; be on the lookout for wanted and missing persons, stolen cars, and property;

Answer questions for, direct, and assist the public;

Check railway and bus stations for vagrants, disorderly persons,

wanted and missing persons, and generally protect and assist the traveling public;

Maintain order in crowds and at public gatherings;

Receive and transmit radio messages from radio patrol car;

Escort parades, funeral processions, and convoys;

Serve subpoenas and execute warrants, as directed;

Arrest law violators as required by law;

Search arrested persons for offensive or dangerous weapons, and incriminating evidence;

Escort prisoners to headquarters and have them booked on charges;

Escort prisoners to court, and testify in court, when required;

Open and close river bridge, as directed;

Make reports;

Maintains prison facilities; makes regular inspection of facilities and security precautions to insure order. Keeps all prisoner records and performs duties necessary for the admission and release of prisoners. Oversees meals, housing, medical attention, and daily activity of prisoners.

Do other related work as instructed by superior officer.

#### **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 employment, but before beginning work in this class, must pass 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 be at least twenty-one (21) years of age and no more than forty-four (44) years of age.

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.

Must possess a valid driver's license

MR	03-19-46
REV	06-12-65
	05-07-75
	07-22-80
	11-16-82
	04-12-90
	08-03-93
	07-11-01
	06-28-10
	04-15-14