

**POLICE OFFICER**

(Competitive Class)

**GENERAL STATEMENT OF DUTIES**

Performance of routine work of the police department as specially assigned while being trained on the job for more responsible and skilled police work.

**DISTINGUISHING FEATURES OF THE CLASS**

Work in this class involves limited phases and responsibilities of law enforcement for new employees entering the service of the department. Employees work along with and receive assistance from older employees of the department, and are taught the fundamentals and more advanced phases of police work.

**EXAMPLES OF WORK**

(Illustrative Only)

Patrols assigned area as assigned;

Watch for and investigate suspicious activities;

Receive and transmit messages by radio and telephone;

Arrest law violators as required by law;

Perform minor clerical work when assigned to radio desk;

Answer questions for and direct the public;

Assist children, crippled, blind, or elderly persons in crossing streets, etc.;

Help maintain order in crowds and at public gatherings;

Attend classes of instruction, read and study assigned materials, and generally prepare for the performance of work and promotion to Police Officer First Class.

**REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES**

Good general intelligence;

Ability to drive an automobile;

Ability to operate police radio and perform minor clerical work when assigned;

Ability and willingness to read, understand, and follow written and oral instructions;

Ability and willingness to learn law enforcement work, departmental methods, rules, and regulations, and for the satisfactory performance of assigned tasks;

Ability and willingness to be courteous and get along with others;

Ability and willingness to seek advancement to Police Officer First Class.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

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 have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must be at least twenty-one (21) years of age or older.

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 will 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.