

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

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

Work in this class involves limited phases and responsibilities of law enforcement. Employees work with and receive assistance from older employees of the department, and are taught the fundamentals and more advanced phases of police work by superior officers who closely supervise their performance.

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.

Assist in patrol work;

Helps keep traffic moving.

Marks cars for overtime parking;

Answers questions for and gives directions or assistance to the public;

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

Helps maintain order in traffic, in crowds, and at public gatherings;

Attends classes of instruction. Reads and studies assigned materials, and generally prepares himself for the better performance of his work;

Makes arrests when necessary;

Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

Good general intelligence;

Good knowledge of the city's geography;

Ability to drive an automobile or motorcycle;

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

Ability and willingness to learn law enforcement work and departmental methods, rules, and regulations;

Ability to deal with the public in a firm, but courteous manner;

Ability and willingness to seek advancement.

QUALIFICATION REQUIREMENTS

Must be not less than eighteen (18) years of age before admission to examination.

Must have a high school diploma or its equivalent.

Must successfully pass a medical examination assuring good health and physical abilities sufficient, in the opinion of the Board, to indicate satisfactory performance of required work;

Must pass Civil Service examination testing aptitude for beginning work in this class.