

## **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 the more responsible and skilled work of an experienced police officer.

### **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 fundamentals and more advanced phases of police work by superior officers who closely supervise their performances.

### **EXAMPLES OF WORK**

(Illustrative only. 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.)

Assists in patrol work;

Makes arrests in accordance with the law;

Marks cars for overtime parking;

Helps keep traffic moving;

Makes traffic accident reports;

Answers questions for and directs public;

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

Helps maintain order in crowds and at public gatherings;

Performs various other duties as required or as 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.

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.

Must not be less eighteen (18) years of age.

Must possess a valid driver's license.

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	10-20-06
	01-14-08
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	04-17-14