

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible, entry-level positions in the police department, the primary duties of which are protecting and safeguarding life and property within the community. Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances. Work involves making regular patrols, enforcing traffic laws and investigating accidents, crimes or suspicious activity in accordance with prescribed departmental rules and regulations. Employees of this class work with a high degree of supervision, receiving specific instructions for most duties, with the authority to work independently in designated areas. Employees of this class report to and have work reviewed by a Police Sergeant. This class ranks directly below that of Police Sergeant.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Patrols an assigned area to discourage criminal activity, to discover crimes in progress and to report potentially hazardous conditions. Checks doors and windows of businesses to ensure security and to detect signs of damage or illegal entry. Stops and questions individuals who appear to be acting suspiciously or who seem to be out of place. Maintains covert surveillance of suspects or areas in order to detect illegal activity, establish probable cause or apprehend suspect. Frisks suspect by patting down outer surfaces of suspect's clothing to locate weapons. Engages in armed encounters with suspects to neutralize the threat to officers or the public. Arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights. Books arrested persons and performs basic frisk and search to confiscate and record personal property during initial booking procedures. Obtains medical attention for arrested person who is ill or incapacitated, or for whom a health problem is indicated.

Patrols streets and highways in an assigned area in order to detect traffic violations, prevent accidents and assist motorists or pedestrians. Makes traffic stops and performs any other traffic control duties such as directing traffic, operating radar, and inspecting traffic control devices. Issues citations for traffic and parking violations, pursues vehicle operators committing traffic violations, conducts vehicle searches, and administers field sobriety tests. Protects accident scene from disturbance, identifies evidence, and photographs the accident scene.

Interviews all witnesses and drivers involved in the accident. Assists in the removal of injured persons from wrecked vehicles and provides emergency medical assistance when necessary. Clears accident scene by contacting wrecker service and ensuring debris is removed from the roadway.

Responds to crimes in progress; communicates with headquarters and other police personnel using a police radio in order to send and receive information. Evaluates type and seriousness of a crime to determine if a detective is needed at the scene. Performs criminal investigations of cases involving assault and battery, burglary, theft, robbery, narcotics violations, forgery, missing persons and homicide. Accompanies victims of violent crime to a hospital for medical attention. Protects crime scene by establishing a perimeter and limiting access so evidence will not be disturbed. Identifies, collects, labels and preserves evidence, using appropriate procedures for protecting the chain of possession. Dusts for and lifts fingerprints at the crime scene. Interviews crime victims and witnesses, and interrogates suspects in order to evaluate responses and to obtain facts about a crime. Reconstructs the incident using available evidence and clues. Determines possible motive for crime by reviewing and analyzing available information. Develops descriptions of suspects wanted for questioning by searching departmental files and records and following-up on any leads. Secures and executes arrest or search warrants. Briefs other department personnel about the crime, victims, witnesses and possible suspects. Prepares for court testimony by reviewing the laws of evidence and all relevant information about the case. Testifies in court as necessary.

Participates in juvenile operations, including taking juveniles into custody who have committed a crime or delinquent act. Uses appropriate procedures for arresting and processing juveniles. Interviews juveniles, using established procedures that preserve the right of the child. Communicates with the parents or legal guardian to explain the law and penalties for alleged offenses and to offer guidance and support. Takes juveniles into custody who are in need of care, such as runaways or children who have been abandoned or abused. Investigates crimes against juveniles, using appropriate procedures to ensure the protection of the child.

Escorts bank or business personnel carrying large sums of money in order to provide security. Controls large crowds at athletic events, parades or other events. Controls and reduces the after-effects of a natural disaster by providing evacuation routes, emergency rescue, and support measures for those affected. Searches established geographic areas as part of a team to locate missing children or suspects. Practices to maintain proficiency in the use of firearms and self-defense techniques. Inspects and maintains equipment such as vehicles, weapons and radar to ensure that they are in good operating condition.

Completes standard forms, records and reports such as log sheets, daily work activities, vehicle mileage and maintenance, and crime

reports following departmental procedure. Gathers and compiles information for reports by reviewing and analyzing data discovered in the investigatory process to ensure that reports will be accurate, complete, and clear. Exchanges pertinent information with other individuals or agencies relating to wanted persons, criminal histories, and stolen or missing property by entering and retrieving data using the NCIC computer network.

Maintains professional and effective police-community relations by communicating and enhancing an attitude of cooperation with all segments of the population through day-to-day contacts with the public. Responds to questions and complaints from the public, exercising courtesy and tact.

Performs any related duties assigned.

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 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, general educational development (G.E.D.) 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 G.E.D. certificate.

Must possess a valid driver's license.

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