



Job Description: **Police Officer**

Location: Public Safety Center

Department/Division: Police

Reports to: Police Sergeant

FLSA: Non-Exempt

Pay Range: 36

**Definition:** Under general supervision, enforces city, state and federal laws and regulations by responding to calls for assistance.

**Essential Functions:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class).

**Tasks:**

- Patrols city to prevent or deter crime; arrests violators; interprets and applies laws, regulations, policies and procedures. Enforces city, state, and federal laws and regulations.
- Investigates complaints
- Apprehends suspects; searches, inspects, transports and takes custody of prisoners.
- Interviews suspects and witnesses; secures crime scene, collects evidence and facts.
- Performs investigation of crimes and accidents; performs follow up duties on crimes and accidents as directed.
- Performs appropriate documentation of shift activity including logs, reports and forms.
- Responds to calls for assistance, controls traffic at accident scenes, testifies in court as witness and/or reporting officer to a crime.

**Knowledge, Skills and Other Characteristics:**

- Knowledge of law enforcement practices and procedures.
- Knowledge of proper firearm handling techniques.
- Knowledge of city, state, and federal laws and regulations.
- Skill in analytical, objective observances of situations and quick decision making.
- Skill in managing situations firmly, courteously, tactfully and impartially.
- Skill in recording information accurately and completely.
- Skill in establishing cooperative work relationships with those contacted in the course of work.

**Qualifications:**

High School diploma and ability to pass state certification as police officer.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all job duties performed by personnel so classified. Management reserves the right to revise or amend duties at any time. Job description does not constitute a contract.

Driver's license requirement:

☒ Essential  
☐ Non-essential  
☐ CDL required