

CITY OF BEREA  
POSITION DESCRIPTION

Class Title: Police Officer

Department: Police

Supervisor: Lieutenant or Sergeant

Supervises: None

Class Characteristics: As a sworn law enforcement officer, performs general duty police work in protection of life and property, enforcement of laws, conflict management, and investigation of crimes; performs related work as required.

Distinguishing Features of the Class: The work of this class involves responsibility for the protection of life and property, prevention of crime, investigation of crime, apprehension of criminals, and the general enforcement of laws and ordinances in a designated area on an assigned shift or on special assignment. Duties normally consist of patrol, preliminary investigation, and traffic regulation. The work involves an element of personal danger and the employee must be able to take initiative, be assertive, act without direct supervision, and exercise independent judgment in meeting emergencies. Employees in this class may be assigned duties and responsibilities that require specialized knowledge, skills and abilities (i.e., investigations, School Resource Officer, etc.)

General Duties and Responsibilities (Illustrative Only):

Essential:

1. Patrols a designated area on foot or in radio equipped vehicle to enforce federal, state and local laws, administrative regulations and ordinances, and to prevent and/or discover the commission of crime.
2. Responds to calls received during shift; investigates suspicious conditions and complaints.
3. Intervenes in interpersonal crisis, conflict and domestic violence situations to protect life, property and personal rights.
4. Initiates investigations into all suspicious or hazardous circumstances observed while patrolling assigned area.
5. Investigates and reports factual information regarding all incidents of crime personally discovered or reported by a citizen; conducts covert activities or surveillance assignments as assigned.
6. Performs and assists in specialized tasks such as investigation of arson, sex crimes, forgery, sexual/child abuse, vice or narcotics, fingerprint identification, and intelligence collection.
7. Prepares statements of suspects, witnesses and victims.
8. Arrests, books and/or processes criminal-law violators.
9. Issues citations.
10. Cooperates in the prosecution of criminal offenders by court testimony, grand jury testimony, and at coroner's inquests.

11. Serves summons and subpoenas.
12. Transports prisoners.
13. Provides traffic control services in connection with school crossing, inoperative electronic traffic control devices, accidents, parades, and special events.
14. Maintains public order in crowds, parades, funerals or other public gatherings.
15. May render first-aid; may assist ambulance and fire services in emergency situations.
16. Checks public buildings, businesses and residential areas to enhance security against trespass, damage, and unsafe conditions.
17. Administers breathalyzer tests.
18. Investigates accidents and prepares reports.
19. Participates in continuing education classes.
20. Renders emergency assistance to citizens and the public as needed.
21. May serve as Field Training Officer when assigned by the Department.
22. Provides appropriate information to citizens regarding crime prevention.
23. May perform special related duties in special details or administrative services.
24. Prepares written reports on shift activities.
25. Establishes rapport with citizens of the community.
26. As a sworn officer, employees in this class must qualify with and be proficient with all authorized weapons.

Non-essential: May be assigned, either full-time or part-time, to specialized functions within the department (i.e., Investigations, Community Services, Neighborhood Watch Program, Drug Task Force, Bike Patrol, School Resource Officer, etc.)

## MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by sufficient work experience to have completed required basic training and field training.

### Special Knowledge, Skills and Abilities:

#### Knowledge:

1. Knowledge of current developments in law enforcement and public safety, and federal, state and local laws, administrative regulations and ordinances and their application in work assignments.
2. Knowledge of modern police principles, practices and methods.
3. Knowledge of the street layout and population pattern of the city.
4. Knowledge of first-aid.
5. Knowledge of preventive maintenance requirements for vehicle and equipment.

#### Skills:

1. Skill in the use of firearms.
2. Excellent communication skills.

Abilities:

1. Ability to remember names, faces and details of incidents.
2. Ability to analyze situations and to adopt a quick, effective and reasonable course of action with regard to surrounding hazards and circumstances.
3. Ability to exercise good judgment, to make decisions in accordance with applicable laws and policies, to accept and share responsibility, and to be responsive in the performance of all police work, and to use resourcefulness and tact in meeting new problems.
4. Ability to understand and follow oral and written communications.
5. Ability to prepare clear and comprehensive reports.
6. Ability to use and care for firearms and other weapons.
7. Ability to drive and operate automobile safely and efficiently during all weather conditions.
8. Ability to establish and maintain effective working relationships with city officers and employees, other police departments/agencies, and the general public.
9. Physical strength and agility; excellent physical condition.

ADDITIONAL INFORMATION

Instructions: Initially, instructions are detailed and specific, but become more general with training and experience.

Processes: Work varies slightly and seldom required to take different, new or unusual approaches in completing job duties.

Review of Work: Most completed work reviewed by supervisor through either written reports or oral presentation.

Analytical Requirements: Decisions are based on wide knowledge of many factors where the application of advanced or technical concepts is required.

Tools, Equipment and Vehicles Used: Police cruiser, firearm, baton, hand cuffs; pepper spray, radio, camera, intoxilizer, PBT, normal office equipment (telephone, computer, etc.)

Physical Demands: Work is generally performed outdoors regardless of weather conditions; intermittent sitting, standing, walking, climbing, bending, carrying, stretching and/or stooping required; must be able to lift objects weighing in excess of twenty-five pounds; must be able to physically restrain individuals when required; must operate police cruiser in emergency situations; exposed to noise, fumes, all weather conditions.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Heavy.

Interruptions: Constant.

Special Licensing Requirements: Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky.

Availability: Must be able to work irregular shifts. Must be able to respond to calls in emergency situations at all hours.

Certification Requirements: As a sworn officer, must meet requirements as outlined in Peace Officer Professional Standards (POPS) and become certified within one year after appointment in accordance with KRS Chapter 15; once certified, must maintain certification as a condition of continued employment in the class.

Additional Requirements: Must meet job-related physical requirements to effectively perform the functions of the position. Sworn personnel either employed or promoted to a higher position after July 2011 must continue to meet POPS standard throughout employment with the department. See KRS Chapter 95 for additional requirements.

Overtime Provision: Non-exempt.