


JOB DESCRIPTION

	Position Title:	Police Officer	Pay Grade: 5 FLSA: Non-Exempt
	Department:	Police Department	
	Reports to:	Police Sergeant	
	Last Updated:	May 2024	

Job Goal

Perform general police work enforcing laws, ordinances, and department regulations, preventing crime, and protecting life and property. Perform criminal investigations. Provide the highest degree of professionalism.

Responsibilities (include but not limited to)

- Enforces federal, state, and local laws to protect individual rights, protect life and property, prevent, and suppress crime, and identify and apprehend criminal offenders.
- Performs duties including patrol, investigation, and traffic regulation.
- Responds to calls received during the shift; investigate suspicious conditions and complaints.
- Initiates investigations into all suspicious or hazardous circumstances observed while patrolling assigned areas.
- Performs and assists in specialized tasks such as investigation of arson, sex crimes, forgery, sexual/child abuse, vice, narcotics, fingerprint identification, and intelligence collection.
- Checks public buildings, businesses, and residential areas to enhance security against trespass, damage, theft, and unsafe conditions.
- Performs traffic control services in connection with school crossings, inoperative electronic traffic control devices, accidents, parades, funerals, or other public gatherings.
- Prepares accurate records and reports.
- Assigned to specialized functions (i.e., investigations, K-9, bike patrol) for extended periods, as directed.
- Assigned as a Field Training Officer, as directed.
- Assigned as a firearms instructor or a taser instructor, as directed.
- Responds to calls at all hours.
- Attends meetings and training programs at irregular hours including evenings and weekends.
- Performs other duties as required or requested.

Qualifications

- High School Graduate or equivalent.
- Complete required basic training and field training.
- Qualified and proficient with all authorized weapons.
- Must possess First Aid and CPR Certification.
- Must possess a valid driver's license.
- Certified Police Officer Professional Standards P.O.P.S.
- Graduate of the DOCJT Basic Academy.

Knowledge, Skills, and Abilities

- Knowledge of modern law enforcement principles, practices, procedures, methods, and techniques.
- Knowledge of federal, state, and local laws.
- Proficient knowledge of computers, spreadsheets, and applicable software programs.
- Knowledge of the geography of the city including the location of roads.