

POLICE OFFICER

NATURE AND VARIETY OF WORK

This is entry level general duty law enforcement police work. Incumbents in this class perform routine law enforcement work in the provision of preventive law enforcement patrols, and investigations in the process of enforcing the County's civil and criminal laws and ordinances. Performance of these duties and responsibilities is mandated and authorized by the State and local laws and ordinances. The work requires the incumbent to exercise initiative and discretion under frequently stressful, emergency and dangerous situations. Incumbents work under close to general supervision of a Senior Police Officer.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Conducts preventive and/or law enforcement patrols in the enforcement of County laws and ordinances.

Checks assigned and unassigned areas requiring attention; i.e., unoccupied building/residence, open drug market and disadvantaged citizen's homes.

Responds to and initiates calls for service; investigates complaints and suspicious conditions, and conduct arrests.

Checks the background of detainees using a variety of automated systems.

Responds to criminal incidents and accident scenes; takes fingerprints and photographs; searches and confiscates evidence and writes citations.

Attends and testifies in court.

Transports prisoners to the appropriate detention center.

Direct traffic as required and enforces radar/speed limit and other traffic regulations.

Monitors incoming messages and directs inquiries to the appropriate staff/department.

Writes/prepares variety of reports.

Provide security for dignitaries and other public officials as required.

Attends public relations function (i.e. funerals, schools, demonstrations and public parks).

Provides security and guards prisoner at the hospitals.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Some knowledge of assigned geographical area and the County at large

Some knowledge of both the criminal and traffic laws.

Skill in the use of handguns, firearms and radar equipment.

Ability to communicate both orally and in writing.

Ability to use automated systems, i.e., Computer Aided Dispatch (CAD).

Ability to deal with and assist people of varying backgrounds.

Ability to write/prepare a variety of reports.

Ability to operate motor vehicles safely under all kinds of weather conditions and emergency situations.

Ability to remain calm and make sound decisions under stressful and emergency situations.

Ability to understand and carry out complex oral and written instructions.

Ability to present evidence in court and make presentations to the public.

Ability to use firearms.

MINIMUM QUALIFICATIONS

Graduation from high school or GED; and must be at least 21 years of age.