

POLICE DEPARTMENT**CLASS TITLE:** *Police Officer*

CHARACTERISTICS OF THE CLASS: This is skilled responsible work in the protection of life and property through the enforcement of laws and ordinances. An employee in this class is responsible for maintaining law and order, for protecting life and property, and for performing other police related activities including patrol, investigation, and crime prevention. Receives close supervision from the police sergeant, police lieutenant, and police chief.

ESSENTIAL FUNCTIONS:

- Physically apprehend criminal using mechanical or non-mechanical means.
- Safely care for and use necessary law enforcement equipment in the performance of duties, to include: firearms, radar, Breathalyzer.
- Work during inclement weather, and at varied hours of the day.
- Communicate accurately with other officers, government agencies, and the general public regarding accidents, crimes, and emergency response situations.
- Apply federal, state, and local laws and ordinances to accidents, crimes, and emergency response situations.
- Must satisfactorily complete the Department of Criminal Justice Training Basic Academy, as well as subsequent 40 hours of annual training.
- Patrol city on foot and in cruiser/motorcycle, often during inclement weather and varied hours of the day.
- Enforces federal, state, and local laws and ordinances.
- Responds to emergency calls and takes proper action.
- Prevents and discovers citations for traffic violations.
- Testifies in court when necessary.
- Serves legal documents for the court.
- Controls traffic at school crossings, accidents, fires, parades.
- Secures the scene of crimes, and accidents, conducting preliminary investigation, gathering evidence, and interviewing witnesses.
- Assists in emergency situations, and other situations responded to during shift of duty.
- Provides security and funeral escorts when needed.
- Operates detection equipment such as Breathalyzer and radar as part of enforcement duties.
- Serves as representative of the police in connection with school and community public education programs.
- Participates in approved law enforcement training courses.

TRAINING AND EXPERIENCE:

- Graduation from a standard high school, or the equivalency, supplemented by significant experience in the field of law enforcement.
- Must qualify for certification and licensing under the Kentucky Law Enforcement Council, Police Officer Professional Standards Act.
- Graduation from the Department of Criminal Justice Training Basic Academy; or any combination of training and experience, which provides the desired knowledge, skills, and abilities.

- Must maintain 40 hours of annual continued training, as mandated by the Kentucky Law Enforcement Council. This training should include Supervisory Level training.
- Two years of college is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to establish and maintain effective working relationships with other city employees and officers, government agencies, and the general public.
- Knowledge of the geography of the jurisdiction.
- Knowledge of federal, state, and local laws and ordinances.
- Ability to prepare reports accurately; Ability to analyze situations and act quickly and efficiently.
- Knowledge of police methods, practices, and procedures, with the ability to apply knowledge and proper procedures to specific situations.
- Basic knowledge of proper procedures regarding the collection of evidence.
- Knowledge of how to use departmental equipment including the safe care and use of firearms, radar and Breathalyzer.
- Ability to prepare reports accurately.
- Knowledge of first-aid.
- Ability to operate a motor vehicle at high speed, or in a dangerous situation.
- Possession of, or the ability to obtain, a valid Kentucky Operators License.

LEGAL REQUIREMENTS: An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

Kentucky Wage and Hour Overtime Status: Non-Exempt

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.