

Class Title
Police Officer

Characteristics of the Class

Under general direction of the Police Chief or other departmental supervisory personnel, performs all duties required in the enforcement of laws and ordinances, the prevention of crime, and the protection of life and property. Performs related work as required.

Examples of Duties or Responsibilities of the Classification

(Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to add to or otherwise alter the duties and responsibilities of a position. The use of an individual expression or illustration as to duties or responsibilities shall not be regarded as excluding assignment of others not mentioned which are of similar kind or quality)

Patrols assigned areas of city in police vehicle or on foot. Investigates complaints and responds appropriately. Makes arrests and/or issues citations to persons in violation of state laws or city ordinances. Serves warrants and subpoenas. Takes prisoners to Jail. Provides traffic control in connection with school crossings, accidents, inoperative electronic traffic control devices, fires, parades and special events. At the scene of a crime or accident conducts preliminary investigations, gathers evidence, interviews witnesses, and makes arrests as appropriate. Qualified officers may administer breathalyzer tests as needed. Assists rescue and fire units in emergency situations. Prepares required reports relating to crimes or accidents. Appears in court as required. Gives advice on laws and ordinances and general information to the public. Maintains order in crowds, parades, and public gatherings. Works with social service agencies and public schools as needed to accomplish program objectives. Participates in approved/required law enforcement training courses in modern police methods and procedures, first aid, firearms instruction, and related procedures. Performs other related duties as required.

Typical Working Conditions and Unique Physical Requirements

(Persons employed in this classification will typically perform their primary job duties under these conditions. However, these conditions may change on occasion in performing the duties of an individual position)

Depending on the duties being performed, on-duty time is spent in the office, police cruiser or outdoors. Must respond to calls in all weather conditions and in any type of terrain. Extreme physical exertion may be required in the pursuit and apprehension of criminal suspects/prisoners. Extreme mental stress due to danger to self or others may also occur due to nature of position.

MINIMUM QUALIFICATIONS

Training and Experience

Graduate from an accredited high school or equivalent (GED). Successful completion of Certified Peace Officer training administered or approved by the Department of Criminal Justice Training or the ability to achieve such certification within one (1) year of employment. Must comply with annual in-service training requirements mandated by KRS 95.955. Must be at least twenty-one (21) years of age.

Special Licensing Requirements

Valid driver's license
Certified Peace Officer

Special Knowledge, Skills and Abilities

Comprehensive knowledge of police methods, practices and procedures with ability to apply knowledge to specific situations. Extensive knowledge and application of federal, state, and local laws. Working

knowledge of the geography of the city. Ability to understand and carry out oral and written instructions. Ability to analyze situations and to adopt quick, effective and reasonable courses of action, with regard to surrounding hazards and circumstances. Ability to establish and maintain effective working relationships with employees, other officials and the general public. Physical and intellectual ability to perform duties effectively in high stress situations. Effective written and verbal communication skills. Ability to maintain important records efficiently and accurately, and to prepare clear, concise reports from this information

Overtime Status

Non-exempt