

Class Code: 3401

Pay Grade: PF-1

Class Title: POLICE OFFICER

1. Duties that are characteristic as to type and level:

General duty police work of ordinary difficulty and responsibility in the enforcement of laws and ordinances, maintenance of law and order, and on the spot detection and apprehension of law violators; related work as required; performed under technical supervision.

2. Typical tasks or assignments:

Patrols a specified beat, district, or area on foot, on a motorcycle, or in a radio car; checks doors, windows, and gates of business establishments, and vacant homes; investigates suspicious persons or conditions; makes arrests for violations of laws and ordinances; escorts prisoners; has violators booked for charges; issues summonses; testifies in court proceedings; watches for and makes routine investigations of wanted and missing persons and stolen property; enforces state and local traffic laws and parking regulations; directs traffic, gives information on street locations, building locations, and routines; checks cars for overtime parking; investigates and makes reports on traffic accidents, including damage and injury claims; serves as radio dispatcher; performs special assignments such as watch duty at precincts, headquarters, or detention homes.

3. Minimum qualification requirements:

a. As to education, training, and experience:

High school graduation.

Some prior work experience, including (but not mandatorily) military service, sufficient to develop maturity, responsibility, and mental and manual skill.

Any acceptable equivalent combination of education and training.

b. As to special knowledge, ability, and skill:

Working knowledge of the geography of the city.

Aptitude for increasing knowledge of crime detection, law enforcement principles, methods, and techniques.

Ability to meet specified minimum requirements as to mental skill, residence, citizenship, age and physical condition as set forth in applicable laws, ordinances, or rules of the civil service commission.