

Essential Duties and Responsibilities – Police Officer

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- (1) Responds to calls for service; Initiates appropriate action on observed activity; Implements community policing and problem-solving strategies and initiatives of the Department.
- (2) Makes security checks on businesses and residential units; Observes and takes appropriate action on such observations (e.g., citation, arrest, warning, counseling).
- (3) Observes and apprehends violators of traffic laws and issues written citations and warnings.
- (4) Conducts or assists with investigations and/or responds to criminal and civil complaints (e.g., interviews witnesses, suspects, complaints, victims, etc.); Watches for and makes investigations of wanted or missing persons and property; Investigates automobile accidents.
- (5) Physically restrains/subdues suspects as required; Makes arrests as required by law; Processes prisoners (e.g., fingerprinting, photographing, etc.); Drives patrol car, rides bike and/or walks to patrol City; Pursues suspects on foot (e.g., runs short and long distances, requires physical endurance) and observes and prevents violations of law.
- (6) Completes required reports and completes affidavits; Maintains logs and ledgers.
- (7) Collects, analyzes, and interprets data received at the crime scene, and collects and preserves evidence of crime scene (e.g., photographs, fingerprints, reconstructs crime, etc.).
- (8) Assists mentally ill or suicidal subjects in seeking treatment, etc.
- (9) Operates law enforcement equipment and instruments (e.g., patrol car computer, radio, firearms, speed measuring devices, breathalyzer, related police tools, etc.); Properly utilizes and maintains equipment (e.g., firearms, gear, police car, computer, etc.).
- (10) Interviews and counsels parties in domestic disputes; Interviews persons with complaints and inquiries.
- (11) Testifies in court through speech and demonstration.
- (12) Receives, assists, and transmits emergency calls by radio or telephone.

- (13) Renders first aid and/or CPR at scenes of medical emergencies.
- (14) Under direction of the Department's LEADS/TAC, prepares and maintains all LEADS correspondence, entries, deletions, messages; Attends LEADS training/certification.
- (15) Meets and complies with all job safety requirements and all applicable OSHA safety standards that pertain to essential functions; Demonstrates regular and predictable attendance; Subject to call-out twenty-four (24) hours seven (7) days a week and is responsible for fulfilling the above mentioned essential functions during such circumstances.