



POSITION: <i>Police Patrol Officer I</i>	
DEPARTMENT: Police	
REPORTS TO: <i>Shift Sergeant</i>	
Date Reviewed: 10/03/2019	Pay Grade: P-11
Drug/Alcohol Test: Random P.S.	FLSA: Non-Exempt

DEFINITION

This is general police work involving the protection of life and property, enforcement of laws and investigation of crimes. An employee in this class is responsible, on a regular shift basis, for enforcing all statutes, laws, ordinances and regulations for which the police department is responsible; for protecting life and property and for performing police related assignments. Work is performed according to established departmental policies and procedures. Work contains a substantial element of personal risk, and an employee must be able to exercise sound judgment independently in emergency situations. Work requires tactful, conscientious and efficient performance of duties under little direct supervision. Assignment and general instructions are received from supervising officer who reviews work methods and results through reports; personal inspection and discussion.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes and misconduct.
- Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
- Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.
- Carries out duties in conformance with Federal, State, County, and City laws and ordinances.
- Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.
- Interrogates suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene.
- Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victim, witnesses and suspects. Develops leads and tips. Searches scene of crime for clues. Analyses and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings.
- Prepares a variety of reports and records including incident reports field interrogation report, alcohol reports, vehicle impoundment form, traffic accident report, etc.
- Undertakes community-oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (D.A.R.E.), traffic safety, etc.
- Participates in investigating criminal law violations occurring within the City limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.
- Conducts patrol activities including directing traffic, investigation of reported or observed violations of the law, and conducting patrol activities.
- Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court

POLICE OFFICER I

Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.

- Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.

DESIRED MINIMUM QUALIFICATIONS

- (A) Must be 21 years or older at the time of employment;
- (B) Must possess or be able to obtain by the time of hire, a valid State driver's license.
- (C) Felony convictions and disqualifying criminal histories within the past seven years are not allowed;
- (D) U.S. citizen
- (E) Must be able to read and write the English language
- (F) Must be of good moral character and of temperate and industrious habits.

Education and Experience:

- (A) High school diploma or GED supplemented by a two-year community college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or a related field; or
- (B) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Some knowledge of modern law enforcement principles, procedures, techniques, and equipment;
- (B) Some skill in operating the tools and equipment listed below;
- (C) Ability to learn the applicable laws, ordinances, and department rules and regulations; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to establish and maintain effective working judgment in evaluating situations and in making decisions; ability to follow verbal and written instructions; ability to meet the special requirements listed below; ability to learn the City's geography.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun and other weapons as required, baton, handcuffs, Breathalyzer, pager, first aid equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

POLICE OFFICER I

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

The City of Covington is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Reviewed by:

HR Director

Date