

## 2.12 JOB SUMMARY: POLICE OFFICER/PATROLMAN

Performs general duty police work in the protection of life and property through the enforcement of laws and ordinances; requires the exercise of initiative and discretion at all times; work involves an element of personal danger; does related work as required.

### A. REPORT TO

Police Chief

### B. WORK DUTIES

Enforcement of City and State Laws and ordinances as well as respond to incidents involving citizen complaints in a courteous and efficient manner; patrols an assigned area during a specified time period in a police vehicle; investigates suspicious conditions; makes arrests of persons who violate the laws or ordinances; accompanies prisoners to headquarters; jail or court and appears in court as arresting officer; involved in traffic control; makes traffic arrests; attends fire and accidents in an assigned area as directed and gives all possible assistance and prepares necessary reports; takes and develops photographs of major accidents and crime scenes; watches for stolen vehicles and wanted or missing persons; lifts fingerprints from crime scenes; takes fingerprints of suspects and others for the use of the department and for other governmental use; involved in crowd control at parades or other public gatherings; makes checks of all businesses for security purposes; knowledge of watercraft laws and enforce when necessary.

### C. EDUCATIONAL REQUIREMENTS

High School graduate; ability to type; State Certification in Law Enforcement; ability and desire to complete further training and educational assignments as required. Knowledge of watercraft laws, rules, and operation.

### D. OTHER REQUIREMENTS

Honesty; integrity; good knowledge of first aid methods; skill in use of firearms; ability to understand and carry out oral and written instructions; agility; excellent physical condition, ability to relate with the public and with fellow employees.