



Police Officers are responsible for maintaining law and order, the enforcement of laws and ordinances, protection of life and property, apprehension of law violators, and other related duties in the Police Department such as in the Bureau of Investigation and traffic enforcement.

### **Essential Duties and Responsibilities**

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

- Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.
- Record facts to prepare reports that document incidents and activities.
- Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area.
- Identify, pursue, and arrest suspects and perpetrators of criminal acts.
- Patrol specific area on foot or motorized conveyance, responding promptly to calls for assistance.
- Review facts of incidents to determine if criminal acts or statute violations were involved.
- Render aid to accident victims and other persons requiring first aid for physical injuries.
- Investigate traffic and other accidents to determine causes and/or if a crime has been committed.
- Testify in court to present evidence or act as a witness in traffic and criminal cases.
- Photograph or draw diagrams of crime or accident scenes and interview principals and eyewitnesses.
- Regular, reliable attendance.

### **Minimum Qualifications**

Must be 21 years of age, or have reached age 21 upon completing the police academy. Completion of Police Academy/ POST Certified preferred. Must have a high school diploma or its equivalent.

### **Selection Process**

All appointments as a Police Officer are made on the basis of competitive testing, interviews and background investigations. Before appointment, applicants must complete all phases of the selection process. This process may consist of the following: Written Test, Oral Interview Board, Psychological Assessment, Medical Examination/Drug Screening, Physical Fitness Examination, Background Investigation, and a Psychological Stress Evaluator Examination. The duration of the Police Officer selection process is approximately three months. During this selection process, sensitive or confidential aspects of the candidate's personal life may be explored. Candidates who have completed or are currently attending a local Police Academy may receive preference.