

CITY OF ELKTON
POSITION DESCRIPTION
Police Officer (Recruit)

Class Title: Police Officer (Recruit)

Department: Police

Supervisor: Chief of Police or Police Sergeant

Supervises: None

Class Characteristics: As a sworn law enforcement officer, performs general police work in the protection of life and property, enforcement of laws and ordinances, investigation of crimes, etc.; performs related work as required.

Distinguishing Features of the Class: The work of this class involves responsibility for the protection of life and property, prevention of crime, investigation of crime, apprehension of criminals, and the general enforcement of laws and ordinances on an assigned shift or on special assignment. Duties normally consist of patrol, preliminary investigation, and traffic regulation. The work involves an element of personal danger and the employee must be able to take initiative, be assertive, act without direct supervision, and exercise independent judgment in meeting emergencies. Assignments may include work that requires specialized knowledge, skills and abilities. Newly employed police personnel who have not completed the required basic training shall serve in the Police Officer (Recruit) class until they have completed basic training (including required field training). After completion of required training, and subject to the recommendation of the Chief of Police, Police Officer (Recruits) may be promoted to the Police Officer classification.

General Duties and Responsibilities (Illustrative Only):

Essential:

1. Patrols the city on foot or in radio equipped vehicle to enforce federal, state and local laws, administrative regulations and ordinances, and to prevent and/or discover the commission of crime.
2. Responds to calls received during shift; investigates suspicious conditions and complaints.
3. Intervenes in interpersonal crisis, conflict and domestic violence situations to protect life, property and personal rights.
4. Initiates investigations into all suspicious or hazardous circumstances observed while patrolling assigned area.
5. Investigates and reports factual information regarding all incidents of crime personally discovered or reported by a citizen; conducts covert activities or surveillance assignments as assigned.
6. Performs and assists in specialized tasks such as investigation of arson, sex crimes, forgery, sexual/child abuse, vice or narcotics, fingerprint identification, and intelligence collection.
7. Prepares statements of suspects, witnesses and victims.
8. Arrests, books and/or processes criminal-law violators.
9. Issues citations/warnings to violators.
10. Cooperates in the prosecution of criminal offenders by court testimony, grand jury testimony, and at coroner's inquests.

11. Serves summons, warrants and subpoenas.
12. Transports prisoners.
13. Provides traffic control services in connection with school crossing, inoperative electronic traffic control devices, accidents, parades, and special events.
14. Maintains public order in crowds, parades, funerals or other public gatherings.
15. May render first-aid; may assists ambulance and fire/rescue services in emergency situations.
16. Checks public buildings, businesses and residential areas to enhance security against trespass, damage, and unsafe conditions.
17. Administers breathalyzer tests.
18. Performs investigations and prepares reports.
19. Works accidents.
20. Renders emergency assistance to citizens and the public as needed.
21. Assists other officers.
22. Provides appropriate information to citizens regarding crime prevention.
23. May perform special related duties in special details or administrative services.
24. Prepares written reports on shift activities.
25. Establishes rapport with citizens of the community.
26. Participates in training programs to obtain and maintain certification.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent; prior law enforcement experience preferred, but not required.

Certification/Licensing Requirements: Must have successfully completed, or must successfully complete required basic training during first year of employment in the class; must successfully complete required annual training. Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of, or ability to learn, current developments in law enforcement and public safety, and federal, state and local laws, administrative regulations and ordinances and their application in work assignments.
2. Knowledge of, or ability to learn, modern police principles, practices and methods.
3. Knowledge of, or ability to learn, the street layout and population pattern of the city.
4. Knowledge of first-aid.
5. Knowledge of preventive maintenance requirements for vehicle and equipment.

Skills:

1. Skill in the use of firearms.
2. Excellent communication skills.
3. Computer skills.

Abilities:

1. Ability to remember names, faces and details of incidents.
2. Ability to analyze situations and to adopt a quick, effective and reasonable course of action with regard to surrounding hazards and circumstances.
3. Ability to exercise good judgment, to make decisions in accordance with applicable laws and policies, to accept and share responsibility, and to be responsive in the performance of all police work, and to use resourcefulness and tact in meeting new problems.
4. Ability to understand and follow oral and written communications.
5. Ability to prepare clear and comprehensive reports.
6. Ability to use and care for firearms and other weapons; learn the safe and proper use of firearms.
7. Ability to drive and operate automobile safely and efficiently during all weather conditions.
8. Ability to establish and maintain effective working relationships with city officers and employees, other police departments/agencies, and the general public.
9. Ability to make fair and impartial decisions in accordance with applicable federal and state laws and administrative regulations, and local ordinances. Physical strength and agility; excellent physical condition.

ADDITIONAL INFORMATION

Instructions: Initially, instructions are detailed and specific, but become more general with training and experience.

Processes: Work varies slightly and seldom required to take different, new or unusual approaches in completing job duties.

Review of Work: Most completed work reviewed by supervisor through either written reports or oral presentation.

Analytical Requirements: Decisions are based on wide knowledge of many factors where the application of advanced or technical concepts is required.

Tools, Equipment and Vehicles Used: Police cruiser, firearm, baton, hand cuffs; taser, radar, pepper spray, radio, camera, breathalyzer, fingerprint tools, normal office equipment (telephone, computer, etc.)

Physical Demands: Work is generally performed outdoors regardless of weather conditions; intermittent sitting, standing, walking, climbing, bending, carrying, stretching and/or stooping required; must be able to lift objects weighing in excess of twenty-five pounds; must be able to physically restrain individuals when required; must operate police cruiser in emergency situations; exposed to noise, fumes, all weather conditions.

Contacts: Frequent public and internal contacts requiring tact and diplomacy is requirements of the job.

Confidential Information: Regular use of confidential information is a job requirement.

Mental Effort: Heavy.

Interruptions: Frequent.

Availability: Must be able to work irregular shifts. Must be able to respond to calls in emergency situations at all hours.

Additional Requirements: Must meet the job-related physical and psychological requirements in effect at the time of appointment, and must pass any job-related mental, psychological and/or physical qualifying examinations that may be prescribed. (See KRS Chapter 95 for additional requirements.)

Overtime Provision: Non-exempt.