

## **CITY OF BARDSTOWN POSITION DESCRIPTION**

Class Title: Police Officer (Recruit)

Department: Police

Supervisor: Police Sergeant

Supervises: None

Class Characteristics: Under general direction, patrols the City during assigned shift enforcing federal, state, local laws, administrative regulations and ordinances; performs related duties as required

### General Duties and Responsibilities:

#### Essential:

1. Patrols the City on foot, on a bicycle, or in a police cruiser during assigned shift to protect individual rights, preserve the peace, prevent and suppress crime, protect life and property, identify and apprehend criminal offenders, and enforce regulatory measures.
2. Protects civil liberties by fair, impartial and consistent enforcement of federal, state, local laws, administrative regulations and ordinances including the removal of illegal signs in City and State rights-of-way..
3. Responds to requests for assistance and calls for service received during shift.
4. Inspects businesses and residences.
5. Investigates suspicious conditions and complaints.
6. Makes arrests of persons found to be in violation of the law; appears and testifies in court as required.
7. Conducts or assists in the investigation of criminal or non-criminal incidents.
8. Processes crime scenes and coordinates investigations in the absence of an investigator.
9. Directs traffic and issues appropriate citations for law violators.
10. Prepares and forwards required and necessary reports.
11. Responds without delay to a request for law enforcement service.
12. Responds to assist/support fire and medical services personnel at scenes/incidents; responds to and investigates traffic collisions; gives all possible assistance.
13. Maintains order at public gatherings (crowds, sporting events, parades, funerals, or other public gatherings as required).
14. Locates, recovers and properly processes stolen/found property; locates wanted and/or missing persons.
15. Provides emergency first-aid.
16. Operates appropriate police equipment as required.

17. May serve as departmental specialist in one or more major area of expertise in the police profession.
18. Is required to carry and utilize firearms in the course of duty as a sworn police officer.

Non-essential: None.

## DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent (GED); no direct work experience requirements.

### Special Knowledge, Skills and Abilities

#### Knowledge:

1. Knowledge of, or ability to learn, federal, state, local laws, administrative regulations and ordinances regarding law enforcement.
2. Knowledge of, or ability to learn, police principles, practices and methods.
3. Knowledge of, or ability to learn, the geography of the City and County.
4. Knowledge of, or ability to learn, first-aid methods.

#### Skills:

1. Must be, upon completion of law enforcement basic training, skilled in the use of police and police-related firearms, impact and other less-than-lethal weapons; personal defense and apprehension techniques.

#### Abilities:

1. Ability to remain calm in emergency situations and make accurate decisions after all conditions.
2. Ability to prepare accurate reports.
3. Ability to establish and maintain effective working relationships with City officers and employees, other police departments/agencies, and the general public.
4. Ability to, while under the supervision of a field training officer, initiate law enforcement procedures while conducting routine patrol.
5. Ability to take risks in protecting life and property, and the ability to enforce all laws under conditions of stress.
6. Excellent physical condition.

## ADDITIONAL INFORMATION

Instructions: Many aspects of work are covered specifically, but must also use some of own judgment.

Processes: Most processes are covered by departmental operating procedures.

Review of Work: All work is initially closely reviewed, but becomes less with work experience.

Analytical Requirement: Assignments involve decisions based on wide knowledge of many factors where application of advanced or technical concepts is predominantly required.

Tools, Equipment and Vehicles Used: Must operate a vehicle as a job requirement; firearms, impact and other less-than-lethal weapons issued by the police department; normal office equipment.

Physical Requirements of the Job: Must be able to drive a vehicle during all states of emergency and weather conditions; have the physical ability to apprehend and restrain persons during periods of resistance; must be able to lift objects weighing in excess of 25 pounds. Work involves sitting, standing, stooping or walking for prolonged periods of time; must be in high places, confined spaces, must be able to use stairs or ladders; may be exposed to fumes, chemicals or toxic substances. Must be able to qualify for appointment to basic law enforcement training (see KRS Chapter 15).

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

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license at the time of appointment to the position.

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

Certification Requirements: Must complete required basic training during the first year after appointment to position; must successfully complete required annual training while serving in the class.

Additional Requirements: See KRS Chapter 95 for additional requirements.

Overtime Provision: Non-exempt.