

TITLE: POLICE OFFICER  
EXEMPT STATUS  
PAY GRADE:

Summary

This is regular or special detail police work in protecting life and property of the town. Works under the direction of the Police Sergeant.

Job Description

Work involves professional response to the need for the prevention and detection of crimes, and for generally maintaining law and order. Work also involves patrolling assigned area, traffic enforcement, accident reporting, and criminal investigations. Assignments are received from superior officers and are carried out under established policies and procedures. Work requires dedication to public service often made difficult by emotional or physical stress of events. Work is reviewed through conferences, written reports, inspections, and observation of results obtained.

Duties and Responsibilities

Patrols a designated area of the campus on foot or in a patrol car to preserve law and order, to prevent and discover the commission of crimes, and to enforce traffic regulations; answer calls and complaints involving fire, traffic or other accidents, robberies, and other misdemeanors and felonies, and takes necessary police action; makes arrests.

Conducts investigations of criminal activities, consisting of collection and identification of evidence, questioning principals and witnesses, case preparation, and testifying in court. Investigates traffic accidents and performs related traffic control functions.

Performs dispatcher duties such as operating telephone and shortwave radios, and performing related clerical tasks. This position requires fast, efficient, and accurate receiving, dispatching, and processing of calls and messages to and from police vehicles and personnel.

Recovers stolen property; provides various types of public service and assistance to students, faculty, staff, guests, and visitors on the university campus; provides money escorts.

Prepares necessary records and reports.

Performs related work as required.

Additional Job Duties

Performs related duties as required

Required Knowledge, Skills, and Abilities

Knowledge of public relations in law enforcement

Knowledge of safe automobile operation involving the vehicle code.

Knowledge of principles of first aid.

Ability to be courteous but firm with the public.

Ability to react quickly and calmly under emergency conditions.

Ability to make sound decisions.

Skill in observation and memory of places, persons, names and incidents

Physical Demands

Meet physical standards.

Educations and/or Experience

Local Police experience and college education preferred.