

JOB TITLE: POLICE OFFICER I (Hourly: Non-exempt)

ACCOUNTABILITY: Under the direction of the Chief of Police, Police Lieutenant and Police Sergeant, respectively and in compliance with State Statute and City Code.

JOB SUMMARY: Enforces all State statutes, City ordinances and Federal statutes; maintains law and order within the City of Seward.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Operates a police patrol vehicle in patrolling in assigned areas for the prevention of crime and the enforcement of traffic laws and regulations; responds to radio and telephone dispatches and appears at the scenes of disorder or crime; notes and reports traffic hazards; investigates and prepares written reports on accidents, offense and damages to protect the public and maintains order; requests medical assistance when necessary; appears in court as an arresting officer; transports prisoners; investigates crimes; investigates complaints; interviews persons whose actions are suspicious; issues written citations for parking and traffic violations.

SKILLS AND ABILITIES: Knowledge of the technical and operating principals, practices and problems of law enforcement and crime prevention activities; knowledge of the laws governing custody of person(s) search and seizure, rules of evidence; ability to maintain favorable working relationships with city officials and officials of other jurisdictions and the general public; knowledge of the hazards and safety precautions applicable to the work; ability to operate all specialized communications equipment including broadcasting voice messages; one year of experience with various computer programs and functions; ability to sit for extended periods of time on patrol; ability to perform all duties associated with police work including foot patrol, parking patrol, bike patrol, surveillance enforcement and physical apprehension of law violators; ability to get in and out of, and operate standard police patrol vehicles; ability to qualify with all standard issued Police Department firearms per Nebraska Law Enforcement Training Center standards; ability to meet or exceed the Nebraska Law Enforcement Training Center physical standards for basic recruits; ability to work varied shifts, hours and holidays; ability to work under adverse weather conditions (heat-cold-rain-snow) and performs necessary services as assigned.

EXPERIENCE AND TRAINING: Graduation of High School or GED equivalent; ability to successfully enter and complete the Nebraska Law Enforcement Training Center basic recruit Academy within the prescribed period of time, or any equivalent combination of training and experience.

SPECIAL REQUIREMENTS: Possession of a valid drivers license, pass vision and physical exam determining fitness for the above duties.

Updated 9/2001