

**POLICE OFFICER**  
**City of Saint Paul, Nebraska**

**Under the direction of the Chief of Police, Police Sergeant, Mayor and City Council**

**DEFINITION:**

This position patrols an assigned area in the enforcement of law and order, State Statutes and City Codes; takes special assignments in the protection of life and property and other assignments as deemed necessary.

**ESSENTIAL JOB FUNCTIONS:**

Operate an automobile in patrolling an assigned area for the prevention of crime and the enforcement of traffic laws and regulations; respond to radio and telephone dispatches and appear at scenes of disorder or crime; note and report traffic hazards; assist in controlling traffic at scenes of emergencies; investigate and prepare reports on accidents, offenses and damages to property; give directions and information; make arrests; issue citations; give verbal warnings; prepare reports on arrests and property impounded; direct traffic; try doors to determine that buildings are locked; inspect establishments providing alcoholic beverages and entertainment; intervene in private (domestic violence) or public disputes to protect the public and maintain order; request medical attention when necessary; appear in court as arresting officer; fingerprint prisoners; assist in the investigations of crimes involving adults or juveniles; investigate complaints; submit criminal information to the criminal investigator; interrogate persons whose actions are suspicious; see that objects are removed from the streets, which might endanger traffic; issue citations for parking violations; participate not less than 20 hours per year in training conferences and programs; write a log of activities and case reports; work to maintain good public relations; exercise physical control of citizens when required; must be prepared to discharge firearms when conditions warrant; perform related work as required. Interact with the public and other employees, supervisors in a polite, calm, and professional manner, knowing and following all policy and procedures.

**JOB STANDARDS AND SKILLS:**

Ability to read and understand departmental policies, rules and instructions, law regulation and police literature together with an aptitude for law enforcement work; ability to analyze situations and adopt a quick, effective, and reasonable course of action giving due regard to the surrounding hazards and circumstances of each situation; write clear and accurate reports; physical strength; keen observation and ability to remember names, faces, and details of incidents; understand and follow oral and written directions; learn the use and care of automobile, firearms and other department equipment; communicate effectively with coworkers, trainees, the public and all supervisory personnel. Possession of a current Nebraska driver's license is required. Be of good moral character with no felony, domestic assault or serious misdemeanor convictions.

**TRAINING AND EXPERIENCE:**

Police Officer must be 21 years of age or older and must have a combination of training and experience that will provide the Police Officer with the necessary knowledge, skills and abilities to do this job. Must have High School Diploma. Must be able to successfully complete Law Enforcement Training within one (1) year of employment.

**WORKING CONDITIONS:**

Work performed by this position may occur indoors and outdoors; thus, inclement weather may be encountered; this position may come into contact with individuals who are dangerous; there is a risk of injury on the job. The normal work period is scheduled for 80 hours bi-weekly, but is subject to call out for emergency response or extended work day requirements.

**JOB LOCATION:**

**Police Department  
514 Grand Street**

**POLICE EQUIPMENT:**

Weapon: rifles, hand gun, shot gun, baton, hand cuffs, magazines, police radio, flash light, hand tools, specialty tools, Service patrol vehicles

I hereby acknowledge receipt of the foregoing job description.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Acknowledged that you received job description.