

JOB RESPONSIBILITIES

Name:		SSN:	
JOB TITLES: POLICE OFFICER			
Column I: Job Duties and Responsibilities Column II: Check if currently ABLE to perform Column III: Check if currently UNABLE to perform Column IV: If currently UNABLE to perform, please give us a date by when you expect this individual to be able to physically perform the duties again.			
COLUMN I DUTIES AND RESPONSIBILITIES	COLUMN II - ABLE PLEASE CHECK	COLUMN III - UNABLE PLEASE CHECK	DATE
GENERAL FUNCTIONS:			
Performs police work of considerable difficulty in protecting life and property, suppressing and detecting crime and serving the community. Work assignments are general, patrol, traffic or criminal investigations or other specialized functions on as assigned shift.			
ESSENTIAL FUNCTIONS:			
Patrolling/Investigation:			
Patrols a designated area of the Urban County Government to preserve law and order, to prevent and discover the commission of crime, to direct traffic, to reduce traffic accidents and to enforce laws and ordinances.			
Responds to calls and complaints involving automobile accidents, burglaries, neighborhood disturbances, domestic violence situations, reckless drivers, vandalism and other misdemeanors and felonies; makes decisions as appropriate.			
Secures the scene of a crime or accident; administers first aid; lifts latent prints, gathers and identifies evidence, makes photographs and diagram on the scene; obtains witnesses; and makes arrests. Conducts criminal investigations of homicides, rapes, burglaries, robberies, frauds, thefts, assaults, vices and other crimes. Responds to calls in an off-duty capacity when required.			
Inspects vacant buildings, businesses, schools and unoccupied residences to prevent burglary, vandalism and other crimes. May be assigned to special details to include parades, VIP escorts, public events or others as assigned.			
May perform specialized patrols to include motorcycle, horse, bicycle, canine, etc.			
Public Contact/Public Relations:			
Interviews persons with complaints/injuries; attempts to make proper disposition or directs them to the proper authorities. Gathers information on crimes and offenses through interviews and interrogations.			
Serves warrants, summonses, subpoenas and other legal notices; issues traffic citations; and prepares traffic accident and criminal offense reports.			
Assists citizens with motor vehicle problems when requested. Works with social service agencies with the care and placement of neglected and physically and sexually abused children.			

COLUMN I DUTIES AND RESPONSIBILITIES	COLUMN II - ABLE PLEASE CHECK	COLUMN III - UNABLE PLEASE CHECK	DATE
Equipment Operation:			
Transport prisoners to and from jail, court, doctor appointments and other destinations. Administers breathalyzer tests or conducts polygraph tests when assigned.			
Operates & maintains various types of police equipment utilized on the job.			
Data Analysis/Administrative:			
Complies daily and monthly statistical data of individual activity. Studies and analyzes crime patterns, and performs critical on-site security analyses of buildings and surroundings.			
Researches and/or locates information as requested; prepares memos and reports on a variety of topics.			
Miscellaneous:			
May be assigned to perform duties of higher or lower level classifications in this or related class series and/or perform duties on a temporary or acting basis in accordance with Ordinances 21-15 and 21-16 and/or act a lead worker.			
Receives complaints and/or requests for service from the public or others; secures the necessary information and/or refers them to the proper authorities; and counsels citizens who come into the office.			
Responsible for knowing and complying with all UCG and division safety rules and for attending safety meetings. Performs other related duties as required.			
Physical Demands and Working Conditions:			
Physical demands include standing, lifting, carrying, walking, running, bending, and effectively dealing with resistance from arrests.			
Must have the strength and agility to allow the employee to perform job duties, which would be found at the level of medium work (I.e. exerting 20-50 pounds of force) as defined in the PAQ.			
Working conditions include performing duties in all types of weather conditions, regular exposure to continuous noises, contagious diseases, humid surroundings, extreme hot or cold temperatures, sufficient vibrations, fumes, and odors.			

PLEASE LIST ANY LIMITATIONS OR RESTRICTIONS:

Please state if this individual is at maximum medical improvement:

PHYSICIAN'S
SIGNATURE: _____

DATE: _____