

## **CITY OF FRANKLIN JOB DESCRIPTION**

Department: Police

Working Title: Police Officer/Patrolman

### **Characteristics of Class:**

Responsible for the protection of life and property, prevention of crimes, apprehension of criminals, direction of vehicular and pedestrian traffic, and the general enforcement of laws and ordinances in a designated area on an assigned shift. Work is performed in accordance with departmental rules and regulations and normally consists of routine patrols, preliminary investigations, and traffic regulation duties which may be performed in patrol cars, bicycles, or on foot. Work involves an element of personal danger and employees must be able to act without direct supervision and to exercise independent judgment in order to complete tasks. Assignments, general, and special instructions are received from superior officers who review work methods and results through personal inspections, reports, and discussions. Employee will perform other work as required.

### **Examples of Duties:**

Patrols a designated area of the City on foot, bicycles, or in a cruiser to preserve law and order, to prevent and discover the commission of crime, to direct traffic at school crossings and street intersections, and to enforce motor vehicle operation and parking regulations. Assists motorists. Enforces traffic and other laws and ordinances. Answers calls and complaints involving automobile accidents, robberies, and other misdemeanors and felonies. Makes arrests. Transports arrested persons to police station. Interviews witnesses, gathers information, and prepares reports. Interviews persons with complaints or inquiries and attempts to make proper disposition or directs them to proper authorities. Gives advice on laws and ordinances and disseminates general information to the public. Rescues and/or assists in rescue of trapped persons. Requests ambulances and/or tow trucks, renders emergency first aid, and directs traffic around scene of accident. Ascertains condition of streets made hazardous by ice, snow, or other fallen objects. Performs special duty details such as funeral and other escort services and protection of dignitaries at public events. Speaks at school assemblies, civic groups and other organizations on crime related topics and police activities, when so directed by Chief of Police. Conducts tours of police facilities, enforces animal control regulations, and testifies in criminal and traffic courts. Assists in stake-out, undercover, riot and crowd control and other special assignments. Maintains and services assigned vehicle and equipment. Transports money and other valuables to bank for city finance department. Serves arrest warrants, court summons and Capias Pro Fines. Mediates family disturbances and domestic quarrels. Mans complaint desk during temporary absence of Desk Sergeant. Operates portable radar unit and issues citations or warnings to speeders. Goes to assistance of other Police Officers as necessary. Works road blocks to check for driver's licenses, vehicle registrations, and/or other possible violations of laws and ordinances. Participates in individual and group training activities. Performs related work as required. Responsible for accident and crime prevention. Maintains certification in use of side arms or other weapons required in course of duties and in driver's training. Other duties as assigned by the City Manager or Police Chief. Duties require frequent exposure to a high degree of danger or peril and a high degree of physical conditioning, and are not primarily clerical or administrative.

### **Position Qualifications:**

**Training and Experience-** Successful completion of high school curriculum. Successful completion of KLEC training. Some post-secondary education preferred. Must meet requirements of KRS 95.710 and departmental rules and regulations, including 40 hours in-service annually. In addition, applicants must be at least 21 years old. Applicant must never have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force violence, theft, dishonesty, gambling, liquor or controlled substances, and not have been released or discharged under any other than honorable discharged from any of the armed forces of the United States.

Special Knowledge, Skills, and Abilities- Knowledge of modern approved principles, practices, and procedures of police work. Knowledge of State laws and City ordinances. Knowledge of the geography of the City and location of important buildings. Ability to understand and carry out oral and written instructions. Ability to prepare clear and comprehensive reports. Ability to develop skill in the use of firearms. Ability to operate law enforcement equipment including, but not limited to, police vehicles, firearms, radio and communications equipment, radar, measuring devices, baton, handcuffs, riot control equipment, and finger printing equipment. Employee may also use a variety of office equipment such as telephones, copier, computer, and typewriter. Ability to deal courteously but firmly with general public. Ability to ascertain facts by personal contact, observation and the examination of records. Ability to explain and interpret provisions of laws, ordinances, and regulations. Ability to react quickly and calmly in emergency situations. CPR trained, physical strength and agility. Employee may be called upon to run, jump, bend, step, climb, crawl, lift and carry heavy objects. The demands of the job may be stressful, both mentally and physically. Conduct on or off duty becoming of an officer of the law. Must possess a valid Kentucky driver's license.