

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

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

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

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Conducts proactive patrol in order to deter crime and detect criminal activity; enforces traffic laws and regulations; protects the public and maintains order; responds to calls for service received via police radio, telephone or other means of communication; investigates and prepares written reports relating to criminal offenses; investigates motor vehicle crashes; interviews suspects and witnesses; requests medical assistance when needed; performs first aid and/or CPR when necessary; testifies in court; transports prisoners; issues citations for parking and traffic violations; investigates animal complaints; investigates city code 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 co-workers, supervisors, 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; experience with basic 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 operate 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 complete the Nebraska Law Enforcement Training Center basic recruit Academy within the first year of hire, or any equivalent combination of training and experience.

**SPECIAL REQUIREMENTS:** Possession of a valid driver's license with ability to be insured, pass vision and physical exam determining fitness for the above duties.

Updated: 07/2021