



Job Title: Police Officer II
Department: Police
FLSA Status: Non-Exempt, Hourly, Full Time
Revised Date: December 2021

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; maintains law and order within the City of Seward; additional duties as assigned and approved by the Chief which may include, but not limited to coordinating one or more of the following duties: Field Training Officer (FTO), Firearms Instructor, Emergency Vehicles Operator (EVO) Instructor, Defensive Tactics Instructor, D.A.R.E. Instructor, public relations or public education programs, employment background investigator; intelligence information liaison, bike patrol, vehicle maintenance officer, evidence coordinator, equipment/supplies manager, hostage negotiator, Crime Stoppers liaison, safety committee member, serves as the department representative on community boards or committees.

Essential Job Functions

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 criminal offenses and interviews victims, suspects and witnesses; arrests suspects when appropriate; prepares written reports relating to criminal offenses; testifies in court; investigates motor vehicle crashes; requests medical assistance when needed; performs first aid and/or CPR when necessary; transports prisoners; issues citations for parking and traffic violations; investigates animal complaints; investigates city code violations.

Knowledge, Abilities and Skills

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; experience using various computer programs such as email, Zuercher CAD/RMS, Microsoft Word and Excel; ability to get in and out of, and operate standard police patrol vehicles; 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 qualify with all standard issued Police Department firearms per Nebraska Law Enforcement Training Center standards; ability to work varied shifts, hours and holidays; ability to meet or exceed the Nebraska Law Enforcement Training Center physical standards for basic recruits; ability to work under adverse weather conditions (heat-cold-rain-snow) and perform necessary services; knowledge and ability to create, plan, implement and maintain programs, as listed in the Job Summary, and their records according to policy.

Education and Experience

Basic Law Enforcement Certification from the Nebraska Law Enforcement Training Center; minimum of 18 months as a Police Officer I; successful completion of advanced training as needed for the Job Summary duties; or any equivalent combination of experience and training.

Special Requirements

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

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*