

# HELP WANTED:

## POLICE OFFICER

### DUTIES:

- Prevent, detect, and investigate violations of laws, rules, and regulations involving accidents, crimes, and misconduct involving misdemeanors and felonies
- Make arrests of violators caught in the act or who readily admit to guilt
- Assist in the prosecution of criminals
- Issue citations for personally observed violations of the law, rules, and regulations
- Serve as a source of assistance to persons in emergency situations
- Inform individuals about their rights as suspects and/or witnesses
- Obtain statements from persons involved in or witnessing accidents where the facts appear to be clear and are undisputed by those involved
- Enforce a wide variety of federal, state, county, and agency rules and regulations relating to law enforcement
- Be cognizant of the rights of suspects, the laws of search and seizure, and constraints on the use of force
- Complete, in a timely manner, written reports in a neat, clear, complete, and understandable manner using appropriate forms
- Direct traffic during rush hours
- Perform foot and/or vehicle patrol
- Respond to violation and duress alarms, assisting employees, visitors, or passers-by
- Develop informants and/or informant networks
- Coordinate with other law enforcement agencies to gather facts or evidence for use in assigned cases when necessary
- Write uniform offense reports covering incidents on his/her shift containing pertinent factual information
- Respond to domestic disturbance calls and similar activities requiring police control or action
- Assist assigned investigators, and adjust security measures to prevent a recurrence of crime
- Relieve or rotate through the police operations center to include receiving telephone calls, dispatching personnel, operating all surveillance and security equipment, issuing and controlling of police equipment, preparing the shift journal, and the like

**REQUIREMENTS:** Bachelor's degree; must hold a current valid unrestricted driver's license; must qualify for, obtain, and maintain firearms certification

**ANNUAL SALARY:** \$35,256–\$45,828

Adapted from USAJOBS.gov. Retrieved from <https://www.usajobs.gov/GetJob/ViewDetails/379040700>