



Job Title: Police Officer I
Department: Police
FLSA Status: Non-Exempt, Hourly, Full Time
Revised Date: 7/6/21 (Council Approval)

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 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 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.

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 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.

Education and Experience

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.

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.*