



JOB TITLE: Police Officer

DEPARTMENT: Police

FLSA: Exempt

REPORTS TO: Patrol Captain, Patrol Sergeant, or Corporal

POSITION SUMMARY

The purpose of this position is to enforce laws related to the protection of life and property, directs and controls traffic, prevents crime or disturbance of peace, and arrests violators by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Patrols an assigned area of the city on foot, bike, or in a patrol car to enforce law and order and to protect life and property
- Checks premises for conditions indicating illegal activities and hazards
- Answers calls for assistance, directs traffic, and issues citations
- Interviews witnesses, obtains evidence and statements, makes arrests and escorts prisoners taken into custody
- Maintains order at public gatherings and in emergencies such as fires, school athletic events and public gatherings, lawful or unlawful.
- Gives information to the public such as street directions and location of public facilities
- Inspects public establishments requiring license to insure compliance with rules and regulations
- Testifies in court when needed

- Maintains departmental equipment, supplies and facilities
- Maintains and assists in establishing liaisons with community groups and organizations

MINIMUM EDUCATION AND EXPERIENCE

Minimum Education

Education: High school diploma or GED;

Experience (yrs.): Six (6) months related experience and/or training; or equivalent combination of education and experience.

Substitutions Allowed for Education:

None

Substitutions Allowed for Experience:

Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Other Qualifications:

- Must be at least 21 years of age
- Possess or obtain within twelve (12) months of hire domicile and primary residence within a 35 mile radius of the City of Boonville.
- Never have been convicted of a felony, serious misdemeanor, or domestic violence.

Certificates, Licenses, Registrations:

- Valid state driver's license without record or revocation in any state.

KNOWLEDGE, SKILLS, AND ABILITIES

- Able to successfully graduate from a state certified law enforcement training academy or equivalent academy within required time period set by Mississippi Standards and Training.

- **Ability to meet Booneville Police Department's entry level physical fitness and ability standards**

PERFORMANCE APTITUDES

- **Data Utilization**: Requires the ability to review, classify, categorize, prioritize, and/or analyze data.
- **Human Interaction**: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- **Verbal Aptitude**: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- **Mathematical Aptitude**: Requires the ability to perform addition, subtraction, multiplication, and division;
- **Functional Reasoning**: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- **Situational Reasoning**: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

- **Physical Ability**: While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and sit. The employee is

occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or more than 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

- **Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

- **Environmental Factors:** While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; explosives and vibration. The noise level in the work environment is usually moderate.

The above essential duties are representative of major duties of positions in this position. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned to the above consistent with the knowledge, skills, and abilities required for the job. Not all of the duties may be assigned to a position.

The City of Booneville, Mississippi, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.