



# *Plattsmouth Police Department*

*Law Enforcement Center • 336 Main St. • Plattsmouth, Nebraska 68048  
(402) 296-3311 • FAX: (402) 296-3228*

## **POLICE OFFICER**

**DEPARTMENT:** Police

**CLASSIFICATION:** Non Exempt

**DIVISION:**

**JOB CLASS:**

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### **DEFINITION**

Perform law enforcement, investigations and crime prevention work; control traffic flow and enforce State and local traffic regulations; perform investigative work and other special assignments and perform a variety of technical and administrative tasks in support of the Police Department.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from higher level supervisory and management staff.

Exercises no supervision.

**EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

Patrol a designated area of the City to preserve law and order, discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances; check buildings for physical security.

Answer calls and complaints involving a variety of Police Service requests.

Respond to general public service calls including domestic disturbances, civil complaints, property control, and related incidents.

Collect, process, photograph and present evidence using scientific techniques including fingerprints, fibers, blood, and related physical evidence.

Serve as Field Training Officer as assigned; train new officers on departmental policies, procedures and activities.

Enforce traffic laws and ordinances; issue warnings and citations; direct traffic at fire, special events, and other emergency or congested situations.

May conduct a variety of investigations which may involve private property and non-injury, serious injury and fatality traffic accidents; conduct traffic accident analyses and general traffic surveys.

Participate in other investigations involving crimes against persons and property, auto theft, white collar crime, and narcotics; gather evidence and prepare cases for prosecution.

Identify suspects; conduct interviews and interrogations; apprehend and arrest offenders.

Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.

Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public; take an active role in areas of public education relative to crime and crime prevention.

May assist in the performance of special investigative and crime prevention duties as required.

Prepare reports on arrests made, activities performed and unusual incidents observed.

Make arrests as necessary; interview victims, complainants and witnesses; interrogate suspects; gather and preserve evidence; testify and present evidence in court.

Serve warrants within the department and with outside agencies; remain current on laws and procedures required for processing warrants.

Participate in and assist in conducting special programs; assist with special assignments.

May participate in using the Intoxilyzer to measure blood alcohol levels.

Contact and interview victims and witnesses; preserve and investigate crime scenes.

Conduct covert, undercover investigations as assigned.

Participate in surveillance of suspects; prepare intelligence information for use by the Police Department and other law enforcement agencies.

Assist in inventory and evaluation of investigations, equipment and materials.

Investigate juvenile related crimes including child abuse and juvenile narcotics; coordinate youth services with outside agencies and organizations including local school districts; conduct community presentations and instruct assigned classes.

Perform related duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

Traffic laws and regulations.

Basic function of a public safety operation.

Criminal law and criminal procedure with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the seizure preservation of evidence in traffic and criminal cases.

Police methods and procedures including patrol, crime prevention, traffic control, investigation and identification techniques.

Offensive and defensive weapons nomenclature and theory.

Self defense tactics and proper use of force.

Interviewing and interrogation techniques.



The operation of standard equipment and facilities required in the performance of assigned tasks.  
Specialized methods used in the investigation of crime.

Ability to:

Meet the physical requirements established by the Department.  
Think and act quickly in emergencies and judge situations and people accurately.  
Understand and interpret laws and regulations.  
Use standard broadcasting procedures of a police radio system.  
Understand and carry out oral and written instructions.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Analyze situations quickly and objectively, and determine and take emergency action.  
Use, care, and qualification with firearms.  
Communicate effectively, both orally and in writing.

License or Certificate:

Possession of, or ability to obtain and maintain, an appropriate, valid driver's license.  
Possession of, or ability to obtain, valid certification in cardio-pulmonary resuscitation.  
Possession of, or ability to obtain, required certification from the Nebraska Law Enforcement Training Center.

**EXPERIENCE AND TRAINING GUIDELINES**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

No experience is required to become a Police Officer. However, experience in a patrol assignment is necessary for an assignment to investigations.

Training:

Completion of twelfth grade or acquisition of a General Equivalency Diploma.

**PHYSICAL REQUIREMENTS**

Activities:

Sitting:	Occasional
Standing:	Occasional



Walking: Occasional  
Reaching: Occasional – 36 inches  
Climbing stairs: Occasional  
Bending: Occasional  
Squatting: Occasional  
Kneeling: Occasional  
Twist/Turn: Occasional  
Simple Grasping: Frequent  
Fine Manipulation: Frequent  
Handling: Frequent

Lifting: 75# Minimal  
50# Occasional

Push/Pull: 50#

Carry: 50#

Use of Feet:  
Foot Controls

Right Frequent  
Left Frequent

Feb. 2020

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

