

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Operations and standard operating procedures of a Police Department.
- Pertinent federal, state, and local laws, codes, and regulations including laws governing the apprehension, arrest, and custody of persons accused of felonies, misdemeanors, and petty offenses.
- Modern methods, procedures, and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, juvenile programs, record keeping, records management, automated records systems, search and seizure, care and custody of persons and property, and crime prevention.
- Care, maintenance, and operation of firearms and other modern police equipment.
- Principles and practices of data collection and analysis.
- Methods and techniques of report preparation and writing.
- English usage, spelling, grammar, and punctuation.
- Principles and practices used in the identification, preservation, and presentation of evidence.
- Techniques and applications of self defense and proper use of force.
- Methods and techniques used in interviewing witnesses, victims, or suspects.
- Investigative techniques, procedures, and sources of information.
- Principles and applications of public relations.
- Geography of the local area.
- Standard broadcasting procedures of a police radio system.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Occupational hazards and standard safety practices.
- Understand, interpret, apply, enforce, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations. Interpret and explain law enforcement policies and procedures.
- Perform a wide range of law enforcement assignments. Function with a significant degree of independence.
- Gather, analyze, and evaluate facts and evidence and reach sound conclusions.
- Act quickly and calmly in emergency situations.
- Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment
- Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars. Judge situations/people accurately.
- Think clearly and act quickly in a variety of situations. Conduct a variety of criminal and special investigations. Gather, assemble, analyze, evaluate, and use facts and evidence. Interview victims, complainants, witnesses, and suspects. Accurately observe and remember names, faces, numbers, incidents, and places.
- Control violent people and affect arrests.
- Administer first aid.
- Prepare clear and concise reports and routine correspondence.
- Maintain contact and preserve good relations with the public; respond to requests and inquiries from the general public.
- Meet standards for physical endurance, agility, health, and vision.

- Work flexible hours, including nights, weekends, holidays, and varied shifts.
- Understand and carry out oral and written directions.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.