

## CITY OF LUDLOW

### POSITION DESCRIPTION

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**CLASS TITLE: PATROL OFFICER**

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DEPARTMENT: POLICE

REPORTS TO: POLICE CHIEF

PREPARED BY: N.K.A.D.D.

APPROVED BY: Interim Chief Bart Beck

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**CHARACTERISTICS OF THE CLASS:** This is skilled and responsible work in the protection of life and property through the enforcement of laws and ordinances. An employee in this class is responsible for maintaining law and order, for protecting life and property and for performing other crime prevention. This position would assist the police Sergeants, Lieutenant, Assistant Chief and Chief in the responsible supervision of the department. This position receives moderate supervision from the Sergeant, Lieutenant, Assistant Chief, and Chief.

**ESSENTIAL FUNCTIONS:** Physically apprehends criminals using mechanical or non-mechanical means. Safely cares for and uses necessary law enforcement equipment in the performance of duties to include firearms, radar and breathalyzer. Works during inclement weather and at varied hours of the day; communicates accurately with other officers, government agencies and the general public regarding accidents, crimes and emergency response situations. Must have the ability to apply federal, state and local laws and ordinances to accidents, crimes and emergency response situations. Must have the ability to obtain forty (40) hours of annual training.

**JOB DUTIES:** Patrol city on foot and in cruiser/bicycle often during inclement weather and varied hours of the day. Enforces federal, state and local laws and ordinances; responds to emergency calls and takes proper action; supervise preliminary investigations of all felonies committed within city limits. Assists police sergeant when needed. Assists the police department in training other personnel in the proper use and care of firearms. Participates in approved law enforcement training courses. Serves as representative of the police in connection with school and community public education programs. Assists in emergency situations. Completes police reports detailing the facts of crimes, accidents, emergency response situations and other situations responded to during each shift of duty. Performs all the functions of a police officer as required. Will be required to work any and all shifts, including overnight hours, weekends and holidays.

**DESIRABLE TRAINING AND EXPERIENCE:** Must possess high school diploma or the equivalent, supplemented by two (2) years of experience in the field of professional law

enforcement. Graduation from a seven hundred sixty eight (768) hour Basic Training course at the Department of Criminal Justice Training (or approved by DOCJT), supplemented by forty (40) hours of annual training or any combination of training and experience which provides the desired knowledge, skills and abilities.

**KNOWLEDGE, SKILLS AND ABILITIES:** Ability to establish and maintain effective working relationships with other city employees and officers, government agencies and the general public, knowledge of the geography of the jurisdiction, knowledge of federal, state and local laws and ordinances. Must have the ability to act quickly and efficiently. Must have the knowledge of police methods, practices and procedures with the ability to apply knowledge or proper collection of evidence; prepare reports accurately. Knowledge of first aid, ability to operate a motor vehicle at high speed or in a dangerous situation.

**NECESSARY SPECIAL REQUIREMENTS:** Possession of or the ability to obtain a valid vehicle operator's license. Must have completed or be eligible to complete the Basic Training course at the Department of Criminal Justice Training, including forty (40) hours of annual continued training as mandated.

**LEGAL REQUIREMENTS:** An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes and local ordinances with regards to a person in this classification.

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as exhaustive statement of duties, requirements or responsibilities.

**Effective:** 11/1/2013