



City of New Haven

Police Officer

DEFINITION

Police Officers maintain law and order in a prompt and professional manner. They provide protection of the public and their property. Police Officers strive to maintain community safety, prevent crime, and improve citizen's quality of life.

ESSENTIAL FUNCTIONS

- Performs routine patrol activities to include, but not limited to, promptly responding to civil/criminal complaints, calls for service, investigating accidents, and traffic enforcement
- Patrols high crime areas for suspicious activity or situation or observing for persons in need of service.
- Monitors radio and other communication devices to receive assigned runs, and to maintain awareness of activities in assigned areas or by another officer.
- Assists citizens with problems such as lost children, injured persons, animal bites, and civil disputes, locked doors, vehicle inspection and verifications, or abandoned vehicles.
- Refers person to appropriate social service agencies when situation warrants.
- Responds to assigned run by driving, walking, or running to specified location, assesses situation, determines need for other assistance, and takes appropriate action.
- Removes person from danger including carrying unconscious persons and provides emergency aid to injured persons.
- Investigates accidents, extracts victims, provides emergency medical aid, gathers evidence, records observations and statements of witnesses and victims, requests assistance from other officers or agencies as needed, directs the removal of vehicles involved, and ensures the area is clear.
- Searches crime scene, and takes prescribed actions to preserve and protect evidence, and records findings and observations.
- Interviews victims, suspects, and witnesses, and records responses and observations.
- Pursues, apprehends, searches, and arrests suspects using only necessary force, advises suspect of rights, and transports suspect to detention area.
- Restrains persons from physically striking or injuring others using appropriate force.
- Drives vehicle at high speed when situation warrants due to nature of emergency.
- Stops drivers of vehicles when traffic violations are observed, checks for warrants to verify if wanted, verifies license and registration data, advises driver of safe driving practices, and issuing citation or making arrest as warranted.
- Directs vehicular and pedestrian traffic when congestion occurs or as directed.
- Reports as directed to scenes of general emergencies, and takes appropriate action to protect life and property, such as directing traffic, quarantining area, assisting individuals in leaving area, preventing looting, and requesting appropriate assistance.

- Maintains visibility in the community by meeting and talking with citizens, providing information, visiting local businesses, and making presentations to schools, neighborhoods, and civic organizations.
- Writes reports and completes forms as required by operating procedure and makes oral reports to appropriate personnel in a timely manner.
- Testifies in court and prepares for such testimony by reviewing reports and notes, meeting with attorneys, and obtaining appropriate evidence, as requested.
- Participates in training of law enforcement procedures, including firearms, criminal justice, court procedure, emergency medical aid, and related subjects, as assigned.
- Maintains uniforms, equipment, and weapons.
- Performs physical exercises to maintain physical condition.

OTHER DUTIES

- May be required to do bike patrol
- May be required to work with the K-9 Unit
- Responsible for providing security/traffic control for schools, parades and sporting events, as well as a wide variety of courtesy services
- Directs vehicular and pedestrian traffic as needed
- Any other duties assigned by Sergeant.

QUALIFICATIONS

Knowledge of:

- Knowledge of law enforcement procedures and methods including patrol, traffic, officer safety, investigation, report writing, and data systems.
- Knowledge of criminal law procedures such as search and seizure, arrest, interrogation, confession, evidence, crime scene protection, due process, and court procedure.
- Extensive knowledge of criminal and traffic law.
- Working knowledge of business, educational, civic, and social organizations in assigned area.
- Working knowledge of emergency medical treatment procedures, and ability to apply those procedures safely to others.
- Extensive knowledge of streets and alleys layout in assigned area and working knowledge of street and highway layout in community and surrounding area.

Ability to:

- Stand or sit for long periods of time, sometimes in extreme weather conditions.
- Operate a vehicle safely even at high speeds under less than ideal conditions or weather.
- Must have high degree of accuracy and attention to detail.
- Physically protect oneself and restrain others.
- Lift and carry unconscious persons short distances.
- Pursue suspects by running, climbing stairs, forcing entry, scaling walls and jumping fences, and ability to sustain physical effort in situations of personal danger or danger to others.
- Use weapons accurately and safely.
- Use a two-way radio.

- Communicate with public in situations, which are highly emotional or hostile.
- Observe and report observations accurately and in detail.
- Establish rapport with individuals and groups of differing ages, races, and values.
- Appropriately respond to emergencies from off-duty status.

Education and Experience:

- High school diploma or GED equivalent.
- College programs of two or four years in related fields of study, is encouraged.
- Meet training requirements prescribed by Indiana Law.
- Certified in CPR, and first aid

Physical Demands:

- May require periods of running or extremely heavy lifting to apprehend suspects or assist victims.
- Must have vision correctable to 20/50.
- Must complete ILEA Exit Physical Assessment Including:
 - Vertical Jump: 16 inches
 - One-minute sit up: 29
 - 300-meter run: 71 seconds
 - Maximum push-ups: 25
 - 1.5-mile run: 16 minutes 28 seconds

Environmental Elements:

- Job is inherently dangerous and presents substantial risk to life and limb.
- Expected to work in conditions, which may require him or her be exposed to temperatures below 32 degrees and above 100 degrees for periods of more than one hour
- May be exposed to noise, hazards, as well as atmospheric conditions in which one or more of the following affects the respiratory system or skin: fumes, odors, dusts, mists, gases, or poor ventilation.

Other Demands:

- In accordance with Indiana Law applicants must be United States Citizens.
- Driver License Requirement: Valid Indiana Driver's License.
- Maintain telephone service at residence or cell phone reception and inform department of current telephone number.
- Required to use/operate the following safety items: firearm, handcuffs, HIV disease kit, pocket mask for CPR, bullet proof vest, reflective traffic vest, baton, and fire extinguisher.

FLSA Status:

Non-Exempt

Reports To:

Police Corporal

Application Process

1. Paper Applications are available at the NHPD, or for print on the website.
 - a. Applications must be completed in full and submitted to the NHPD before the closing date.
 - b. Incomplete Applications may not be considered for hire.
2. Physical Exam (to be scheduled after the closing date)
3. Written Exam
4. First Round Interviews
5. Background Checks
6. Second Round Interviews.