

# POLICE OFFICER

D-3

City of Chapman

Police Department

## POSITION SUMMARY

Under the direction of the Chief of Police, the Police Officer is an exempt position under FLSA. This employee is responsible for enforcing all federal, state, and local laws and ordinances and serving and protecting the citizens of Chapman. This employee should possess excellent communication, organizational, and public relations skills.

## ESSENTIAL FUNCTIONS

- Enforces all federal, state, and local laws and ordinances;
- Serves and protects the citizens of Chapman;
- Investigates all suspicious activities;
- Secures crime scenes and conducts initial criminal investigations as required;
- Conducts routine patrol duties and traffic monitoring;
- Assists fire and medical personnel;
- Conducts accident investigations and prepares written reports of all activities;
- Conducts security checks of all local businesses;
- Maintains departmental records;
- Responds to citizens questions, concerns, and complaints and takes appropriate action;
- Collects tags, and prepares physical evidence for safekeeping;
- Captures and impounds unlicensed, stray, or vicious animals;

## MARGINAL FUNCTIONS

- Serves as first responder at hazmat incidents;
- Testifies in court;
- Advises the general public of crime prevention methods and programs;
- Assists other law enforcement agencies when needed;
- Assists other city departments or agencies as required;
- Performs other duties as deemed necessary or assigned.

**POLICE OFFICER  
POSITION REQUIREMENTS**

<i>Classification QuickView</i>	
<b>FLSA:</b>	EXEMPT
<b>ADA:</b>	APPLICABLE
<b>FMLA:</b>	ELIGIBLE
<b>OSHA:</b>	BLOODBORNE PATHOGENS
<b>WORKING CONDITIONS:</b>	HAZARDOUS CHEMICALS ADVERSE WEATHER EXPLOSIVES