

City of Bridgeport
Functional Job Description
Police Officer
Exam #2330

Note: In addition to the job description for Police Officer (class code 3401) the following job description is adopted by the Civil Service Commission of the City of Bridgeport.

JOB SUMMARY:

Performs police protection and other services to safeguard the lives, property, and constitutional rights of the citizens of Bridgeport. Duties include investigating complaints, disturbances, accidents, and reported criminal activities; testifying in court; training new police officers; responding to crime and accident scenes, emergency situations and other requests for assistance; detecting, apprehending and arresting criminals; enforcing the laws and ordinances of the City; and performing a variety of specialized duties as assigned.

EXAMPLES OF DUTIES:

- Patrols a designated city area to preserve law and order, prevents and discovers the commission of crime, and enforces traffic and other laws and ordinances.
- Answers calls and investigates complaints, disturbances and reported criminal activities; answers calls involving fires, automobile accidents, robberies and related misdemeanors and felonies.
- Gathers evidence, locates and interviews witnesses, makes arrests; prepares investigative data and case information for prosecution at crime scenes.
- Investigates family disputes, public disturbances; makes arrests or resolves minor problems directly; prepares complaint and investigation reports.
- Investigates accidents; provides first aid to the injured; takes safeguards to prevent further accidents; interviews principals and witnesses; takes written statements; takes necessary preventive or corrective measures.
- Cooperates in the prosecution of criminal offenders by court testimony, grand jury testimony and at coroner's inquests.
- Performs traffic control duties; operates radar traffic control unit; apprehends violators and issues traffic tickets; directs traffic at intersections; issues parking tickets.
- Trains new police officers to use equipment; orients new police officers to the department's rules, regulations, policies, and procedures.
- Performs community policing functions.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

To qualify for a Police Officer certification in Connecticut, an applicant must meet all relevant entry-level requirements, some of which are that the candidate:

- Be a citizen of the United States
- Be at least 21 years of age
- Be a high school graduate, or have passed the General Educational Development test (GED)
- Possess a valid motor vehicle operator's license

Additional minimum qualifications are established by the Connecticut Police Officer Standards and Training Council (POST).

Police Officers must have the ability to:

- Cope with situations firmly, courteously, tactfully, and with respect for the rights of others;
 - Analyze situations quickly and objectively, and to take emergency courses of action;
 - Develop skill in the use and care of firearms and other equipment used by police;
 - Perform multiple tasks within the same period of time;
 - Learn and use basic computer operations as it relates to police work.
- Must be able to learn the following through training, and then be able to retain and apply this information:
 - Knowledge of the geographic area of designated patrol area.
 - Knowledge of first aid;
 - Knowledge of controlling laws and ordinances respecting arrest, admissible evidence, and prosecution of persons.
 - Knowledge of the court system.

SUPPLEMENTAL INFORMATION:

- Responsible for preserving law and order, preventing and discovering the commission of crime and enforcing traffic and other laws and ordinances.
- Responsible for routine maintenance of personal police equipment and tools.
- Responsible for safe utilization of City vehicles and property.
- Responsible for safety of the general public, self, and fellow workers.
- Responsibility associated with the handling and maintenance of confidential information.

CONTACTS:

- Daily contact with department supervisors and ranking officers.
- Daily contact with general public, businesses and other law enforcement agencies.
- Daily contact with suspects and criminals.

PHYSICAL DEMANDS: (Also see Physical Demands Analysis – 4/17/07)

Often:

- Uses muscle force to lift, push, pull or carry objects;
- Uses short bursts of muscle force to jump, sprint or throw;
- Requires that one move one's body from place to place;
- Must make quick single movements of the arms and legs;
- Must be able to maintain arm/hand steadiness;
- Must be able to hear and understand conversation in a quiet environment;
- Must be able to hear and understand conversation in a noisy environment;
- Must be able to tell where a sound is coming from;
- Must be able to discriminate between sounds.

Sometimes:

- Must support, hold up or move own weight repeatedly or continuously;
- Must support one's self using stomach and lower back muscles;
- Must exert oneself physically over a period of time;
- Requires extensive physical exertion;
- Must bend, stretch, twist or reach out with the body, arms, and/or legs;
- Must bend, stretch, twist, or reach out quickly and repeatedly;
- Must coordinate the movement of arms, legs and torso together;
- Must be able to keep or regain body balance in unstable positions;
- Must make skillful, coordinated movements with the hands and fingers;
- Must be able to see in close and distance environmental surroundings;
- Must be able to discriminate between colors;
- Must be able to discriminate between sounds;
- Ability to accurately visually identify or describe persons, vehicles, colors, locations or other objects at a reasonable distance from a moving vehicle.
- Ability to maintain a high degree of physical fitness as occasional physical exertion is intensive and demanding.
- Ability to communicate effectively both orally and in writing.
- Ability to understand and follow oral and written communications.
- Above-average physical endurance in running, climbing and lifting as well as good balance, hearing and vision.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

Often:

- Possibility of cuts, bruises, sprains, or fractures;
- Works in close association of others;
- Work includes responsibility for welfare and lives of others;
- Job contains a high degree of complexity requiring special training and skills;
- Work includes indoor and outdoor environment at times in adverse weather conditions.

Sometimes:

- Works in or around water/slippery surfaces.
- Works around moving objects.
- Possibility of exposure to infection exists.
- In addition, incumbents in this classification may be exposed to gunfire, traffic hazards, occasional driving at high speeds, communicable diseases and possible verbal and/or physical abuse from hostile or disoriented individuals.

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL EFFORT REQUIRED

- Must be able to successfully complete Police Officer training program.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.