

## Description

### SUMMARY

The City of Cannelton is looking for qualified applicants to become police officers. These applicants will be used to develop an eligibility list for future openings within the police department. All eligible and qualified applicants will receive information about testing at the appropriate time. Upon successful completion of the academy, applicants would have a career as police officer for the City of Cannelton. Police officers, under general supervision, perform a wide variety of duties involved with the enforcement of laws and the prevention of crimes.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitor radio and communication devices to receive assignments and calls.
- Maintain awareness of activities in assigned areas.
- Effectively communicate, verbally and written, in the English language.
- Assist citizens with problems.
- Patrol on foot or by driving a vehicle, responding to assigned calls, and searching for suspicious activity or situations.
- Respond to calls by driving, walking, or running to a specific location.
- Refer persons to appropriate social service agencies when situations warrant.
- Assess situations, determine the need for assistance of other officers or agencies, and take appropriate action.
- Provide emergency aid to injured people and move people away from danger, including carrying unconscious people.
- Investigate accidents and reports of crimes. Gather evidence, record observations and statements of witnesses, victims, and suspects.
- Direct removal of vehicles involved in accidents and maintain an orderly flow of other traffic, both vehicular and pedestrian.
- Search crime scenes and take prescribed actions to preserve and protect evidence. Record findings and observations.
- Pursue and apprehend suspects, use appropriate means to protect the public and transport suspects to the detention center.
- Use appropriate means and weapons to restrain people from physically striking and injuring others.
- Drive a vehicle safely at high speed when an emergency warrants.
- Assure citizens obey all traffic laws. Advise drivers of safe driving practices. Verify license and registration data. Issue citations or make arrests as warranted.
- Take appropriate action to protect life and property.
- Maintain visibility in the community. Meet and talk with people. Visit local business. Provide information and make presentations to neighborhoods, civic organizations, and schools.
- Testify in court and prepare for such testimony by reviewing reports and notes. Meet with attorneys and obtain appropriate evidence.
- Maintain physical fitness, uniforms, equipment, and weapons.
- Participate in training on law enforcement procedures.
- Perform related duties as assigned.

### SUPERVISION EXERCISED

None

### NON-ESSENTIAL/MARGINAL FUNCTIONS

Assumes additional duties and responsibilities as assigned or as needed.