

**NEWPORT POLICE DEPARTMENT  
POLICE RECRUIT**

This is a full time position with full benefits contact is Ms. Terry Fornash 859-655-6349. Deadline date is Friday, January 17, 2014.

**CHARACTERISTICS OF THE JOB:** This is a skilled and responsible position in the protection of life and property through the enforcement of laws and ordinances. An employee in this position is responsible for maintaining law and order, for protecting life and property, and for performing other police related activities including patrol, criminal investigation, and crime prevention. Receives supervision and direction through the chain of command and/or staff supervision.

**ESSENTIAL FUNCTIONS:**

- Patrols the city on foot, in patrol vehicle and/or bicycle, often during inclement weather and during different hours of the day;
- Enforces federal, state and local laws and ordinances;
- Responds to emergency calls and takes proper action;
- Prevents and discovers the commission of crimes, including the apprehension of suspects;
- Testifies in court when necessary;
- Secures accident and crime scenes, conducts preliminary investigations, gathers evidence, interviews witnesses;
- Prepares accurate reports detailing the facts and outcomes of emergencies, crimes, accidents, and other situations responded to during assigned shift of duty;
- Assists in emergency situations;
- Operates detection equipment such as breathalyzer and radar as part of enforcement duties;
- Participates in approved law enforcement training courses;
- Provides input on department and section goals;
- Appears for work and completes assigned tasks within a reasonable period of time;
- Works in a safe manner, observing all safety rules, and poses no significant risk to the health and safety of others.

**ADDITIONAL JOB DUTIES:**

- Serves legal documents for the court;
- Controls traffic at school crossings, accidents, fires, parades, etc;
- Appears as a representative of the police in connection with school and community public education programs;
- Provides back up support for 911 dispatch center;
- May perform predominantly administrative, fiscal and/or training duties depending upon assignment;
- Performs additional duties as required.

**DESIRABLE TRAINING AND EXPERIENCE:**

- Graduate from a standard high school or GED;
- Graduate from the Basic Training Course at the Bureau of Training;

- Successful completion of physical agility test for Police Officer Professional Standards Physical Agility Criteria, or any combination of training and experience which provides the desired knowledge, skills, and abilities;

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the geography of the city;
- Knowledge of federal, state, and local laws and ordinances;
- Knowledge of police methods, practices and procedures with ability to apply knowledge to specific situations;
- Knowledge of proper procedures regarding the collection of evidence;
- Knowledge of how to use departmental equipment, including the safe care and use of firearms, radar, and breathalyzer;
- Ability to prepare written reports accurately;
- Ability to analyze situations and to act quickly and efficiently;
- Ability to operate a motor vehicle at high speed, and in dangerous situations;
- Ability to deal courteously but firmly with the general public;
- Ability to establish and maintain effective working relationships with other police departments/agencies, city officers, employees and the general public.

### **NECESSARY SPECIAL REQUIREMENTS:**

- Possession of a valid Kentucky vehicle operators license;
- Must have completed, or be eligible to complete the Basic Training Course at the Bureau of training;
- This is to include 40 hours of annual continued training, as mandated;
- Must be a resident of the Commonwealth of Kentucky;
- Must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this position.

### **ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS:**

- Ability to patrol the city on foot;
- Ability to care for and use necessary law enforcement equipment to include: firearms, radar, and breathalyzer;
- Ability to physically apprehend passive and/or combative criminals using mechanical or non-mechanical means;
- Ability to effectively communicate and deliver reports requiring writing, reading, mental reasoning and interpretation;
- Ability to lift 50 - 100 pounds chest high often, occasionally above head, while walking, climbing, pushing and/or pulling;
- Ability to process information concerning multiple issues simultaneously and react using sound judgment;
- Must be free from color blindness and have 20/50 vision, correctable to 20/20;
- Must have adequate mental ability and muscular coordination to operate a motor vehicle;
- Work performed out of doors including periods of inclement weather with exposure to varying noise levels, blood born pathogens, fumes, dust, and odors.