CITY OF SCOTTSBLUFF, NEBRASKA

CAREER OPPORTUNITY
Police Patrol Officer

Description of the Job:
A Police Patrol Officer is responsible for the enforcement of laws and ordinances, prevention and
detection of crime, observation and reporting of public hazards, and protection of the general welfare of
the citizens of the City. A Patrol Officer may perform his/her duties in a police vehicle, bicycle, or on
foot. The primary work of a Patrol Officer is to perform routine patrolling of the City on an assigned beat
according to established departmental rules and regulations, and under the direction of a Police
Supervisor. A Patrol Officer is expected to exercise independent judgment in the handling of situations
and responding to emergency calls within the guidelines provided by the department and commanding
officers. The work of Patrol Officer is reviewed and evaluated by a Police Supervisor through
observation and monitoring of written reports.

Essential Functions of the Job:
Patrol an assigned area of the City to prevent or discover criminal activity in the City;
includes apprehending criminals, enforcing vehicle and traffic laws, doing civil standbys, and
showing a police presence as a deterrent to crime.
Respond to and investigate calls for service involving accidents, misdemeanors, felonies,
traffic control, fire calls, City, State or Federal offenses, nuisances, as well as other calls which benefit
the citizens of the City and other City departments.
Operate a law enforcement vehicle safely during both the day and night.
Communicate effectively and coherently over law enforcement radio channels.
Must be able to render credible testimony in a court of law.
Maintain awareness on current trends and progressive crime prevention techniques.
Provide accurate information, education concerning crime prevention and awareness to
the public.
Arrest violators, commit prisoners to jail when necessary, testify in court proceeding,
work with other law enforcement agencies as requested, and follow up on status of
investigations or proceedings involving such arrests.
Stay current on changes in laws or ordinances which affect police operations.
Prepare timely investigative and other required written reports.
Respond first aid to injured or ill persons in emergency situations.
Accept special assignments to conduct public information programs, serve as a member
of a special operations team, or coordinate department involvement with
neighborhood or community groups.
Attend in-service and specialized training programs in areas related to police work or
professional development, as directed.
Become proficient in use and care of firearms, breathalyzer, and all other equipment
necessary to perform the duties of the job.
Assist in duties of Humane Officer, if needed.
Assist in execution of legal documents pursuant to search and seizure guidelines.
Serve as field training officer or shift commander when assigned.
Perform general maintenance on automobiles and other assigned equipment.
Perform other related duties as assigned.

Knowledge, Skills, and Abilities:
Ability to accurately keep records and write reports, using the police computer system.
Ability to express oneself clearly and concisely, both orally and in writing.
Ability to operate a vehicle carefully and skillfully.
Ability to acquire knowledge of laws and ordinances, first aid procedures, and skill in
the use of firearms.
Ability to react calmly and quickly in case of emergency, and to make quick and accurate
decisions.
Ability to establish and maintain a good working relationship with co-workers, other City officials and employees, County, State and Federal authorities, and the general public.
Ability to learn modern crime prevention, detection, identification and investigative skills and procedures.
Ability to maintain and demonstrate the physical fitness necessary to perform the essential functions of the job.

Minimum Qualifications:
Minimum of 21 years of age by date of appointment.
Education equivalent to completion of the 12th grade.
Must be able to read, write, speak and understand the English language.
Must possess, or be able to obtain a valid Nebraska Operators license upon appointment.
Good driving record.
Hearing must be normal, vision must be no less than 20/40 uncorrected and corrected to 20/20 with normal color vision.
Excellent physical condition as determined by a medical examination.
Must pass a physical agility test and a pre-employment drug screening test.
Must receive a passing score on the entrance written and oral examination.
Willingness to work on rotating shift basis.

Preferred Qualifications:
Completion of two years in post high school courses in criminal justice or related field or equivalent combination of education, training and experience.
Knowledge of state laws, city ordinances and administrative rules and regulations for police departments in Nebraska.
Knowledge of types and uses of firearms, communication systems, automotive and other equipment used in modern police work.
Knowledge of basic first aid procedures.
Bi-lingual in English/Spanish.
A certified law enforcement officer in the State of Nebraska.

Annual Salary: $34,860-48,734
Hours: 40 hours per week, Shift work is assigned.

Fringe Benefits:
Vacation: A Patrol Officer earns 80 vacation hours per year with the opportunity to earn additional vacation after 5, 10, and 15 full years of service.

Sick leave: Earned at the rate of 8 hours per calendar month, cumulative to 960 hours.

Holidays: 10

Personal Leave Day: 1 per fiscal year

Additional: Pension plan, social security, health and dental insurance, long term disability insurance and a term life insurance policy provided by the City. Uniforms, equipment and weapons are furnished to each officer.