



City of Gulfport, Mississippi
Job Description

Patrol Officer
(PO1)

Department: 213 - Police

EEO Class: Protective Service Workers

Date Revised: 2.3.12

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The Police Patrol Officer is responsible for a general duty of investigatory police work in the protection of life and property, prevention of crime, investigation of crimes, apprehension of criminals and the general enforcement of local, state and federal laws and ordinances.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Patrols a specified beat on foot or police vehicle on an assigned shift to preserve law and order.
- Prevents and discovers the commission of crime and to enforce traffic and parking regulations.
- Answers calls and complaints involving fires, automobile accidents, robberies and other misdemeanors and felonies.
- Conducts preliminary investigations; interviews witnesses and collects evidence and information.
- Obtains witnesses, makes arrests and testifies as a witness in court.
- Investigates crimes; searches for and preserves evidence; questions suspects and witnesses; checks pawn shops; maintains surveillance over persons and places suspected of vice operations.
- Escorts prisoners to and from court; insures that prisoners are properly guarded, participates in the return of fugitives from outside the state or from other cities.
- Gives advice on laws, ordinances and general information to the public.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ability to cope with situations firmly, courteously, tactfully and with respect for the rights of others.

- Ability to analyze situations quickly and to determine proper course of action to be taken with due regard to surrounding hazards and circumstances.
- Ability to understand and carry out oral and written instructions and to prepare comprehensive reports.
- Some knowledge of general social problems in urban centers and of accepted methods of meeting such problems.
- Ability to remember names, faces and details of incidents.
- Ability to develop skill in the use and care of firearms.
- Physical strength, agility and ability to pass physical fitness examination.
- Other combinations of experience and education that meet the minimum requirements may be substituted.

Education and Experience

High School Diploma or equivalent. College or university level courses in law enforcement or a related field preferred.

Patrolman 2nd Class: Satisfactory completion of a minimum of six (6) months in the Patrolman recruit classification.

Patrolman 1st Class: Satisfactory completion of a minimum of six (6) months in the Patrolman 2nd class classification.

Required Licenses or Certificates

Must possess valid Mississippi driver's license.

Physical Demands and Working Conditions

The physical demands described here 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.

Physical requirements include occasional lifting/carrying of 50+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are both indoors and outdoors.