



CITY OF **BLAIR** NEBRASKA
Police Officer

Reports to: Police Sergeant
Department: Police
Updated: October 22, 2024

Job Code:
FLSA Status: Non-Exempt
EEOC Class: Professionals

Job Summary

The Police Officer patrols the City of Blair, enforcing local, state, and federal laws to ensure public safety. Responsibilities include responding to emergency calls, conducting investigations, enforcing traffic laws, and providing security at community events. The officer also participates in crime prevention, drug enforcement, and the training of new recruits. Strong decision-making skills and the ability to act under pressure are essential for this role.

Essential Job Responsibilities

- Enforces traffic laws. Handles violations including speeding, traffic signal & sign violations, driving complaints, parking violations, D.U.I. arrests, etc.
- Responds to radio and telephone dispatch calls including alarm calls, traffic accidents, suspicious activity, and domestic violence. Takes necessary action including, inspection of property for damage or break-in evidence, traffic control, dispute mediation and resolution, violation ticketing, and arrest.
- Inspects local business and residential buildings for signs of burglary including open doors, suspicious noises, etc.
- Writes reports on all actionable activities and investigations.
- Investigates criminal activities providing preliminary information and assistance as necessary for ongoing investigations for both adults and juveniles.
- Performs other related duties as assigned by command.
- Trains and recruits officers for the field.
- Drug enforcement and recognition activities.
- Provides security for community events.

Knowledge, Skills and Abilities

- Knowledge of local, state, and federal laws.
- Knowledge of local ordinances.
- Knowledge of the City of Blair including streets, businesses and business owners, and local residence.
- Skill in operation of police equipment including police car and associated equipment, firearms, intoxilyzer, camera, radar unit and miscellaneous office equipment including computer, computer software and printer.
- Skill in interview and interrogation techniques.
- Skill in problem solving and analytical thinking.
- Skill in oral and written communication.
- Ability to make appropriate decisions and to react effectively under stressful conditions.
- Ability to testify in court and present evidence.

Education and Experience

- High school diploma or equivalent. Must meet requirements of the Civil Service Commission.

Certifications and Licenses

- Must possess a valid driver’s license at the time of hire.

Work Environment

- Work is performed in a This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.
- Somewhat disagreeable working conditions; will involve occasional exposure to some of the elements listed above.

Travel

- Less than 10% of travel is required outside of the City of Blair city limits.

Physical Requirements

Physical Activity	Rarely	Occasionally	Frequently	Constantly
	0% - 25% of time (0-2 hours per day)	26% - 50% of time (2-4 hours per day)	51% - 75% of time (4-6 hours per day)	76% - 100% of time (6-8 hours per day)
Carrying ≥ 20 lbs.		X		
Climbing	X			
Driving			X	
Finger Dexterity				X
Hearing				X
Kneeling	X			
Lifting ≥ 20 lbs.	X			
Pulling ≥ 20 lbs.	X			
Pushing ≥ 20 lbs.	X			
Reaching	X			
Seeing				X

Sitting				X
Standing		X		
Twisting	X			
Typing				X

Walking			X	
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Disclaimer

The above statements are not intended to be an all-inclusive list of the duties and responsibilities of the job described. Rather, they are intended to describe the general nature of the job. The City of Blair reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Review/Approvals

I have read and understand this job description.

Printed Name – Employee	Signature – Employee	Date
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Printed Name – Manager	Signature – Manager	Date
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Printed Name – City Administrator	Signature – City Administrator	Date
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