

Police Officer Job Description

Duties and Responsibilities:

- Patrol designated locations to deter or obstruct criminal activities
- Answer calls from citizens and respond to inquiries and distress situations
- Conduct traffic stops and inspect vehicles at check points
- Carry out raids and arrests of crime suspects
- Charge suspects to court when there is sufficient evidence
- Stand as expert witnesses in law courts when necessary
- Advice, educate and assist other law enforcement agents
- Advice and educate citizens of their rights and role in crime prevention
- Act as mediator in disputes between individuals or conflicting parties
- Maintain peace and orderliness in public gatherings like rallies, protests, and meetings
- Interview crime suspects and witnesses to obtain information relevant to crime investigation
- Document and record suspects' and witnesses' statements and confessions
- Obtain evidence from crime scenes as well as prepare and submit crime reports
- Search for missing person(s) or item(s) and report findings.

Police Officer Requirements – Skills, Knowledge, and Abilities

- Education and training: To qualify to work as a police officer, a minimum of high school diploma is mandatory. Then, the candidate upon employment shall undergo mandatory training at the police academy. Other trainings are on the job
- Physical Strength: The job involves chasing after criminals, controlling public behavior, and exerting force when necessary. A good stamina is needed to get these things done

- Communication and interpersonal skills: A police officer needs to be a good communicator. Also, a good relationship with members of the community will be useful during investigation
- Confidence, confidentiality and calm demeanor: These three traits are very essential of a police officer. He/she should exude calm and confident demeanor at all times. Also, witnesses will like to be assured of confidentiality when they grant interviews
- Emotionally mature and tact: He/she should be able to handle sensitive situations and know how to relate unpleasant news to people. In addition, a police officer must remain impartial when treating criminal cases no matter who is involved
- Perception and good judgment: A police officer must be able to reason logically and make valid conclusions about issues without bias
- Police exam: To complete the recruitment process for this job, you will be required to take and pass a test.