

TITLE: Police Officer
DEPARTMENT: Police Department
STEP SALARY STRUCTURE
STATUS: Non-Exempt
REPORTS TO: Corporal/Sergeant
APPROVED BY: Police Chief
REVISION DATE: February 2022



PURPOSE OF POSITION:

The purpose of this position is to provide initial necessary police services to the community through the use of uniformed patrol; occasionally provide specialized technical support in the areas of field investigation, training, and firearms.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Patrols city, responds to service requests; enforces laws and ordinances including issuance of citations; makes arrests, testifies in court; prepares records and files.
2. Pursue offenders on foot and or in a vehicle; use judgment in amount and type of force used.
3. Performs First Aid, including CPR, introduction of Narcan, and use AED equipment, as needed.
4. On an assigned shift, operates a patrol vehicle to observe for violations of traffic laws, suspicious activities or persons and disturbances of law and order.
5. Provides police escorts, directs traffic; performs residential and commercial checks.
6. Fills out arrest records, fingerprints, photographs, and other similar materials; performs prisoner security functions; investigates traffic accidents, crimes reported; develop possible suspects to bring outstanding cases to closure.
7. Reports unsafe conditions existing in street or other public facilities.
8. Assists with criminal investigations, conducts stakeouts, assists with presenting evidence, interviewing victims and witnesses, and performs property and evidence duties.
9. Prepares detailed reports on activities and assignments.
10. Inspects equipment and notifies appropriate person(s) to rectify problems.
11. May be required to perform in-charge duties in the absence of a superior officer.
12. Participates in, and may conduct, a variety of in-service training programs.
13. May be assigned to crime prevention, community policing/bike patrol, field training, special operations, technical support or investigation operation.
14. May be required to work overtime and/or be on call and to be able to respond to emergencies within a reasonable time.
15. Serves in a variety of specialized tasks to include: Community Service Officer, armory/range, field investigator, field training officer, bicycle patrol and foot patrol, School Resource Officer and Drug Task Force Officer.
16. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Must be at least 21 years of age, by date of appointment.
2. Must have a Missouri POST Class A Peace Officer certification by date of appointment. Out-of-state police officers/military peace officers may obtain State of Missouri POST class "A" certification.
3. Must be a citizen of the United States or as required by Missouri POST license.
4. Must possess a valid high school diploma, or its educational equivalent.
5. No felony record and no conviction of any crime related to domestic violence. Applicant must have no pending indictments, no misdemeanor convictions such as, but not limited to, assault, unlawful use of a weapon, fraud, etc. Must not be on probation for any criminal charge and must have no arrests for DWI related offenses within 3 years of application.
6. Must possess a valid Missouri driver's license (minimum of Class "F"), by date of appointment and shall not have been convicted of three or more hazardous moving violations in the last 24 months and must have fewer than

five points charged against his/her/their driving record at time of application. Must have no alcohol related suspension or revocation of driving privilege within three years of application.

Must meet all physical and psychological requirements specified by the Department, including successful completion of the mandatory annual fitness test.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of operating rules, regulations, and procedures of the department.
- Knowledge of police operations, patrol procedures, technical equipment, investigative techniques, criminal law and civil liability.
- Knowledge of federal, state and local laws.
- Ability to effectively communicate verbally and in writing as well as carry out written and oral instructions.
- General knowledge of the geography of the City, related county areas, and location of important buildings.
- Ability to understand and carry out oral and written instructions and to prepare clear comprehensive reports.
- Ability to deal courteously but firmly with the public.
- Ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Skill in the use of firearms and the operation of motor vehicles.
- Good physical condition.
- Ability to make decisions to accomplish specific tasks and operations within the scope of the position.
- Ability to effectively communicate with and establish and maintain an effective working relationship with department staff, other city employees, and citizens.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provisions of the open record laws.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.
- Ability to work the allocated hours of the position.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. Work requires climbing, balancing, stooping, crouching, crawling, standing, walking, running, pushing, pulling, lifting, fingering, grasping, and feeling; Ability to escalate physical exertion from minimum to maximum instantaneously when necessary to subdue/restrain individual. Vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to receive detailed information through oral communications and/or make fine distinctions in sound; visual acuity is required for night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/ or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work and observing general surroundings and activities. Minimum Department vision standard is 20/20 corrected in each eye.

WORK ENVIRONMENT:

The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protection equipment. Conditions are generally unsafe.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.