



Job Title: Police Officer

Department: Police Department

Direct Supervisor: Patrol Sergeant

General Purpose

The position involves protection of life and property, prevention of crime, apprehension of criminals, enforcement of laws and ordinances, and community involvement and relationships, performing the duties in a manner that encourages good public relations and instills trust and respect within the community.

Essential Duties

- Performs patrol activities in assigned areas in a police vehicle or on foot, to include radio response, accidents, disturbances, and general community assistance
- Prepares for daily patrol activity by participating in Roll Call for inspection, briefing, and duty assignments and gathering information regarding current police activities
- Communicates matters of importance to supervisors and shift-change officers in a time effective manner, and always before relief / transition from duty
- Observes, responds to, and reports criminal activity, safety hazards, disturbances, traffic violations, uncommon business / neighborhood routine, and needs for assistance
- Maintains knowledge of community (residents /businesses) in regard to geographic locations, routines, known offenders, out of the ordinary behavior, in an effort to prevent criminal activity
- Maintains thorough knowledge of federal, state, county, city laws and ordinances and departmental regulations and performs activities related to enforcement
- Performs accident and crime scene activities to include investigation, reconstruction, evidence handling, crowd control & safety, first aid, and reporting.
- Conducts crime and accident scene activities to include interviews, interrogations, searches, issuing citations, arrests and prisoner duties: subduing resistance, transportation, bookings, confinement, holding, and bonding
- Performs Night Watch duties to include checks of security for unoccupied businesses and institutions
- Seeks and serves needed warrants at the City & State level in accordance with legal and departmental requirements.
- Assists Investigative Detectives, prosecutors with data and appears and testifies in legal proceedings as needed
- Controls, regulates, and directs vehicular & pedestrian traffic control when necessary, including emergencies, accidents, parades, demonstrations
- May perform as a field-training officer working with probationary officers.

Essential Duties (continued)

- Gathers data for and completes designated reports on calls, arrests, and investigations pursuant to field operations or as assigned
- Encourages and makes recommendations for efficiencies and processes which will deliver either quality or cost savings within the department and across the City
- Other duties as assigned

Education, Experience & Training for Performing Essential Functions

Must possess the following:

- Missouri Class "A" P.O.S.T. License and High School Diploma/GED
- A valid Driver's License

Prefer undergraduate degree in addition to above requirements.

Ability to effectively, lawfully, and safely use firearms, escalating levels of force when necessary. Ability to professionally communicate verbally and in writing with members of the department and community. Ability to comprehend and implement oral and written instructions quickly and effectively. Excellent reasoning and decision making skills required to make discretionary judgments quickly with results that maximize safety to other officers, individuals and property. Ability to make quick decisions involving the use of force in affecting arrests or in the defense of self or others. Ability to operate office equipment i.e. copy / fax machines, telephone, and have knowledge of basic computer applications. Must take and assess within the accepted range on the department's Standard Battery and Personal Assessment tests.

Work Environment and Physical Demands

Regular & irregular shift work and rotations necessary to maintain the department 24 hours per day, 7 days per week, including weekends & holidays. Normal shifts are 12 hours but may be extended due to emergency, personnel needs, or work in progress. Long hours in vehicles. Extended work shifts when necessary. Exposure to abnormal, morose, obscene, and unpleasant individuals & crime scenes.

Individuals in the position must meet and maintain the physical & mental ability to: React and move quickly, assume positions requiring stooping, kneeling, crawling, crouching, climbing, and balancing, fend off physical attacks, use hands and arms to reach, handle, and feel as coordinated or independent functions, sit, stand, walk and run for extended periods of time, meet departmental vision standards, and to discern colors, hear and smell within the normal range and have a normal sense of touch, exert physical strength to operate all equipment used in daily police activities, lift a minimum of 25 lbs. on a regular basis. Withstand exposure to the following: Outdoor weather conditions, high, precarious places, personal danger to include, but not limited to; weapons, dangerous individuals / animals, hazards of driving at high speeds, and natural & man-made disasters, fire, fumes, airborne particles, toxic or caustic chemicals, infectious disease, risk of electric shock or radiation, explosives and loud to very loud noise levels.

A job description is written to describe work to be performed by the ideal candidate. A less qualified individual may fill the position on the condition that, with training, they will fully meet responsibilities and skills within a reasonable period of time.