

Job Title: Police Officer I

Department: Police

Reports To: Sergeant

Grade:

Range: \$63,000.00 – \$93,079.69

Lateral Pay: Up to \$76,576.89 depending on years of service and qualifications.

Position Summary: Performs protective service work involving a variety of general or support duty police assignments; does related work as required. Work is frequently performed under emergency situations and involves considerable personal hazard and danger. Work is performed under regular supervision. Enforces laws; investigates criminal activity; ensures safety of the public; testifies in court; maintains records and files; prepares reports.

Examples of Work (Essential Functions):

- Patrols during shift using a patrol vehicle, motorcycle, bicycle, or on foot to search for violations of traffic laws, suspicious activities or persons, and disturbances of law and order.
- Responds to radio dispatches and answers calls, complaints, and disturbances.
- Enforces traffic laws; issues citations for traffic violations.
- Makes arrests, take criminals into custody, and advises them of their constitutional rights.
- Testifies in court.
- Provides police escorts and directs traffic. Performs residential and commercial checks.
- Fills out arrest records, fingerprints, photographs, etc., performs prisoner security functions, investigates traffic accidents, and completes reports on all activities.
- Maintains assigned equipment.
- Observes and inspects crime scenes, assists with criminal investigations, interviews victims and witnesses, and places property and evidence into property holding and custody.
- Prepares detailed reports on activities and assignments.
- Assists the public, motorists, and citizens in distress or need.
- Provides traffic control at accident scenes as needed.
- Provides public relations and education on wide variety of policing and community safety.
- Participates in a variety of in-service training programs. Performs miscellaneous duties for City Hall.
- May be assigned to a specialized unit or task force such as crime prevention, special duty, special operations, technical support, or investigation operations.
- Performs all other related tasks as required.

Examples of Work (Marginal Functions):

- None.

Certificate, License: Possession of an appropriate driver's license valid in the State of Kansas. Possession of Kansas Law Enforcement Officer Certification. Must meet and maintain all department and state training and education requirements for position.

Required Education and/or Experience:

One year to two years related experience and/or Associate's degree; or equivalent combination of education and experience.

Preferred Education and/or Experience:

Two to three years related experience and/or training; or Associate's degree; or equivalent combination of education and experience. Experience as a Police Officer.

Abilities, Knowledge, Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.
- Ability to effectively present information, respond to questions and effectively interact with associates, clients, customers, managers, general public, public groups, public officials, and City Council.
- Ability to effectively solve problems, make sound decisions, resolve questions or complaints.
- Ability to establish and maintain effective working relationships with co-workers, local, state and federal officers, groups, and with citizens from varied racial, ethnic, or economic backgrounds.
- Ability to interpret a variety of instructions and directions furnished in written, oral, diagram, or schedule form.
- Ability to quickly and objectively analyze situations, recognizing actual or potential dangers, and to determine proper course of action.
- Ability to quickly respond, maintain composure, self-restraint, and emotional control in stressful, difficult, dangerous, or criminal situations.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to reliably and predictably carry out duties.
- Ability to remember details.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to understand and carry out oral and written instructions.
- Ability to utilize tact, discretion, courtesy, and respect for individual rights.
- Knowledge of court rules and procedures, and ability to render credible testimony in a court of law.
- Knowledge of department programs, policies, procedures and regulations.
- Knowledge of modern police methods and procedures.
- Knowledge of patrol procedures, criminal investigation techniques, criminal identification, records maintenance, and radio procedures.

- Knowledge of police investigative techniques of identification.
- Knowledge of the geography of the City and important landmarks.
- Knowledge of the principles and practices of modern police work and the laws governing arrest, custody of prisoners, search and seizure and rules of evidence.
- Skill in operating a personal computer, laptop, other department office equipment; using applicable department software, using Microsoft products, using web-based systems, and performing data entry.
- Skill in the use of firearms and in the operation of department equipment.

Supervision: None.

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is exposed less than one third of the time to conditions such moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The noise level in the work environment is usually loud when in the field, moderate when in the office. This position is subject to being on call or called out during emergency situations. This position may work nights, holidays, and weekends. Position wears personal protective equipment such as gun, bulletproof vest, radio, baton, Taser, duty belt, or prescribed uniforms.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand and walk, use hands to finger, grasp, handle, or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to sit; run; climb or balance and stoop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 50 pounds does generally occur, in emergencies may be necessary to lift, move, push, or pull up to 100 pounds. *Ability to move heavy objects or persons, give chase on foot, and restrain persons within the course of proper police procedures; work in confined areas; walk, sit or stand for long periods of time; possess the physical strength and agility to defend self and others in a hostile or combative situation.* Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision and ability to adjust focus. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment. Operation of machines and motor vehicles or equipment, including weapons.

SIGNATURE and APPROVAL

Employee

Date

Department Director

Date

City Administration

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all essential functions, marginal functions, responsibilities, duties, and skills required of personnel so classified in this position.