



Position Guide For  
**Police Officer**

Position guides are intended to present the general character, level of competency, and scope of responsibility of all employees in this job class. The position description is not intended to list all job functions or reflect all duties performed within the job. The guide may be subject to change by the employer as the needs of the employer and/or requirements of the job change.

**DEPARTMENT:** Public Safety

**CLASSIFICATION RANGE:** \$18-22/hr.

**FLSA STATUS:** Non-Exempt

**SUPERVISION:**

Supervised By: Director of Public Safety, Captain

Supervises: Officers

**STATEMENT OF PRIMARY DUTIES:**

This position contributes to the Police Department's mission to protect life and property, respect human rights, enhance quality of life and maintain a safe and secure community. We will blend both traditional and community policing approaches as we provide ethical and professional public safety services to the citizens we serve; exercises independent judgment in preparing reports and various official documents; and exercises considerable discretion in the protection and release of confidential information and in the interpretation and administration of policies and procedures.

**KEY RESPONSIBILITIES:**

- Responsible for the ***protection of life and property.***
  - Enforce state laws and city ordinances.
  - Patrol the community routinely and issue traffic citations and warnings as needed to ensure a safe and secure community. .
  - Engage in citizen contact situations such as business checks, assisting stranded motorists, suspicious person contacts, crime prevention sharing with civic organizations or homeowners, and any action in furtherance of the community policing philosophy of the department.
  - Respond to crime scenes and preserve, search, collect, and identify evidence.
  - Conduct thorough criminal and traffic investigations.
  - Apprehend violators in a reasonable and lawful manner following established laws, policies and regulations. Transport detainees to appropriate facilities.
  - Assist citizens with situations that involve crime, traffic concerns, quality of life issues or any situation that requires a police response.
  - Answer citizen complaints and take necessary action, including preparing necessary police reports.
  - Investigate suspicious conditions and complaints.
  - Alert citizens of hazardous and dangerous conditions. Direct traffic when needed.
  - Operate motor vehicle on a regular basis.
  - Carry and maintain qualification for authorized firearms and other weapons pursuant to department standard operating procedures.

- Responsible for performing **administrative** duties.
  - Conduct crime prevention surveys and other activities as needed.
  - Complete all necessary official forms and reports.
  - Prepare cases for successful prosecution.
  - Provide credible courtroom testimony when necessary.
- Responsible for participating in **training**.
  - Attend schools and seminars to maintain proficiency and certifications.
  - Participate in training and drill sessions, tests, and evaluations.

**EXPERIENCE AND EDUCATION GUIDELINES** Any combination of experience and education that would likely provide the required knowledge, skills and abilities is acceptable. A typical way to obtain the knowledge, skills and abilities would be:

**Experience:** Criminal justice experience.

**Education:** Must have satisfied all state requirements as set forth in K.S.A. 74-5605 “Qualifications of Applicant (Police Officer) for Training Course Requirements” or certification by reciprocity. Must complete 40 hours of continuing education training annually as required

**License or Certificate:** A valid driver’s license and a good driving record is required.

**NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:**

- Thorough knowledge of law enforcement techniques and procedures, budget preparation, and personnel management.
- Thorough knowledge of all federal, state, and local ordinances governing police activities.
- Ability to operate firearms, patrol vehicles, mobile/portable/base radios, crime scene processing equipment, and all other police related equipment.
- Ability to evaluate written and oral reports and make recommendations for improved police services.
- Ability to operate office equipment.
- Ability to meet and deal tactfully with the general public and to communicate effectively and clearly, both orally and in writing.
- Must be able to provide reliable courtroom testimony. Criminal convictions for acts of dishonesty, or sustained disciplinary findings of misconduct related to truthfulness, racial bias, or other acts that would lead to potential impeachment of courtroom testimony as detailed in Brady v. Maryland or Giglio v. U.S. will be cause for disqualification for applicants and termination for employees.

**TOOLS AND EQUIPMENT USED**

Computers and communication equipment.

**PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit and talk or hear. The employee must frequently lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must also maintain ability to apprehend and take persons into custody.

## **WORK ENVIRONMENT**

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

While performing the duties of this job, the employee is occasionally exposed to heat and cold, wet and/or humid conditions. The noise level in the work environment is moderate. Must be available for on-call.

## **SELECTION GUIDELINES**

Formal application; rating of education and experience; oral interview, background and reference check; drug screening exam; job related tests may be required.



