



# POLICE OFFICER

## **JOB OBJECTIVES:**

Under general supervision, performs general duties in the protection of life and property through the enforcement of laws and ordinances.

## **GENERAL STATEMENT OF DUTIES:**

The position regularly requires decisions for which there are no clearly defined or established policies or procedures; constantly requires the handling of confidential or sensitive information; also regular periods of physical effort and constant periods of mental effort are required.

An employee in this position has some responsibility for determining departmental regulatory actions.

## **ESSENTIAL FUNCTIONS:**

Responds to routine, urgent and emergency calls for service.

Performs preventive patrol and actively enforces laws, statutes and ordinances.

Identifies potential and actual police hazards and determines appropriate response or enforcement activity.

Provides emergency assistance to injured.

Protects accident and/or crime scene to ensure evidence control.

Directs and controls traffic to ensure safe and efficient movement of vehicles and pedestrians.

Conducts preliminary investigations of suspicious and/or criminal activities/persons.

Conducts traffic enforcement activities to reduce accidents and discourage unlawful driving behavior.

Pursues, apprehends, transports and controls criminals or other persons menacing the public safety.

Assists/ensures conviction of unlawful behavior through enforcement, investigative and court support activities.

Prepares varied case, complaint and shift records and reports.

Performs all work in compliance with established City safety standards.

Performs other work as assigned.

## **JOB STANDARDS:**

Regular and predictable attendance.

Ability to carry out orders and directives of the Department.

Ability to establish and maintain an effective working relationship with the general public and with other department employees on a constant basis; with other City employees on an occasional basis.

Ability to present ideas clearly and concisely with verbal and written communication skills.

Ability to effectively perform required duties for extended periods while exposed to the elements; hazardous situations; with limited privacy and without posing a direct threat to the health or safety of self or others. Required duties include, but are not limited to, the following: negotiate ascending and descending stairs without assistance; duck under a low obstacle; negotiate a six-foot ditch; hurdle or climb over a four-foot chain link fence; hurdle an interstate median.



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Ability to safely and effectively operate assigned equipment and vehicles.  
Ability to safely, effectively and appropriately use lethal and non-lethal weapons.  
Ability to patrol, respond, assess, repress and prevent criminal activities; investigate offenses; apprehend offenders; furnish and determine appropriate day-to-day enforcements.  
Ability to accurately collect data, document, review and maintain reports, evidence and files essential to perform and complete assigned tasks.  
Ability to formulate and employ an appropriate course of action for a given situation for which no specific rule of procedure has been established.  
Ability to perform effectively and safely during periods of highly stressful situations, split-second circumstances and physically demanding conditions.  
Ability to apply reasoning skills when investigating incidents or events to prepare an initial plan for further police activity.  
Ability to apply theory-based instruction/training to actual incidents or situations.  
Must be a credible witness in court.  
No visible tattoos while in uniform (includes short sleeve shirt and open collar).

## **MINIMUM REQUIREMENTS:**

Must be a U.S. citizen or lawfully authorized alien worker.  
High school graduate or GED certificate.  
Sixty college credit hours from an accredited College or University; or two (2) years of continuous police service with the same police agency; or have served in the Armed Forces of the United States of America and received a discharge under Honorable Conditions.  
Must meet all Missouri Police Officer Standards and Training (P.O.S.T.) certification requirements for a 1<sup>st</sup> class charter county (Class A) prior to start date.  
Twenty-one (21) years of age or older.  
Must have a Motor Vehicle Operator's License valid in the state of Missouri.  
Must pass required testing.

## **DESIRED QUALIFICATIONS:**

Working knowledge of modern police methods and practices.  
Working knowledge of laws and ordinances that are applicable to the City.  
Thorough knowledge of the geography of the City.  
Considerable skills in the use of firearms.  
Considerable skills in driving automotive vehicles.

## **EQUIPMENT/VEHICLES (Includes but is not limited to the following):**

Modern office equipment, standard issue police equipment and various assigned police weapons.

**JOB LOCATION:** City facilities, City at large and/or specified City districts

**REPORTS TO:** Police Sergeant or Police Lieutenant