

**JOB DESCRIPTION**  
**City of Kirkwood**

<b>JOB TITLE:</b>	Patrol Officer	<b>JOB STATUS:</b>	Non-exempt
<b>DEPARTMENT:</b>	Police Department	<b>PAY RANGE:</b>	P-1
<b>REPORTS TO:</b>	Bureau of Field Operations	<b>JOB LEVEL:</b>	Full-time
<b>DESCRIPTION DATE:</b>	November 2019		

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**PRIMARY PURPOSE:**

The work of the commissioned Patrol Officer involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals and the general enforcement of laws and ordinances.

**SUPERVISION:**

Under the supervision of the Bureau of Field Operations Commander.

**DESCRIPTION OF WORK: ESSENTIAL JOB FUNCTIONS**

1. Performs preventive patrol in assigned district.
2. Continually observes for criminal activity, safety hazards, traffic violations, persons needing assistance, etc.
3. Becomes and remains familiar with patrol districts, geographic locations, known offenders, neighborhood routines, and potential problem areas.
4. Conducts security inspections and surveys of buildings and businesses and makes recommendations regarding security, etc.
5. Makes presentations to groups and individuals on subjects related to the job's tasks and functions.
6. Handles complaints made by the public.
7. Observes for, detects and investigates violations of laws and ordinances and documents those actions for future use.
8. Conducts interviews and interrogations of victims, witnesses, suspects and offenders.
9. Conducts preliminary and follow-up investigations.

10. Identifies, collects, processes, packages and logs physical evidence.
11. Collects information and either acts upon it if within the scope of the position's authority or routes it to the proper authority or agency.
12. Conducts searches of persons, vehicles, places, and things.
13. Identifies and arrests offenders, including subduing resistive arrestees.
14. Seeks and serves arrest warrants, search warrants and other court documents.
15. Assists prosecutors in the preparation of cases for trial.
16. Appears and testifies in court, juvenile hearings, at deposition sessions and similar proceedings.
17. Enforces traffic and parking laws.
18. Controls, regulates and directs vehicular and pedestrian traffic.
19. Investigates traffic accidents, including protecting the scene, aiding the injured, controlling traffic, clearing the scene, determining the cause, preparing reports and diagrams.
20. Assists disabled motorists.
21. Deals with children of all ages in a variety of situations such as delinquents, minors requiring authoritative intervention, neglected, abused, runaways, lost, found, victims of crime, public relations and instructional functions and informants.
22. Deals with domestic disputes and other interpersonal and business contacts.
23. Recognizes and corrects or reports public hazards and inconveniences, i.e. gas leaks, traffic signals out of service, traffic obstructions and other safety hazards.
24. Responds to specific requests for ambulance/fire service and assists as needed.
25. Investigates incidents involving dead persons resulting from criminal, accidental, suicidal and natural causes, including determination of the circumstances and handling/removal of the body and dealing with the family, friends, witnesses, etc.
26. Investigates reports of lost and found property.
27. Investigates reports of missing and found persons.
28. Investigates animal complaints, including the humane disposition of severely injured animals.
29. Directs and/or supervises civilian employees and the public at the scene of crimes, accidents,

disasters, assemblies, etc.

30. Generally assists persons in distress.
31. Attends training as assigned.
32. Develops and maintains required skills and licenses/permits/certifications associated with area of special instruction, expertise, etc. (i.e. firearms qualification, evidence technician, juvenile law, criminal investigation).
33. Trains new officers, reserve officers and other officers in areas of special skills or expertise.
34. Prepares clear, accurate and complete reports.

**SKILLS, KNOWLEDGE, AND ABILITIES:**

1. Comprehensive knowledge of law enforcement procedures and techniques.
2. Comprehensive knowledge of city, state and federal laws.
3. Comprehensive knowledge of English, spelling, punctuation and grammar.
4. Make decisions and exercise good judgment when responding to calls for service or self initiated activities, sensitive to legal guidelines or department policies that may apply.
5. Comprehend and implement verbal and written instructions.
6. Apply reasoning skills when confronted with circumstances requiring discretionary decisions.
7. Establish priorities and construct subsequent plans when investigating incidents or events.
8. Formulate and carry out appropriate course of action for a given situation for which no specific rule or procedure has been established.
9. Apply theory based instruction or training to actual incidents/situations.
10. Handle situations firmly, courteously, tactfully and impartially.
11. Retain and retrieve information furnished in the form of bulletins, verbal reports, memorandums, etc.
12. Be capable of receiving and giving instructions.
13. Reasonably identify and display basic non-verbal communications (body language).
14. To function independently and/or as a team member as a given situation may dictate.

## **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

1. High school diploma or GED.
2. Certification as a Patrol Officer of a Missouri first class county.
3. A citizen of the United States.
4. Successful completion of the WorkSTEPS Job Specific Testing for a Patrol Officer currently used by the Kirkwood Police Department.
5. Must be at least 21 years of age at the time of commission.
6. Possess a valid Operator's License.

## **MENTAL EFFORT AND PHYSICAL REQUIREMENTS:**

The position of Patrol Officer requires the employee to have and maintain the physical and mental ability needed to:

1. React and move rapidly from a sedentary to active condition in response to environmental situations or events.
2. Assume a variety of bodily positions and postures necessary to employee available "cover and concealment" during a deadly force encounter.
3. Respond to a physical attack and possess the ability to escape the attacker and/or summon aid.
4. Operate and qualify with the Department issued firearms, utilizing both hands, as well as each hand individually.
5. Operate office equipment, such as telephones, audio/visual devices, computer keyboards, calculators and security locking systems.
6. Operate all equipment necessary for performing routine daily assignments, apprehending and processing criminals and conducting both criminal and traffic related investigations.
7. Operate and/or utilize all Department vehicle mounted equipment whether in a mobile or stationary mode.
8. Perform required duties for extended periods of time while exposed to adverse conditions, to include time worked in excess of the normal daily duty shift and rotating shift work.
9. Apprehend suspects to the extent of engaging in foot pursuits while summoning assistance and/or engaging in the necessary use of force.

10. Discern colors as they are applied in traffic safety situations (electric signals, signing, hazardous materials placards, vehicle and clothing descriptions, etc.).
11. Adequately judge distance and estimate speed.
12. See, read and recognize obstacles in a variety of normal and/or emergency environments. Have vision that is correctable to acceptable standards.
13. Determine or estimate the point of origin of noise.
14. Recognize/relate sound to situations based on the frequencies or voice inflection within the normal range of human hearing.
15. Employ the normal senses of touch and smell.
16. Speak, read and write the English language in a clear, understandable fashion.

#### **WORKING CONDITIONS, ENVIRONMENT, AND POSITION RELATED HAZARDS:**

1. Shift work/scheduling - the position of Patrol Officer involves regular and irregular shift work and shift rotations necessary to provide police services 24 hours a day, 7 days a week, 52 weeks a year (weekends and holidays included). Work shifts are normally eight hours in duration but may be extended in the event of an emergency, disaster, manpower shortage, work-load or work-in-progress.
2. Inclement weather, to include extreme heat/cold, rain, snow, wind, etc.
3. Light conditions associated with day and night.
4. Fire, smoke, leaks/spills - as close proximity as necessary to provide emergency services.
5. Personal danger related to armed and/or dangerous persons/animals.
6. Potential for contact with persons and/or articles with contagious/communicable diseases.
7. Hazards associated with emergency driving, traffic control and working in and around traffic.
8. Hazards associated with natural and man-made disasters.

#### **MISCELLANEOUS REQUIREMENTS:**

The Patrol Officer position requires the employee to have the emotional and psychological stability required to:

1. Cope with and perform day-to-day duties under the principles of discipline.
2. Maintain self-control when receiving constructive criticism and/or being ridiculed.
3. Continue performing all required tasks at a professional level when faced with unpleasant circumstances.
4. Deal effectively with the morbid, the macabre, the repugnant, the abnormal, and morose, the psychotic, the neurotic and the otherwise unpleasant or unusual facets or results of human behavior.

**NOTE:**

This Job Description is not intended to limit the only duties to be performed by the employee occupying this position. The employee may be required to perform other duties as assigned for the effective operation of the department.