City of Gardner Position Description

POLICE OFFICER

Position Title: *Police Officer*
Department: *Police*
Reports To: *Police Sergeant*
Salary Range: *4*
FLSA Status: *Non-Exempt (eligible for overtime pay)*
Last Update: *02/07/2020*

Job Summary:

The Police Officer provides a full range of law enforcement services to the community in the protection of life and property. Work involves patrol duty on an assigned shift, preliminary investigation of suspected criminal activity and miscellaneous duties incidental thereto.

Job Scope:

Duties are performed in accordance with departmental rules, instructions, and the laws governing the exercise of their authority. A Police Officer is required to exercise initiative and discretion during the course of their tour of duty, to include whenever faced with emergency conditions. This position is responsible for enforcement of Federal, State, County, and City laws and ordinances. The work may involve an element of personal danger.

Essential Duties and Responsibilities:

- Enforces the law and ordinances of the City and all other pertinent laws;
- Responds to all Emergency and Non-Emergency calls for service;
- Responsible for the collection of evidence to assist or aid in the investigation or prosecution of a suspect(s) in criminal cases;
- Patrols an assigned area during a specific period in motorized police equipment and patrols downtown area on foot;
- Checks doors, windows and examines premises of unoccupied building or residences in order to detect any suspicious conditions;
- Investigates suspicious conditions and complaints and makes arrests of persons who violate laws and ordinances;
- Accompanies prisoners to headquarters, jail or court and appears in court as arresting officer;
- Operates radar in controlling the speed of traffic;
- Directs traffic arrests or gives violation tickets to those who break traffic laws, investigates traffic accidents;
- Maintains records, prepares reports and performs other clerical and administrative duties;
- Assists in the maintenance of related vehicles and equipment;
- Responds to calls for service;
- Presents police related programs to various civic groups;
- Captures and impounds unlicensed, stray and uncontrolled animals;
- Assists related departments and agencies as required;
- Answers criminal complaints and takes necessary corrective action;
- Gives information on laws and ordinances and general information to the public;
- Assists in the investigation of criminal activity;
- Performs related duties as deemed necessary or as required.

Education, Certification and Experience Requirements:

Graduation from a standard high school; supplemented by training of a certified law enforcement academy or center; or any combination of training and experience which provides the required knowledge, ability and skill. Bachelor's degree preferred. Requires the possession of a valid driver's license and a good driving record. Must be able to maintain a proficiency in firearms to Kansas Law Enforcement

Training Center (KLETC) Standards. Physical and mental fitness required, and at least 21 years of age at the time of appointment.

Skills, Knowledge and Abilities:

- Knowledge of modern approved principles, practices and procedures of police work.
- Knowledge of laws and ordinances governing local police.
- Knowledge of the geography of the city.
- Knowledge of pertinent local, state and federal laws.
- Knowledge of social implication of law enforcement work.
- Ability to understand and carry out oral and written instructions.
- Ability to develop skill in the use of firearms, photographic equipment, radar, emergency equipment and related devices.
- Ability to react quickly and calmly in emergency conditions.
- Ability to deal courteously but firmly with the general public.
- Excellent moral character.
- Good physical and mental condition.
- Ability to establish and maintain effective working relationships with superiors, other employees, and the general public contacted in the course of the work.
- Willingness to work flexible hours, including nights, weekends and holidays.

Tools and Equipment Used:

Personal computer including word processing and spreadsheet applications, telephone, copier, facsimile, police car, police radio, handgun and other weapons.

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. This position requires physical work requiring the ability to walk, run, and/or climb over rough or difficult terrain, the ability to drive and work in inclement weather conditions, visual acuity, and ability to communicate with co-workers and general public, and the ability to work safely in hazardous situations. Requires ability to sit and talk and hear, lift fifty to one-hundred pounds (50-100 lb.) occasionally, flexibility of body, manual dexterity and hand/eye coordination adequate to use equipment as assigned. This job has been assessed as a level four position according to the Department of Labor Guidelines.

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 normally works both outside and within an office environment. Noise levels range from moderately quiet to very noisy.

Selection Guidelines:

Formal application, rating of education and experience; and successful completion of written examination; oral interview; reference check; physical and drug screen; and background checks are required. Job related tests including assessments may be required.

The City of Gardner is an equal opportunity employer. Any applicant/employee with a disability as defined in the Americans with Disabilities Act may request an accommodation to perform the functions of this position. Requests should be directed to the immediate supervisor.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.