



## Police Officer

**DEPARTMENT:**

Police Department

**SUPERVISOR:**

Sergeant, Police Department

**SALARY LEVEL:**

Non-Exempt 7

**DATE:**

February 27, 2012

**SUMMARY:** The Police Officer enforces City laws and ordinances and performs professional police work to protect life and property of Overland citizens, by work involving the prevention, detection, and investigation of criminal acts, the apprehension and arrest of law violators. The individual in this position reports to Shift Sergeant. This position is considered a "Safety Sensitive" position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Patrols an assigned area of the City by car or on foot in order to prevent or discover criminal activity in the City of Overland. Includes apprehending criminals, enforcing vehicle and traffic laws, and showing police presence as a deterrent to crime.
- Responds to and investigates calls for service involving accidents, misdemeanors, felonies, City, State or Federal offenses, nuisances, as well as other calls which benefit the citizens of the City of Overland.
- Testify in civil and criminal court on behalf of the City and the Police Department.
- Enforce traffic regulations.
- Gather and preserve evidence at a crime scene.
- Write police reports.
- Make arrests and book prisoners.
- Issue summonses and serve arrest warrants.
- Assist other local, county, state, and federal officers as needed.
- Assist other divisions within the department.
- Maintain proper shooting techniques and proficiency.

- Conduct surveillance and obtain information through informants then act on that information.
- Interview or interrogate complainants, witnesses, and suspects.
- Preserve crime scenes and gather evidence as necessary, making a follow-up investigation when appropriate.
- Make warrant applications as necessary.
- Perform any and all other duties assigned, as may be needed to accomplish the mission of the Police Department.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (Associates Degree preferred); or one year of related experience and/or training in law enforcement; or equivalent combination of education and experience.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of citizens or employees of the Police Department.

**MATHEMATICAL 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 apply basic Accounting principles, such as bookkeeping, income statement and balance sheets.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must have no felony convictions.
- Must be certified as a Peace Officer by the State of Missouri.
- Must have a passing grade on hiring test.
- Must be licensed by the State of Missouri to operate a motor vehicle.

#### **OTHER SKILLS and ABILITIES:**

- Must be twenty-one years of age or older.

### **Police Officer – Job Description**

- Must have good physical and emotional health.
- Must not be addicted to any type of drugs either legal or illegal, including alcohol or prescription drugs.
- Must have knowledge of criminal law, investigation and crime prevention.
- Have the ability to communicate effectively both orally and in writing.
- Must have knowledge of laws governing criminal procedure.
- Must have ability to use good judgment and to act quickly and decisively.

**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 stand, walk, and sit. This person may be required to run in order to apprehend a person. The individual must be able to use hands and fingers to handle or feel objects, tools, or controls, such as firearms, handcuffs, radar equipment, cameras, etc. Must be able to reach with hands and arms. Must be able to talk in one-on-one situations with citizens, and other law enforcement personnel. Must be able to talk in group situations with citizens, other law enforcement personnel and school and civic groups. This individual must be able to hear commands and instructions from other officers and be able to listen to and respond to the communications of citizens. This person must also be able to smell as a part of the investigative process. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 200 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**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 frequently works in outside weather conditions and is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee occasionally works near moving mechanical parts and in high, precarious places. The individual is occasionally exposed to wet and/or humid conditions, extreme cold and extreme heat.

The noise level in the work environment is usually moderate, but may be extremely noisy at times.

#### **Police Officer – Job Description**