

## **POSITION DESCRIPTION**

Position Title: **Police Officer**

Department: **Police**

Division: **Patrol**

Retirement: **KP&F**

FLSA: **Non-Exempt**

Effective date: **May 6, 2009**

Police Officers are entry-level law enforcement positions within the Leavenworth Police Department. Officers must be capable of performing all essential job functions, unassisted, and at a pace and level of performance consistent with the actual job performance requirements.

### **THE FOLLOWING ARE ESSENTIAL JOB FUNCTIONS OF POLICE OFFICERS:**

1. Operate a law enforcement vehicle during hours of darkness or daylight for extended periods of time, in routine and emergency situations involving speeds in excess of posted limits, in congested traffic and on unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
2. Perform rescue functions at accidents, emergencies, disasters, to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations, and securing and evacuating people from particular areas.
3. Perform law enforcement patrol functions either on foot or in a vehicle, which include such things as working rotating shifts, physically checking doors and windows of businesses, identifying suspicious activities, violations of criminal or traffic laws, and initiating enforcement or corrective action.
4. Make arrests, forcibly if necessary, using handcuffs and other restraints. Subdue resisting suspects using maneuvers and weapons, and resort to the use of hands and feet and other approved weapons and self-defense.
5. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying, and dragging heavy objects; climbing over and pulling oneself up over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches, and streams; crawling in confined areas; balancing on uneven or narrow surfaces; and using body force to gain entrance through barriers.
6. Load and unload, aim and fire, from a variety of body positions handguns, shotguns, and other departmental firearms, under conditions of stress that justify the use of deadly force at levels of proficiency prescribed by the department.

7. Respond to the scene of crimes, accidents and calls for service; search for, preserve, and collect evidence; investigate and interview victims, witnesses, and potential suspects; conduct appropriate investigative functions such as photographing, fingerprinting, field sobriety tests, and other investigative functions at the crime scene, as necessary.
8. Prepare investigative and other reports, summonses, and sketches necessary for documenting an incident using the appropriate grammar, symbols and mathematical computations.
9. Exercise independent judgement in determining when there is reasonable suspicion to detain, whether or not probable cause exists to search and arrest, and when force may be used and to what degree.
10. Communicate effectively and coherently over law enforcement radio channels, telephones, public address systems, or by direct conversation.
11. The ability to read, write, and comprehend legal and non-legal documents written in the English language, including the preparation and processing of such documents as citations, affidavits, and warrants.
12. Perform searches of people, arrestees, vehicles, buildings, and large outdoor areas, which may involve detecting objects or substances through feeling, sight, hearing, and smell.
13. Must have the ability to respond and assess situations regarding the well being of the public, department or fellow employees. Must possess the physical capabilities to implement and communicate decisions with tact and diplomacy while confronted with stressful, hostile, or irrational situations or persons.

**THE FOLLOWING ARE WORKING CONDITIONS AND PHYSICAL REQUIREMENTS FOR THE POSITION OF POLICE OFFICER:**

1. Officers will be exposed to working for long periods of time in unpleasant weather and other hazardous situations which will require continuous attention to safe working and operating procedures.
2. Officers will periodically be exposed to the possibility of physical injury, pursuant to arrest, traffic hazards, exposure to biological and chemical substances, and other hazards caused by man or nature.
3. Officers will be required to work any shift or day of the week depending upon departmental needs. Periodically, work hours may be extended beyond the normal work day to accomplish the necessary wk. Officers may be periodically ordered in to work to assist in handling emergency situations involving crimes, national disasters, traffic hazards, special activities or court testimony.

4. Officer must possess and maintain the physical strength, agility and stamina to perform the essential job functions for the position of Police Officer.
5. Officers must have the visual acuity to identify individuals, describe clothing and vehicles, detect danger, read license plates and addresses either in daytime or at night time under various lighting conditions.
6. Officers must possess aural capability to understand personal, radio, and telephonic conversations in quiet and noisy environments. Must also have the capability to determine the locations of vehicles or persons in distress from the sounds emanating from them.
7. Officers must be capable under normal and stressful situations of communicating orally in the English language in such a manner as to clearly transmit information via the police radio, telephone, public address system, or direct conversation.

**THE FOLLOWING ARE THE MINIMUM QUALIFICATIONS FOR THE POSITION OF POLICE OFFICER:**

1. Must be at least 21 years of age.
2. Must be a United States citizen.
3. Must possess and maintain a valid driver's license and have a good driving record at the time of employment and during the tenure of employment.
4. Must have a high school diploma or equivalent G.E.D. certificate.
5. Must not have been convicted of any felony or misdemeanor crimes of a violent nature or involving moral turpitude, been convicted of a misdemeanor crime of domestic violence, been placed on diversion, nor have an expunged conviction.
6. Must obtain certification as a Kansas Law Enforcement Officer within one year of employment. This certification may require attendance at a training center for a period of up to 400 hours with expenses and salary paid by the Police Department.

**SELECTION GUIDELINES**

Formal application, review of qualifications by Civil Service Commission designee, written or practical examination, oral interview, final selection, and post offer medical examination including drug screen.

The duties listed above are intended only as illustrations of the various types of work that may be 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 position description does not constitute an employment agreement between the City and employee and is subject to change as the needs of the City and requirements of the job change.