

CITY OF PARKVILLE JOB DESCRIPTION
Police Officer

Title: Police Officer **Department:** Police
Reports To: Sergeant **FLSA Status:** Non Exempt
Pay Grade: \$37,000 - \$49,157 **Schedule:** One of three shifts 7:00 a.m. – 3:00 p.m.,
3:00 p.m. – 11:00 p.m. or 11:00 p.m. – 7:00
a.m., and other hours as needed.

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned

General Statement of main duties: This is general duty police work in protecting life and property and in enforcing laws and ordinances. The police officer is responsible for patrolling a specified area for the purpose of maintaining law and order and protecting life and property. Incumbents must exercise sound and independent judgment in emergency situations where danger to life and property may be involved. All assignments involve responsibility for tactful and courteous treatment of the public and conscientious and efficient performance of duties. Work is reviewed by inspection and through both oral and written reports to a sergeant and/or commanding officer.

Minimum Qualifications:

Essential Job Functions:

1. Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing criminal laws, and promoting good community relations. (daily)
2. Patrols assigned area. Investigates offenses and any suspicious conditions, makes arrests, recovers property, transports prisoners to appropriate facilities, and makes out proper reports; testifies in court as required. (daily)
3. Enforces traffic and parking regulations, directs traffic, investigates and prepares reports of traffic accidents and incidents. (daily)
4. Administers appropriate first aid as required. (as needed)
5. Reacts to situations utilizing appropriate levels of force as required and within the department's level of force options. (as needed)
6. Completes reports and performs office duties as assigned. Collects bond monies, maintains files, and operates appropriate office equipment. (as needed)

7. Responsible for maintaining and cleaning department issued equipment and assigned vehicles. (as needed)
8. Performs related duties as assigned or as the situation dictates. (as needed)
9. Performs duties as to not pose a direct threat to the health and safety of citizens or other individuals in the work place. (daily)
10. When necessary may be required to assume the duties, activities and tasks of a sergeant. (as needed)

Primary Responsibilities:

To successfully perform the essential functions of this position, the incumbent must have a high school diploma or equivalent and completed all requirements and performance standards for graduation from a police academy. Additional knowledge and skill requirements include the following:

- Knowledge of the geography of the city and the location of important buildings and areas requiring more than usual police attention.
- Knowledge of appropriate first aid principles and skill in their application.
- Ability to operate firearms as specified by department's firearm certification requirements.
- A valid license to operate motor vehicles in the state of Missouri and the skills and abilities to operate department vehicles safely within specified vehicle operating procedures and departmental standards.
- Working knowledge of laws, state statutes, municipal ordinances, and departmental policies.
- Ability to understand and carry out verbal and written orders.
- Ability to communicate clearly and concisely in a variety of situations using verbal, auditory, visual, and writing skills. Requires the ability to project vocally to maintain order at disturbances, accidents, crime scenes, and over other background noises as needed.
- Ability to write clear, concise, and comprehensive reports.
- Ability to meet the minimum physical requirements related to normal police activities as specified and must be able to respond at all levels of the department's level of force options.

Job Location:

- Duties are performed primarily in the field, but are subject to assignment within the rank as designated by the Chief of Police. Job duties require continued readiness to respond to situations that may be life threatening or injurious; include exposure to dangerous chemicals or other toxic substances, communicable diseases, fire, gun shots, physical confrontations, etc. Duties are performed as assigned in all weather conditions and on any shift.

Equipment:

- Motor vehicles
- Standard issue police equipment
- Computer terminal

Employee Signature/Date

Supervisor Signature/Date

Human Resources Signature/Date

City Administrator Signature/Date