Parkville Police Officer

Key Facts

Department: Police
Reports To: Police Chief
Salary Range: $65,208 – $91,291
FLSA: Full-Time, Non-Exempt
Schedule: One of two shifts 7:00 a.m. – 7:00 p.m. or 7:00 p.m. – 7:00 a.m., and other hours as needed.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. These duties may be modified, as required, by applicable federal and state laws.

Summary / 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 – you must meet these requirements to be considered for the job.

To successfully perform the essential functions of this position, the incumbent must have a high school diploma or equivalent and complete all requirements and performance standards for graduation from a police academy. A Police Officer must maintain a valid driver's license.

Essential Job Functions

- Provide public safety by maintaining order, responding to emergencies, protecting people and property, enforcing criminal laws, and promoting good community relations. (daily)
- Patrols assigned area. Investigates offenses and any suspicious conditions, makes arrests, recovers property, transports prisoners to appropriates facilities, and makes out proper reports; testifies in court as required. (daily)

- Enforces traffic and parking regulations, directs traffic, investigates and prepares reports of traffic accidents and incidents. (daily)
- Administers appropriate first aid as required. (as needed)
- Reacts to situations utilizing appropriate levels of force as required and within the department's level of force options. (as needed)
- Completes reports and perform office duties as assigned. Collects bond monies, maintains files, and operates appropriate office equipment. (as needed)
- Responsible for maintaining and cleaning department issued equipment and assigned vehicles. (as needed)
- Performs related duties as assigned or as the situation dictates. (as needed)
- Perform duties as to not pose a direct threat to the health and safety of citizens or other individuals in the workplace. (daily)
- 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 complete 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 that require 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 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.

Work Environment / Job Location – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- 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 Vehicle
- Standard Issue Police Equipment
- Computer Terminal

The City of Parkville is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment is decided on qualifications, merit, and business need. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

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Employee Signature/Date Supervisor Signature/Date

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Human Resources Signature/Date City Administrator Signature/Date