

Police Officer
Police Department



Job Description

INCUMBENT:	<i>Multiple Positions</i>	REPORTS TO:	Chief of Police
PAY:	Class P-D	DIVISION:	—
JOB TYPE:	Full-Time & Part-Time Overtime Non-Exempt	LOCATION:	Public Safety Building 911 Laing Street
SUPERVISORY:	No	UPDATED:	October 2003

Approval Signatures:

Department Head

City Manager

RESPONSIBILITIES:

Under general supervision and in cooperation with the community, the police officers perform patrol, investigate criminal activity, render service assistance, and enforcement functions in providing for the safety and welfare of the public, and perform related duties as required to protecting lives and property.

ORGANIZATION STRUCTURE:

The Police Department is managed by the Chief of Police with assistance from the Captain and the Sergeant. Besides the Captain and the Sergeant, currently 3.0 full-time Police Officer positions and 3.0 part-time positions report to the Chief. The Chief of Police reports to the City Manager.

JOB DUTIES:

Major Duties:

- Patrols the boundaries, property, and assets of the City of Osage City, utilizing highly visible patrol techniques. Performs complex investigations, renders service, and enforces traffic, City Ordinances, as well as State and Federal Laws, to ensure the safety and well being of the public.
- Initiate legal arrests, both misdemeanor and felony, to include the investigation, interviews of arrestee, and properly and completely filling out the necessary paperwork.

- Assist outside law enforcement agencies requesting information or other assistance.
- The use of problem solving and personal communications skills to interact with diverse groups of people, and taking appropriate actions needed to handle stressful situations and exhibit compassion and good judgment.
- Read and apply employment policies, rules, regulations, instructions, laws and ordinances, and general literature pertaining to policing.
- Investigate criminal activities, citizen complaints and concerns, collect and preserve evidence, prepare written reports in timely manner, identify and collect statements from witnesses, and testify in a court of law.
- Use office equipment, computers, and communications equipment.
- Officers are expected to be safety conscious, and investigate unsafe circumstances, act to prevent accidents, and protect the welfare of the public.
- Conduct daily, routine preventive maintenance and care for assigned equipment and police vehicles, and alert supervisors of any deficiencies.

Other Duties:

- Communicate courteously and responsively with the public, co-workers, or other agencies to provide effective and efficient service in a professional manner.
- Other duties as deemed necessary as assigned by the Chief of Police.

WORKING CONDITIONS:

The position requires physical effort and demands that officers be in good physical shape and of sound mind. The position requires considerable concentration, interaction with the public, and knowledge of federal, state, and local law. It is subject to considerable stress caused by a changing environment, emergency situations, emotional incidents, and workload.

QUALIFICATIONS:

Minimum Qualifications:

The Osage City Police Department is committed to hiring employees who provide the highest standards conduct and professionalism, both in private and public life.

- 21 years of age at time of application.
- High School Diploma, or equivalent.
- Certified by the Kansas Law Enforcement Training Center (K.L.E.T.C.)
- Stable work history.
- Must have a valid Kansas drivers license, an excellent driving record, and be free of any felony convictions.
- Ability to pass Psychological, physician, drug, firearms, and defensive driving exams, tests, or qualification courses.

Other Qualifications:

A police officer must demonstrate personal and professional honesty, integrity, and good judgment as shown in applicant's criminal history, background, and motor vehicle record. The following may disqualify an applicant from consideration:

- Any felony conviction(s).
- Any domestic violence convictions.
- Any Driving Under the Influence (DUI) diversions or convictions within the past 5 years.
- Any non-traffic misdemeanors within the previous 36 months.
- Two or more moving violations, or a suspended, restricted, or revoked license in the previous 36 months.
- Any false or untrue statements, or material omissions in the application and related paperwork or during the selection process.

The job description above is intended only as illustrations of the various types of work that may be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This 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.