Job Description

Job Title: **Police Officer**
FLSA Status: Non-Exempt

PRIMARY PURPOSE - Performs general police duties, processes, or operations as well as specialized police assignments for the protection of life and property through the enforcement of Federal and State laws as well as municipal ordinances.

SUPERVISION Works under general supervision of the Police Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. **Provides and participates in training with other officers.**
2. **Responds to radio dispatched calls for service.**
3. **Observes, analyzes, and evaluates situations to determine appropriate action.**
4. **Monitors and directs crowd control activities and intervenes as necessary to preserve the peace.**
5. **Arrests, detains, and apprehends a variety of offenders/suspects by use of necessary physical means.**
6. **Conducts preliminary and follow up investigations of crimes and traffic incidents; interviews witnesses, collects and preserves evidence.**
7. **Performs prolonged walking or standing while patrolling on foot.**
8. **Pursues suspects on foot involving running, climbing, jumping, under, over, or around obstacles.**
9. **Cares for injured and administers basic emergency medical aid.**
10. **Reads, interprets, and enforces federal, state laws as well as traffic codes and municipal ordinances.**
11. **Prepares and presents clear and accurate written and oral reports.**
12. **Testifies in court when required.**
13. **Administers breathalyzer tests on suspected intoxicated persons in compliance with statutes and ordinances.**
14. **Observes, retains, and recalls people, places, and situations in detail.**
15. **Identifies maintenance needs of assigned equipment and vehicles.**
16. **Conducts presentations to schools, groups as requested.**
17. **Performs duties requiring covert activities.**
18. **Operates equipment involved with the department.**
19. **When not responding to calls for service, officer is expected to use self-directed work time in an efficient manner by self initiation.**
20. **Demonstrates creativity regarding police related problems.**
21. **Arrives on time for all assigned shifts and activities and maintains regular attendance.**
22. **Deals effectively and courteously with fellow employees and the general public.**

IMPORTANT DUTIES

1. **Maintain a neat and orderly work area.**
2. **Attends in-service training sessions or other sessions deemed appropriate by supervisor or department head.**

MINIMUM QUALIFICATIONS

Education and Experience:

Must be a High School graduate or equivalent; Preferably an Associates Degree in Criminal Justice field. Any combination of education, training, or work experience may be considered in lieu of education.

Knowledge, Skills and Abilities:

Must be knowledgeable in the principles, procedures, and equipment involved in police work; applicable federal, state, and local laws and community oriented policing techniques; Must be able to interpret and enforce laws and ordinances; Computer experience with some knowledge of Microsoft Applications; Must be able to memorize and retain information; Must be able to effectively communicate through written and verbal skills; Must have good time management skills; Must have good cognitive and analytical skills; Must be able to handle stressful situations, quickly assess or judge situations, and make decisions under pressure in areas of responsibility; Must be able to perform as a member of a team in carrying out the City's mission, vision and values. Employee is required to present themselves in a professional manner, displaying the utmost integrity, discretion, courtesy, cooperation, discipline, and behavior.

Special Requirements:

Must possess a valid Missouri State Driver's License.
Must be POST certified.
Must successfully complete annual firearms certification.
Must be able to acquire First Aid/CPR certification within the first year. As required, must participate in First Aid/CPR certification classes offered by the Police Department.

Physical Requirements:

Vision correctable to 20/40; Frequently/Routinely: Walk, run, jump, twist, climb, bend, squat, kneel; hold & grip objects; reach to both ground level and overhead. Sit and stand for long periods of time. Must have ability to operate a computer keyboard, mouse and/or other computer technology required for job assignment. Occasionally/Periodically: Lift, carry, push, pull, or drag up to 180 pounds.

Working Environment:

Both indoor and outdoor environments which may involve a variety of extreme weather conditions; often confined to a vehicle or other small places for long periods of time; may be subjected to poor lighting and ventilation when completing tasks such as building searches, stakeouts, etc.; possible exposure to mechanical, electrical, chemical, and toxic waste hazards as well as strong odors, fumes, and disease when responding to calls for service; subject to life threatening conditions and situations associated with law enforcement activities.

Miscellaneous Requirements:

May be required to work a variety of shifts including days, nights, weekends, or holidays.
Subject to emergency call-in.
Must be a dependable person.
Must successfully complete pre-employment substance abuse testing.
Must successfully complete pre-employment background investigation.
Must successfully complete post-offer testing requirements such as physical and psychological.
Will be subject to random substance abuse testing.

Selection Guidelines:
Formal application, rating of education and experience, oral interview, reference check and job related tests may be required. 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 job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

THE CITY OF PIERCE CITY IS AN EQUAL OPPORTUNITY EMPLOYER.