

**Job Description  
City of Lebanon**

<b>Position Title:</b>	Police Officer	<b>Position/Category:</b>	Regular/Full –Time
<b>Working Title:</b>	Police Officer I & II	<b>FLSA Status:</b>	Non-Exempt
<b>Supervisor:</b>	Police Sergeant	<b>Department:</b>	Police
<b>Level of Pay:</b>	L07/L08	<b>Bargaining Unit Eligible:</b>	Yes
		<b>Date Last Updated:</b>	12/15/2023

**General Purpose:**

Provides law enforcement services to serve and protect the community that include but are not limited to patrols the city, responds to calls for service, conducts criminal investigations, generates and completes original incident reports, arrests violators and testifies in court proceedings.

**Supervision:**

Under the general direction and supervision of the shift supervisor.

**Description of Work:**

**Essential Functions:**

1. Responds to radio dispatched calls for service in accordance to departmental policies and procedures.
2. Reads, interprets, and enforces federal and state laws as well as municipal ordinances; ensures property security and provides public service.
3. Applies community-oriented neighborhood policing techniques regarding dispute mediation, conflict resolution, and analysis of neighborhood problems, behavior management, and crime prevention.
4. Conducts preliminary and follow-up investigations of crimes and traffic incidents, interviews witnesses, collects and preserves evidence.
5. Arrests, detains, and apprehends a variety of suspects by use of necessary physical means.
6. Pursues suspects on foot involving running, climbing, jumping, and maneuvering under, over, and around obstacles.
7. Performs self-initiated activities such as traffic stops and citizen contacts.
8. Monitors and directs traffic and crowd control activities and intervenes to preserve the peace.
9. Administers breathalyzer tests on suspected intoxicated persons in compliance with statutes and ordinances.
10. Cares for injured and administers basic emergency medical aid.
11. Operates police department vehicles and equipment including automobiles and motorcycles as well as other specialized equipment such as mobile computer terminals.
12. Prepares and prepares clear and accurate criminal incident reports in a timely manner.
13. Observes, retains, and recalls people, places, and situations in detail.
14. Testifies in court when required.

**Important Functions:**

1. Identifies and reports maintenance needs of assigned equipment.
2. Conducts police, safety, and drug education programs requiring personal presentations to various groups, schools, radio, and television audiences.
3. Provides training to other law enforcement officers.
4. Performs duties requiring covert activities.
5. Operates other equipment such as radar detection devices, video equipment, copiers, camera, etc.
6. Demonstrates creativity regarding police related problems.
7. Initiates citizen contact using community-oriented philosophy.
8. Attends conferences, seminars, workshops, and other training for professional development purposes.

*Performs related work as required.*

**Qualification Requirements:**

Any combination education, training, and experience providing the following knowledge, skills, and abilities.

**Knowledge**

*Police Officer I* – Principles relating to behavior sciences, report writing methods; communication techniques; and equipment involved in police work; applicable federal, state, and local laws; and community-oriented policing techniques.

*Police Officer II* – Prior direct field practices using principles relating to behavior sciences, report writing methods; communication techniques; and equipment involved in police work; applicable federal, state, and local laws; community-oriented policing techniques; and a minimum of two (2) instructional training certifications in a police field of expertise that is unique and enhances the department.

**Abilities**

Successfully complete intensive training course in the principles and methodologies of law enforcement; memorize, retain, and recall information; follow oral and written instructions including interpreting and enforcing laws and ordinances; observe situations analytically and objectively and report them clearly and completely; maintain peace and order during potentially violent disruptive situation; possess appropriate judgment to react quickly and calmly under stress and when daily decision; utilize computer hardware and software systems as required by job assignment; communicate and work effectively with co-workers, supervisors and citizens; render creditable testimony in a court of law; utilize police equipment and protective clothing in a manner consistent with safety principles; follow oral and written instructions; possess a high degree of integrity, strong work ethic and ability to work with minimal supervision; communicate effectively as a member of a team and carrying out the City's stated mission and philosophy; present an overall professional image; deal courteously but firmly in a professional manner with the general public; perform essential functions of the job without posing a direct threat to the health and safety of others.

### **Experience, Education, and Training**

*Police Officer I* – Minimum requirements include a high school diploma or equivalent plus be a graduate from an authorized state basic law enforcement training academy **or** a minimum of two (2) years active-duty military service with an honorable discharge will also be considered.

*Police Officer II* – Minimum requirements include an associate degree from an accredited college or university in Criminal Justice, Criminology, Psychology, Sociology or related field with a minimum of ten (10) years of previous law enforcement experience; **or** three (3) years as a Sergeant in good standing with a previous civilian Law Enforcement Agency.

### **Licensing/Certification**

*Police Officer I* – Must possess a valid Missouri Vehicle Operator’s License; and must pass state exam and meet P.O.S.T. requirements (Class A Peace Officer License).

*Police Officer II* – A minimum of two (2) additional training certifications that is unique and enhances the capabilities of the department such as Field Training Officer, Radar Instructor, Firearms Instructor, Taser Instructor, or CPR/First Aid Instructor.

### **Working Environment**

Both indoor and outdoor environments with may involved a variety of extreme weather conditions; often confined to 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.

### **Physical Requirements**

Vision correctable to 20/40 and be able to recognize the color of traffic signals and devices showing red, green, and amber. Routinely performs walking, twisting, bending, squatting, stooping, climbing, kneeling, jumping, running, fighting, and wrestling; reaching from ground level to overhead; push and pull, lift and carry up to approximately 180 pounds; and hold and grip objects. Subject to prolong walking, sitting, or standing. Possesses ability to operate a computer keyboard and/or mouse.

### **Miscellaneous Requirements**

Must be 21 years of age in order to be commissioned and must establish residency within an area whereas response time to emergency call to the City of Lebanon shall not exceed one hour; must be a U.S. citizen; must be able to successfully complete an intense background investigation, truth verification examination, and pre-employment drug test; must submit to periodic drug testing as required by applicable law. Be of good moral character, with no felony convictions or crime involving moral turpitude, no pending indictments, or certain misdemeanor offenses including any involving aggressive or violent behavior (i.e., domestic violence, criminal assault, etc.), disregard for the safety of others, or the misuse of deadly weapons. Position is subject to working a variety of shifts including evenings, weekends, and holidays due to 24-hour/7 days a week departmental operation. Subject to emergency call-in.

This job description is subject to change at any time.

### **Police Department Policy Requirements**

#### **TATTOOS:**

- No objectionable tattoos on arms above the wrist that would be visible in LPD's duty short sleeve uniform
- No tattoos on the head, face, neck, or hands

**FACIAL HAIR:** Facial hair is permitted to be worn by members while in uniform or representing the Police Department under the following guidelines:

- Facial hair style must be of a full beard or "goatee" fashion
- Facial hair must be neatly groomed and display a professional appearance
- Facial hair may not exceed ½ inch in length
- Facial hair must have an appearance similar to that of a natural hair color
- Any part of the face not covered by designated facial hair must be clean shaven
- Facial hair must end ½ inch from the bottom of the jaw line and not proceed onto the member's neck area
- No alternative facial hair styles may be worn; including, but not limited to:
  - A "fu-man-chu"
  - A "think line" beard
  - A "handlebar" mustache

The Chief of Police remains the ultimate authority on determining the professional appearance of a member's facial hair. (NOTE: Medical exceptions may be made at the discretion of the Chief of Police.)