

**CITY OF STRAFFORD  
JOB DESCRIPTION**

**JOB TITLE: POLICE CORPORAL/INVESTIGATOR  
FLSA STATUS: REGULAR, HOURLY**

**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 Sergeant and Chief of Police.

**DESCRIPTION OF WORK**

**ESSENTIAL FUNCTIONS:** Duties may include, but are not limited to the following:

- Respond to in-progress calls requiring immediate law enforcement assistance.
- Conducts criminal and special investigations, including domestic violence, burglaries, thefts, robberies, assaults, homicides and the enforcement of City, County, and State laws.
- Prepares case documentation for filing with the District Attorney and presents case evidence in Court as required.
- Receives calls from and assists other law enforcement agencies in emergencies or with requests for assistance with investigations.
- Coordinates with supervisor on progress and problems concerning assigned cases.
- Supervises crime scene investigations.
- Maintains records on investigative assignments.
- May perform duties in other areas of the Police Department, when called upon to do so.
- Assists other Detectives with follow-up investigations and is actively involved in the routine gathering of evidence, questioning of witnesses, and apprehension of suspects.
- Maintains, facilitates, and actively participates in the achievement of the Strafford Police Department Mission, Goals and Values.
- Provides information and guidance to the public/victims regarding case status and processes.
- May review reports submitted by officers to ensure completeness.

  

- Responds to radio dispatched calls for service according to Standard Operating Guidelines (SOG's)
- Observes, analyzes, and evaluates situations to determine appropriate action.
- Monitors and directs traffic, performs crowd control activities, and intervenes as necessary to preserve the peace.
- Arrests, detains, and apprehends a variety of offenders/suspects by necessary physical means.
- Conducts preliminary and follow-up investigations of crimes and traffic incidents; interviews witnesses, collects, and preserves evidence.
- Performs prolonged walking or standing while patrolling on foot.
- Pursues suspects on foot involving running, climbing, jumping, and maneuvering

under, over, or around obstacles.

- Cares for the injured and administers basic emergency medical aid.
- Reads, interprets, and enforces Federal and State laws as well as municipal ordinances.
- Prepares and presents clear and accurate written and oral reports.
- Participates in in-service training.
- Testifies in court when required.
- Administers breathalyzer tests on suspected intoxicated persons in compliance with statutes and ordinances.
- Observes, retains, and recalls people, places, and situations in detail.
- Identifies and reports maintenance needs of all assigned equipment.
- Provides training to other law enforcement officers.
- Operates police vehicles and other equipment such as radar detection devices, video equipment, fingerprint equipment, computers, copiers, cameras, etc.
- Demonstrates creativity regarding police related problems.
- Performs other duties as assigned by supervisor.

#### **QUALIFICATIONS REQUIRED**

Must be Missouri P.O.S.T. Certified Police Officer; must possess a valid Missouri operator's license. Must be a high school graduate (or possess GED). Must successfully pass a background investigation and drug screening.

Must acquire and maintain a Type III license for operation and testing of breathalyzer equipment.

#### **Knowledge:**

- Knowledge of the basic principles and practices of employee supervision and leadership.
- Knowledge of Strafford ordinances; County, State, and Federal laws.
- Knowledge of law enforcement principles and practices, including investigation, patrol, traffic control, records management, report preparations, and custody of persons and property.
- Knowledge of the equipment used in law enforcement, weaponry, communications, and automotive equipment.
- Knowledge of the location of streets and addresses in Strafford.

#### **Abilities:**

- Ability to establish and maintain effective working relationships with other law enforcement agencies and regulatory agencies/organizations staff, city officials, criminal justice system staff, and the public.
- Ability to understand and interpret complex statutes, ordinances, regulations, and standards.
- Ability to prepare reports, document the facts and actions regarding criminal/civil incidents.
- Ability to communicate using a standard two-way radio.
- Ability to conduct investigations of criminal activities.
- Ability to follow oral and written instructions including interpreting and enforcing laws and ordinances; observe situations analytically and objectively and report them clearly and completely; possess appropriate judgement to react quickly and calmly under stress and when making daily decisions; deal effectively and courteously with associates and the general public; communicate effectively both orally and in writing; memorize and retain information; successfully complete annual firearms certification; perform effectively as a member of a team in carrying out the city's quality management philosophy and perform the essential functions of the job without posing a direct threat to the health and safety of others.
- Computer experience required, plus some knowledge of Microsoft Application is preferred.

#### **Education, Experience, Training:**

- High School or vocational school graduate or an equivalent thereof. Experience in related fields/a comparable combination of work history and education. Must be P.O.S.T. Certified.
- Prefer: An associate degree in the Law Enforcement field. Work experience may be considered in lieu of education.

### **ESSENTIAL FUNCTIONS**

Sight, hearing, smelling, and speech, coordinated use of both arms, hands, legs, and feet at once, bending, frequent and rapid lateral movements over various terrain, lifting, carrying, stooping, superior strength with ability to push and pull 70 pounds and lift 30 pounds from the ground to 3 feet in height unassisted and changing of physical location. Ability to work indoors with heating cooling regulated. May be exposed to extreme weather conditions, dust, and/or pollen. Available to work varied hours including some evenings, weekends, and holidays. Must be able to mentally analyze a situation, solve a problem, and make decisions under pressure in areas of responsibility.

### **MISCELLANEOUS REQUIREMENTS**

Must be able to comply with any Department of Public Safety requirement for Peace Officer Certification. Subject to emergency call-in.

Must present oneself in a professional manner, displaying the utmost integrity, discretion, courtesy, cooperation, discipline, and behavior.

Must pass a pre-employment substance abuse test and will be subject to random substance abuse testing. This position description is a general guideline and is not intended to be a comprehensive listing of all job duties.

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.

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### **THE CITY OF STRAFFORD IS AN EQUAL OPPORTUNITY EMPLOYER.**

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My signature below signifies that I have read the job description in its entirety and understand its contents. I can perform the essential functions of the job with or without a reasonable accommodation.

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Employee Signature

Date