



*Detailed Job Description*

**POLICE OFFICER I**

<b>JOB TITLE</b> Police Officer I		<b>SUPERVISOR RESPONSIBILITY</b> None	<b>DIVISION/DEPARTMENT</b> Police Department
<b>LOCATION</b> Pittsburg, KS 66762		<input checked="" type="checkbox"/> Full-time: <u>40</u> Hours	<b>DATE WRITTEN</b> 7/8/93; 9/2013
<b>REPORTS TO</b> Sergeant Lieutenant	<b>SALARY</b> P1 - \$14.22 - \$23.64	<b>EDUCATIONAL/EXPERIENCE REQUIRED</b> High School Diploma or G.E.D. Associate or Bachelor's degree in criminal justice, sociology, psychology or related field.  Ability to obtain State Minimum Standards Certification (KLETC or similar agency certification or training). KLTEC or Academy Certified preferred  Law enforcement experience preferred  Valid driver's license	
<b>OVERTIME EXPECTATIONS</b> As Required	<b>OVERTIME PAY/TRAVEL REQUIREMENTS</b> Overtime is paid at one and one half times regular hourly rate. Travel as needed.	<b>BENEFITS</b> Per Employee Manual	
<b>JOB OBJECTIVE</b> Trains to maintain law and order, enforce criminal and traffic laws, patrol specific assigned area, and respond to emergency calls to protect life and property and ensure the safety of the citizens of Pittsburg.			
<b>ESSENTIAL FUNCTIONS</b> (All job responsibilities are performed under the close supervision or direction of a higher level officer.)  Patrols assigned area of the City for the purpose of law enforcement control and security; responds to incidents from dispatchers and public requests such as accidents, disturbances, or crimes; provides assistance and information and assistance to victims, witnesses and the public.  Investigates incidents and accidents involving traffic patrol; takes statements from witnesses and begins preliminary investigations; directs traffic, issues citations to violators, escorts special processions, and responds to all traffic incidents.			

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.*



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Responds to all alarm calls; proceeds with caution to the scene; requests assistance if necessary; checks building for signs of entry; enters building to determine if any perpetrator is present.

Operates the Intoxilyzer; takes readings and records results; informs suspect of the results and reads his rights if the reading is above the legal limit.

Secures crime scene; may take fingerprints, photographs, or collect evidence; processes film and turns it over to investigators; assure all photographic equipment is ready for use.

Prepares reports and maintains case files; appears in court and testifies as to the circumstances of arrest; maintains assigned equipment.

Assists with animal control duties when requested.

Assists other law enforcement agencies as necessary with the capture of wanted persons as necessary.

Assists with dispatching duties when necessary.

Operates police department vehicle in a safe and secure manner; assures all materials and equipment are in good working order; reports any problems to superior officer.

Attends training and continuing education programs to stay abreast of laws, police practices and technology; maintains current knowledge of City's Emergency Preparedness Plan.

Performs other related duties as required.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Knowledge of the principles and practices of modern law enforcement including the principles and practices of traffic control, patrol, criminal investigation, and crime prevention.

Knowledge of the types and uses of firearms, communication equipment, and automobiles used in law enforcement.

Knowledge of the functions of state and local law enforcement authorities.

Ability to analyze situations quickly and objectively to determine the proper course of action.

Ability to cope with situations tactfully, firmly, courteously, and with respect to the rights of others.

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Ability to communicate clearly and effectively, both orally and in writing.

**WORK REQUIREMENTS:** *The environment characteristics described here are representative of those an employee encounters while performing essential functions.*

**MATERIALS AND EQUIPMENT USED:**

Patrol Vehicle	Radar Detector
Photographic Equipment	Fingerprinting Equipment
Radar Detector	Intoxilyzer
Fire Arms	Two Way Radio

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

See the attached Essential Job Functions worksheet.

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