



# JOB DESCRIPTION

## POLICE OFFICER I

<b>Department:</b> Police	<b>Classification/FLSA:</b> Full time, Non-Exempt
<b>Location:</b> Law Enforcement Center	<b>Reports To:</b> Police Sergeant and Lieutenant
<b>Supervises:</b> N/A	<b>Salary Range:</b> \$18.79 - \$23.49
<b>Benefits:</b> Per City Handbook	<b>Travel:</b> As needed

**Date Written/Revised:** 09/12/2019; 2.13.2020;  
3/8/2022

### POSITION SUMMARY

Under the supervision of the patrol division chain of command, a police officer 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.

### DUTIES AND RESPONSIBILITIES

- Time and Attendance
  - Prepared for duty at the assigned time.
  - On time and present for court appearances.
- Officer Safety
  - Conducts thorough and safe search practices.
  - Uses sound tactics that emphasize safety.
- Report Writing
  - Completes reports in a timely matter.
  - Reports are a complete and detailed account of what occurred from beginning to end.
  - Reports are written and organized so as to assist any reader in comprehending the occurrence.
  - Submits completed reports and other written products that do not require corrections.
- Decision Making
  - Uses common sense in everyday situations
  - Confidently makes sound decisions.
  - Evaluates problems before making decisions.
  - Demonstrates a thorough understanding of Police Department policies and procedures and incorporates this into decision making.
- Interpersonal Skills
  - Establishes cooperation and rapport with others.
  - Employs active listening skills
  - Uses verbal skills to prevent or de-escalate confrontations.
  - Communicates effectively with the public.

**DUTIES AND RESPONSIBILITIES continued**

- Driving Skills
  - Follows Department policy during routine driving.
  - Follows Police Department policy during pursuits and other emergency driving operations.
- Investigative Ability
  - Properly applies current case law as it relates to search and seizure.
  - Conducts thorough investigations and follow ups as needed.
  - Recognizes matters that would require supervisor or detective notification, assistance or response.
- Work Performance
  - Assigned work is completed on time.
  - Demonstrates effective time management.
  - Engages in self-initiated activity (I.E. car stops, knock & talks).
- Professional Appearance
  - Well-groomed, appropriate for assignment.
  - Wears clean, pressed uniform.
  - Assigned equipment is kept in a ready manner with proper maintenance and care.
- Continuous Improvement
  - Maintains a high standard of personal performance. Exhibits a drive for continuous improvement for self and the department as a whole.
  - Takes initiative to further professional knowledge- including sharing this knowledge with others
- Teamwork and Collaboration
  - Actively participates in briefings, meetings, and other matters related to his/her shift.
  - Assumes whatever role is necessary to ensure the success of the team.
  - Works well as part of a team within the Police Department as well as with outside agencies.
- Community Policing/Partnership
  - Participates in Police/Community functions.
  - Works toward the goal of improving the quality of life in the community.

**POSITION COMPETENCIES**

- Ability to stay organized and punctual while maintaining acceptable work attendance which includes working rotating shifts including days/evenings/midnights/ holidays, and weekends.
- Ability to maintain safety of self and others in performance of job duties
  - Ability to maintain composure in stressful situations
  - Ability to maintain awareness of his/her environment and monitor the activities of other officers
- Ability to write and complete reports that are a complete and a detailed account of what occurred from beginning to end. Able to write reports that are written and organized so as to assist any reader in comprehending the occurrence.

**POSITION COMPETENCIES continued**

- Ability to confidently make decisions using sound logic, common sense, evaluation, and in compliance with policies/procedures/ordinances and laws.
- Ability to establish cooperation and rapport with others. This may be accomplished through active listening skills, verbal skills to prevent or de-escalate confrontations.
- Ability to drive department vehicles while setting a positive example for defensive and courteous driving.
- Ability to conduct investigations and interrogations within legal constraints with the ability to understand and implement effective interviewing techniques.
- Ability to maintain a strong work ethic by using information from briefings, meetings, training, and other sources to engage in self-initiated activity (I.E. car stops, knock & talks) or other ways to initiate contacts.
- Able to maintain self and equipment to meet the standards and requirements for the position of patrol officer.
- Ability to seek out training and personal development to maintain a culture of self-improvement. The ability to implement that training and development into daily actions, including the ability to share that training or experience tactfully with co-workers and peers.
- Ability to work well as part of a team within the Police Department as well as with outside agencies in order to be successful as a team.
- Ability to interact in a professional manner and represent the Police Department with integrity during department events and community policing functions.

**EDUCATION**

- High School Diploma or G.E.D.
- Associate or Bachelor's degree in criminal justice, sociology, psychology or related field is preferred but not required.
- Ability to obtain State Minimum Standards Certification (KLETC or similar agency certification or training).
- Must obtain/retain certification from KS CPOST.
- Valid driver's license and motor vehicle history.

**PHYSICAL DEMANDS**

The Police Officer's physical job demands require occasional maximum lift of 75 lbs floor to waist; occasional maximum lift of 35 lbs from waist to shoulder; occasional maximum carry of 75 lbs 10 ft; occasional maximum carry of 75 lbs 50 ft; occasional maximum horizontal push/pull force of 85 lbs; frequent maximum horizontal push/pull force of 20 lbs; occasional maximum grip force of 60 lbs; frequent maximum grip force of 25 lbs; occasional maximum pinch force of 6 lbs; frequent climb; frequent bend/crouch; occasional kneel / crouch; frequent trunk rotation; frequent forward reach; frequent hand coordination; frequent foot coordination; frequent sit; frequent stand and frequent walk.  
PDC Level: Heavy

**WORKING CONDITIONS**

The Police Lieutenant & Police Officer encounters adverse working conditions relating to public law enforcement. Hazardous, strenuous and dangerous situations may arise in the apprehension of alleged criminals, interviewing suspects and/or victims under extreme conditions, and in the response to various emergencies and other situations. Exposure to human blood, body fluids, and other hazardous substances may occur. Adverse weather conditions when patrolling may be encountered.