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## **Police Officer**

### **Employer**

City of Arkansas City  
118 W Central Ave  
PO Box 778  
Arkansas City, KS 67005  
620-441-4405

### **Job Description**

**Wage:** \$25.00 Hourly

**Job Type:** Part Time

**Department:** Police Department

### **GENERAL OVERVIEW OF POSITION AND RESPONSIBILITIES**

Performs police patrol, investigation, traffic regulation, and related law enforcement activities.

### **SUPERVISION RECEIVED**

Works under the general guidance and direction of the Police Sergeant.

### **SUPERVISION EXERCISED**

Although not supervisory in nature, this position is tasked with providing leadership and guidance for other staff members within the department.

### **ESSENTIAL FUNCTIONS**

*Essential functions of the job may include but are not limited to the following:*

- Works on assigned shifts performing security patrols, traffic control, preliminary investigation, first aid at accidents, and detection, investigation and arrest of persons involved in crimes or misconduct.
- Maintains availability by radio or telephone for consultation on major emergencies.
- Carries out duties in conformance with Federal, State, County, and City laws and ordinances.

- Patrols streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving law violations.
- Quickly responds to 9-1-1 emergency radio calls.
- Examines doors, windows, premises of unoccupied buildings in order to detect suspicious conditions.
- Accompanies prisoners to headquarters, jail, or court and appears in court as arresting officer.
- Gives advice on laws and ordinances and general information to the public.
- Attends training classes in police methods, firearms, first aid, and related subjects.
- Performs typical duties involving: dusting for latent fingerprints; obtaining fingerprints of suspects; interviewing suspects and witnesses; gathering and preserving evidence; arresting violators.
- Summoning ambulances and other law enforcement vehicles; taking measurements and drawing diagrams of scenes.
- Conducting follow-up investigations of crimes committed during assigned shift; developing leads and tips; searching scenes for clues.
- Analyze and evaluate evidence; preparing cases for giving testimony and testifying in court proceedings.
- Prepares a variety of reports and records, including incident reports, Officer's Daily Log, reports of investigation, field interrogation reports, alcohol reports, DUI check list, vehicle impoundment forms, etc.
- Undertakes community oriented police work such as public assistance, crime prevention, and community programs.
- Coordinates activities with other Police Officers or other City departments, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney and Municipal Court Manager regarding cases, policies and procedures.
- Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.

#### **NON-ESSENTIAL FUNCTIONS**

- Serves as a member of various employee committees.
- Attending meetings, trainings and seminars.
- Performs other duties as assigned.

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

- Proven knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Demonstrated skill in operating the tools and equipment utilized by a police officer.
- Ability to learn applicable laws, ordinances, and department regulations.
- Perform work requiring established physical standards

- Communicate effectively including giving and receiving verbal and written instructions; establish and maintain effective working relations with peers, supervisors, and the public.
- Exercise sound judgment in evaluating situations and making decisions.
- Meet special requirements listed below.
- Ability to learn the City's geography.
- Must be a U.S. citizen and be able to read and write the English language.
- Must successfully complete and pass internal selection process.

### **COMMITMENT TO MISSION AND ORGANIZATIONAL VALUES**

It is each employee's commitment to uphold these core values while representing the City of Arkansas City in carrying out municipal duties as public servants. These values should form the basis for interactions with the general public, with other agencies and with each other.

#### *Mission*

The City of Arkansas City strives to provide a high quality of life for its citizens by furnishing a variety of efficient services in a professional, courteous manner.

#### *Statement of Organizational Values*


- We value Professional Ethics, which includes:
  - Honesty
  - Compassion
  - Fairness
  - Confidentiality
  - Reliability
  - Stewardship of resources
  - Respectfulness
  - Non-discriminatory behavior
  - Professionalism & personal courtesy

We value Commitment to Citizens through Customer Service, which includes:

- Courteous interaction with the public
- Pride & ownership
- Programs that address citizen needs
- A sense of urgency and responsiveness
- A service-oriented approach to patrons
- Listening as well as hearing

We value Commitment to Excellence, which includes:

- An ability to see the big picture
- A sense of pride
- A commitment to employee knowledge
- Employee professionalism

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- Accountability
  - Teamwork
  - Protection of health, safety & public welfare
  - A willingness to embrace change
  - A commitment to organizational goals
  - Clear communication

### **EDUCATION AND EXPERIENCE**

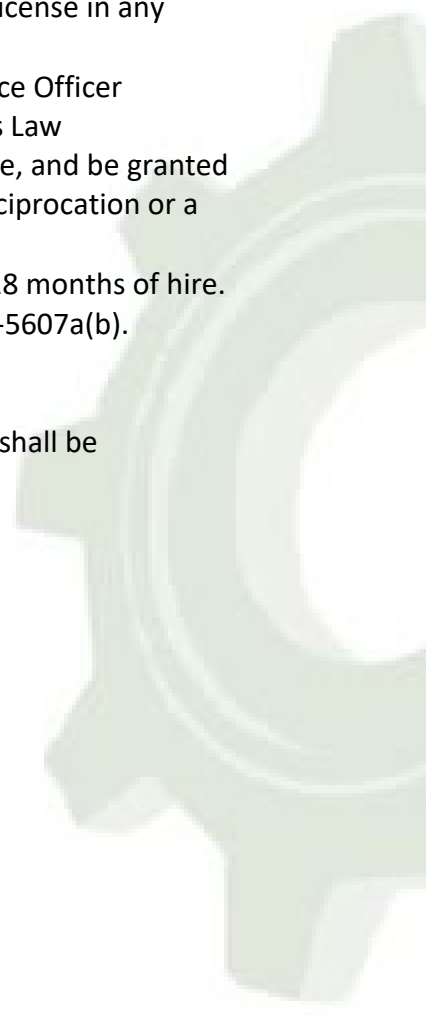
- Must be 21 years of age or older at the time of employment.
- Associate Degree or vocational school training in political science, criminal justice, public administration, or related field is preferred.
- Any combination of the above at the discretion of the City Manager.
- Must not have felony convictions and disqualifying criminal history within the past seven years.

### **CERTIFICATION(S) AND LICENSE(S)**

- Must possess a valid driver's license with a safe driving record as determined by the employer.
- Must not have a recent record of suspension or revocation of driver's license in any state.
- If not certified as a law enforcement officer by the Commission on Police Officer Standards and Training (CPOST) must successfully complete the Kansas Law Enforcement Training Center (KLETC) academy within 18 months of hire, and be granted certification as a law enforcement officer by (CPOST); or be granted reciprocity or a waiver from the directors of KLETC and CPOST.
- Must complete the department Field Training Officer Program within 18 months of hire.
- Must maintain training requirements as required by Kansas Statute 74-5607a(b).

### **PRE- EMPLOYMENT TESTING**

Components of the following pre-employment testing may be conducted and shall be successfully completed by the employee:

- Completed application.
  - Written test.
  - Polygraph examination.
  - Psychological examination.
  - Physical Capacity Profile – Level 3.
  - Drug screen.
  - Alcohol testing.
  - Criminal history background checks.
  - Pulmonary function test.
  - Cardiovascular fitness stress test.
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### **WORK ENVIRONMENT AND CONDITIONS**

Work environment characteristics described here represent those an employee encounters while performing the essential functions of the job. While performing the duties of this job, the employee often works in outside weather conditions and is occasionally exposed to wet and/or humid conditions, extreme cold, extreme heat, fumes or airborne particles, toxic or caustic chemicals. May come into contact with individuals of a dangerous nature. Noise level in the work environment is usually moderate.

### **ESSENTIAL PHYSICAL FUNCTIONS**

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.

Must meet Level 3 in Department of Labor's Dictionary of Titles – Medium Work exerting 20-50 pounds of force occasionally, and/or 10 – 25 pounds of force frequently, and/or greater than negligible 10 pounds or force constantly. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee may be required to run, jump, and engage in aggressive physical contact in the pursuit, capture, restraint, and arrest of criminals and alleged violators. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

### **BENEFITS & APPLICATION INSTRUCTIONS**

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