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## **Police Officer – Part Time**

### **Employer**

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

### **Job Description**

**Salary:** N/A

**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 Operations Police Captain.

### **SUPERVISION EXERCISED**

Although not supervisory in nature, employee may assist to coordinate, instruct or supervise the work of new employees, as assigned.

### **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 accident scenes, and detection, investigation and arrest of persons involved in crimes.
- Maintains availability by radio and telephone for consultation on major emergencies.
- Carries out duties in conformance with Federal, State, County and City laws and ordinances.

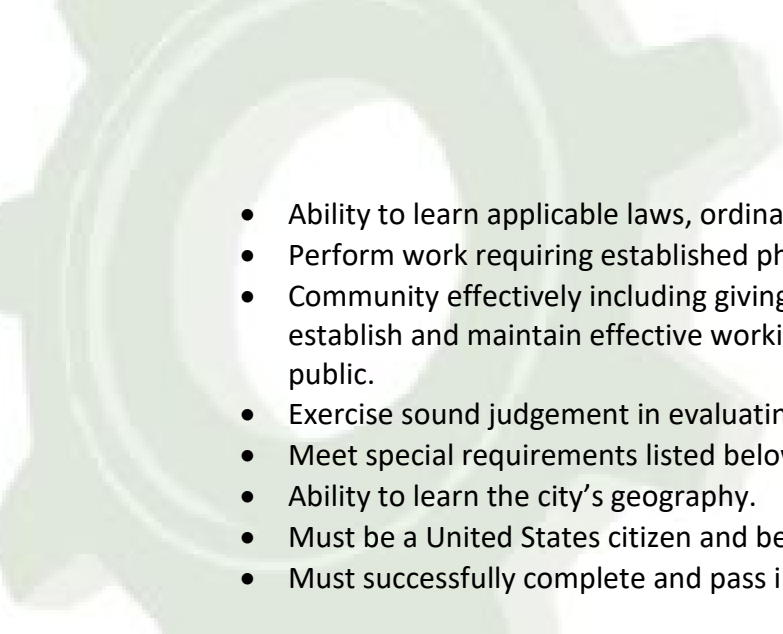
- Patrols streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving law violations.
- Quickly responds to 911 emergency radio calls.
- Examines doors, windows, premises of unoccupied building in order to detect suspicious conditions.
- Accompanies prisoners to the police station, 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 to maintain certification through the State of Kansas by achieving 40 hours of continuing education units annually.
- Provides security and transportation for involuntarily committed mental health patients as assigned.
- 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 shifts; 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 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 officer 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.

#### **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.

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- Ability to learn applicable laws, ordinances, and department regulations.
  - Perform work requiring established physical standards.
  - Community effectively including giving and receiving verbal and written instructions; establish and maintain effective working relations with peers, supervisors and the public.
  - Exercise sound judgement in evaluating situations and making decisions.
  - Meet special requirements listed below.
  - Ability to learn the city's geography.
  - Must be a United States 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
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- A commitment to employee knowledge
  - Employee professionalism
  - 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.
- High School diploma or acceptable equivalent.
- 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.
- No convictions, diversions, or expungements, adult or juvenile, of any felony offenses.
- No convictions, adult or juvenile, of a crime involving an act of dishonesty, including but not limited to: theft, fraud, false police reports, etc.
- No convictions for any sexually motivated crime whether misdemeanor or felony.
- No convictions for any misdemeanor crimes involving drugs, weapons, violence, and/or use of physical force or threats in the past five years.
- Has not been convicted, does not have an expunged conviction, and has not been placed on diversion by any state or federal government for a misdemeanor crime of domestic violence or its equivalent under the uniform code of military justice, when such misdemeanor crime of domestic violence was committed on or after May 22, 1997.
- Admission to committing a property or non-person felony after reaching age 18, or any crime that would be classified a property or non-person felony under Kansas statutes will be weighted on the facts of the case, taking into account the type of property or non[1]person crime, any property or non-person crime convictions the applicant may have and the length of time that has transpired since any crime was committed.
- The Chief makes the final decision whether or not to disqualify candidate.
- Must not be currently charged with or under indictment of any criminal activity other than minor traffic violations.
- Must not have used marijuana and/or hashish within 12 months prior to hire date.
- Must not have chronically used or sold marijuana and/or hashish in the past five years. (Chronic use is defined as more than 12 times total).
- Must not have used prescription level medications which were not legally prescribed to the candidate by a medical professional in the past two years. Examples include but are not limited to: ADHD medications, anti-depressants, pain medications, etc.
- Must not have used, bought, possessed, sold or assisted in the distribution of illegal or non-prescriptive steroids in the past three years.

- Must not have used, bought, possessed, sold or assisted in the distribution of any felony level drug or controlled substance, i.e. cocaine, heroin, LSD, ecstasy, fentanyl, mushrooms; opium, methamphetamine, etc. in the past 10 years.
- No convictions for misdemeanor property crimes within the past three years. Admission or conviction of perjury.
- May not have been convicted of, plead guilty or no contest to, or been diverted on a serious traffic violation within the past five years.
- Serious traffic violations to include, but not limited to Driving under the Influence of Alcohol or Drugs or both, Reckless Driving, Hit and Run, Vehicular Homicide, and Eluding a Police Officer.
- May not have been convicted of, plead guilty or no contest to or been diverted on no more than two moving traffic violations within the past year.

#### **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.
- Must possess Kansas law enforcement certification as a full-time police officer granted through the Commission on Police Officer Standards and Training (CPOST).
- Must complete the department's Field Training 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 will be conducted and successfully completed by the employee. The Police Chief reserves the privileged to forgo any of the following steps after completed application based on past experience with the department and the amount of time that has passed since previous employment with the Arkansas City Police Department.

Completed application.

Written testing.

Personality testing.

Polygraph examination.

Criminal history background check.

Physical Capacity Profile – Level 3.

Drug screen.


Alcohol testing.

Medical physical performed by a physician.

Psychological examination.

#### **WORK ENVIRONMENT AND CONDITIONS**

The work environment characteristics described here represent those an employee encounters while performing 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 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of 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 hand 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.

### **APPLICATION INSTRUCTIONS**

Apply Online: <https://www.arkcity.org/>

Questions? Contact the Water Department @ 620-441-4484