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## **Police Officer**

### **Employer**

City of Winfield  
200 E. 9<sup>th</sup> Ave  
Winfield KS 67156  
620-221-5510

### **Job Description**

The Winfield Police Department is currently accepting applications for a patrol officer position. All applications are electronic and may be found and submitted through [www.ksgovjobs.com](http://www.ksgovjobs.com) or [www.winfieldks.org](http://www.winfieldks.org). Applicants must be at least twenty-one years of age, possess a valid driver's license, be a US Citizen, possess a High School Diploma or GED and no felony convictions. See the advertisement in [www.ksgovjobs.com](http://www.ksgovjobs.com) for additional factors that could preclude employment. This application process will remain open until the position is filled. First round of testing will take place October 24th. Other testing dates will be announced as they are needed.

#### **HIRING PROCESS**

Written Test, Oral Board Examination, Physical Agility Test, Psychological & Polygraph Examination, Medical Examination and a Background Investigation.

#### **PAY & RETIREMENT**

The pay range for a patrol officer is between \$15.70 (\$32,656.00) and \$24.10 (\$50,128.00) per hour, depending on experience and qualifications. Kansas Police & Fire Retirement.

#### **BENEFITS**

\$7,500.00 Hiring Bonuses for eligible current Certified Law Enforcement Officers. Lateral Pay Incentives for Experienced Officers.

Longevity incentive pay offered after ten years of full-time service with the city.

Take Home Car Program (Must live within twelve miles of city limits and not in another incorporated city or county.)

Blue Cross/Blue Shield Health and Dental Insurance

All Uniforms & Equipment Provided

8 Hour Shifts with a four-day weekend scheduled every seventeen days. Shift rotation every six weeks (6a-2p, 2p-10p & 10p-6a). Overtime for any hours worked over 40 Hours in a week.

Starting in October 2021 we will move to a 12hr shift schedule for a 1-year trial period. After that trial period it will be determined if we stay with 12's or return to 8-hour

Compensation for all training completed.

Ten paid holidays per year. One paid personal day per year. Vacation time is earned at the rate of one day per month for the first nine years of employment. Starting at year 10, the employee will earn 1.5 days per month. Sick time is earned at the rate of one day per month with a ninety day maximum accumulation. There is an annual sick leave bonus program, to be paid yearly to employee, once time is maxed out.

Tuition reimbursement program for college classes, up to \$2500.00 per year. Computer and Firearm purchase program offered yearly for all full-time employees off of their probationary period.

Corporate rate pricing for memberships through the Winfield Recreation/Fitness Center.

#### RESTRICTIONS

Officers having visible tattoos must have them covered while on duty. Men are not allowed to have earrings in while on duty. Women may wear one set of earrings while on duty. There will be no facial piercings visible while on duty. Officers must live within a twenty-minute response time to Winfield.

#### CONTACT

For questions contact Lt. Eric Jarvis at (620) 221-5548 or [ejarvis@winfieldks.org](mailto:ejarvis@winfieldks.org)

Position Title: Police Officer

Department: Police

Reports to: Police Sergeant or Assigned Supervisor

Category: Non-Exempt

Pay Grade: 13

#### Position Summary:

Patrol assigned area to enforce laws and ordinances, regulate traffic, control crowds, prevent crime, and arrest violators.

#### Tasks:

- Record facts to prepare reports that document incidents and activities.
- Identify, pursue, and arrest suspects and perpetrators of criminal acts.
- Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area.
- Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.

- Testify in court to present evidence or act as witness in traffic and criminal cases.
- Direct traffic flow and reroute traffic in case of emergencies.
- Assists fire department, ambulance service, and other agencies as required.
- Issue citations or warnings to violators of motor vehicle ordinances.
- Render aid to accident victims and other persons requiring first aid for physical injuries.
- May assist new employees.
- Investigate traffic accidents and other accidents to determine causes and to determine if a crime has been committed.
- Act as official escorts, such as when leading funeral processions or firefighters.
- Speaks before school and civic groups as required.
- Deals with the public in a manner that positively promotes the image of the City and handles complaints and needs tactfully.
- “This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.”

#### Skills:

- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking - Talking to others to convey information effectively.
- Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Service Orientation - Actively looking for ways to help people.
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
- Persuasion - Persuading others to change their minds or behavior.
- Negotiation - Bringing others together and trying to reconcile differences.
- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making.
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Operation and Control - Controlling operations of equipment or systems.

#### Attributes:

- Oral Expression - The ability to communicate information and ideas in speaking so others will understand.
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Problem Sensitivity - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

- Inductive Reasoning - The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Deductive Reasoning - The ability to apply general rules to specific problems to produce answers that make sense.
- Written Comprehension - The ability to read and understand information and ideas presented in writing.
- Speech Clarity - The ability to speak clearly so others can understand you.
- Speech Recognition - The ability to identify and understand the speech of another person.
- Reaction Time - The ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears.
- Multi-limb Coordination - The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- Stamina - The ability to exert yourself physically over long periods of time without getting winded or out of breath.
- Arm-Hand Steadiness - The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Rate Control - The ability to time your movements or the movement of a piece of equipment in anticipation of changes in the speed and/or direction of a moving object or scene.
- Memorization - The ability to remember information such as words, numbers, pictures, and procedures.
- Gross Body Equilibrium - The ability to keep or regain your body balance or stay upright when in an unstable position.

#### Experience and Education:

- Graduation from high school or GED; prefer 60 semester hours of college course work in criminal justice or closely related field and/or certified as a Police Officer with one year of law enforcement experience.
- Possession of a valid driver's license.

#### Physical Requirements:

- Ability to perform moderate physical work, occasionally heavy work, with ability to lift 100 pounds and to lift and carry up to 100 pounds.
- Ability to stand, walk, run, sit, ride, climb, bend, crawl, reach, push, pull, and perform similar body movements.
- Possesses hand/eye/foot coordination adequate to use firearms, operate a vehicle, to use keyboard and other office equipment, prepare reports, and to subdue prisoners/suspects.
- Ability to talk and hear in person, by telephone and two-way radio.
- Ability to see and read instructions, reports, policies, laws, similar documents, and observe incidents.

## WINFIELD POLICE DEPARTMENT EMPLOYMENT DISQUALIFIERS

Employment in any law enforcement agency involves public trust. Only those individuals whose conduct, character and behavior do not discredit either themselves or the agency will be employed by the Winfield Police Department. The Winfield Police Department's employment process will address the integrity, ethical conduct, honesty, prejudices, financial responsibility (credit), and past conduct/behavior/performance of all applicants.

Generally, the following may be considered to be disqualifiers for employment in any position with the Winfield Police Department. Unless otherwise specified, conduct includes a conviction, diversion, adjudication, pending action or disclosure. Disqualifiers include personal conduct or may include the conduct of those in a close association with the applicant or an in-home resident. This list is not comprehensive in that other factors, alone or cumulative, may preclude employment with the Winfield Police Department.

- Any felony conviction, diversion, pending action, or arrest without disposition. Any arrest without a disposition has rebuttable presumption to be a conviction.
- Any disclosed non-drug felony.
- Any sexually motivated crime or other offence requiring registration.
- Any crime involving violence within the last five years.
- Any domestic violence or stalking related event that shows a conviction or an expungement of the crime. This includes a plea bargain to a different or lesser included offence related to domestic violence or stalking.
- Any perjury.
- Any conviction of theft, fraud or crime of deception.
- Any disciplinary action pertaining to an issue of credibility (Brady/Giglio Material)
- Any official misconduct as defined in KSA 21-6002.
- Any apparent pattern of criminal conduct within the last ten years.
- Any intentional crime committed while employed with a criminal justice agency.
- Any resisting arrest, attempting to flee and elude, or substantive obstruction of a law enforcement officer.
- Any convictions or diversions granted for driving under the influence (DUI) within the past five years. A second or subsequent DUI regardless of the time frame.
- Any suspension or revocation of the driver's license within the past five years.
- Any history of traffic violations that may put the driver's license of the applicant at risk of suspension or revocation.
- Any dishonorable discharge from the military.
- Any substantive criminal associations within the last five years or while employed with a criminal justice agency.
- Any use of force against another person resulting in physical harm, requiring medical attention except as authorized by law. More than one sustained complaint or suspension for excessive force.

- Any substantive and intentional failure to accurately disclose or intentional omission of any information pertinent to any stage of the employment/hiring process.
- Failure to fully and accurately complete the employment application or any other document involved in any stage of the hiring process.
- Any participation, membership, support, solicitation, or intentional contribution to any terrorist organization or organization espousing any intent to overthrow the government.
- Any current status as a defendant to a restraining order a protection order (Abuse or Stalking).
- Any documented or disclosed gambling problems within the past five years.
- Any failure to comply with local, state or federal tax requirements.
- Failure to pay court ordered child support.
- Any demonstration of poor management of personal finances within the past five years.
- Any pending criminal charge for a violation that would otherwise be considered to be a disqualifier.
- Voluntary or involuntary commitment for psychological treatment.

Marijuana and Prescription Drug Usage:

1. Any juvenile criminal activity within the last three years.
2. Any adult criminal activity within the last five years.
3. Any felony conviction, diversion, or arrest without disposition.
4. Any disclosure of abuse or recreational use within the past three years.

Any drug violation other than Marijuana or Prescription Drugs:

1. Any juvenile criminal activity within the past three years.
2. Any adult criminal activity within the last ten years.

Any examples of poor work history, demonstrated lack of judgment, showing of disrespect or other activity that is inconsistent with the ethical standards or incompatible with the mission of the Winfield Police Department.

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