



City of Rose Hill – Job Description Police Officer – Police Department (\$36,192 - \$39,436)

Position Summary:

Under the supervision of the Chief of Police, Police Officer is non-exempt position under FLSA which performs protects and serves the citizens of Rose Hill. Responsible for investigating crimes, preparing daily detailed assignments, and ensuring required department reports, certifications and/or processes are completed. Performing patrol duties and providing timely citizen assistance is expected. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City of Rose Hill.

Work involves an element of personal danger and requires use of good judgment and knowledge, particularly under emergency conditions. Work is reviewed by inspection and through reports. Work is directed and reviewed through the establishment of goals and subsequent evaluation of progress toward goal attainment.

Essential Functions:

- Provides for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations
- Enforces all federal, state and local criminal laws and ordinances
- Completes assignments, projects and reports in a timely manner
- Responds to correspondence and citizens inquiries in a timely manner
- Makes arrests and issues traffic citations
- Records facts and prepares reports that accurately document incidents and activities
- Interviews witnesses, suspects and victims
- Testifies in court without restriction
- Follows department policies and safety procedures
- Takes statements from witnesses, questions suspects, and assures that proper charges are placed against persons arrested
- Investigates crimes and accidents and gathers evidence
- Provides citizen assistance and assists outside public safety agencies
- Responds to emergency situations
- Operates and Maintains law enforcement equipment including patrol vehicles, firearms and communications equipment
- Performs Business and Home security checks
- Serves warrants, subpoenas and other legal documents
- Conducts safety programs for the public
- Performs traffic control duties

The examples of work performed are not intended to be all-inclusive. The City of Rose Hill reserves the right to assign additional duties and responsibilities as needed.

Marginal Functions:

- Provides security during various events
- Assists other law enforcement agencies
- Assists other city departments
- Conducts duties and responsibilities associated with Animal Control
- Ability to possess and maintain a valid Kansas driver's license
- Ability to develop and maintain effective working relationships with associates, employees of other Departments, representatives of outside agencies, and the public
- Ability to wear body armor while on duty
- Ability to communicate clearly and effectively in oral and written form
- Ability to accurately and effectively discharge a rifle, shotgun, and handgun with left and right hands
- Must not be impaired from testifying credibly in a court of law or impaired from swearing to an affidavit
- Ability to record details about names, faces, and incidents clearly and accurately
- Ability to react quickly and calmly in emergencies
- Thorough knowledge of rules, regulations, policies and procedures of the department
- Thorough knowledge of the geography of the city and location of important buildings and landmarks
- Thorough knowledge of pertinent Federal and State Laws and City Ordinances
- Ability to apprehend offenders

Police Officer Position Requirements**Experience:**

- Expected to have acquired the necessary skills to perform the job reasonably well within one year of employment

Education:

- A high school diploma or GED is required
- Certification from Kansas Law Enforcement Training Center OR Expected to have successfully acquired necessary certification within 1 year
- Within one year of employment must become certified in the following; NCIC, radar, Standardized Field Sobriety Testing and Intoxilyzer 5000
- Must possess a valid Kansas Driver's License
- Requires 40 hours of annual in-service training

Tools & Technology Skills:

Must be competent with the following tools & technology:

- Efficiently operate handguns, rifles & shotguns, less than lethal tools including batons, Tasers, pepper spray, patrol vehicles, computers, two-way radios, radar equipment, breath analysis equipment, automated fingerprint software, personal and patrol vehicle recording equipment and cameras
- Knowledge of word processing software and records management software
- Thorough knowledge of all federal, state and criminal laws and ordinances
- Knowledge of CPR, First Aid, law enforcement techniques and mathematics is required
- Ability to concentrate on tasks in the presence of distractions, complete and check forms and documents
- Understand and anticipate problems, read and interpret maps, manuals, legal documents, reports and written instructions are required
- Possess excellent public relation, oral and written communications skills
- Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City of Rose Hill

Problem Solving:

- Frequent independent problem solving
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

Decision Making:

- Frequent independent decision making, sometimes under stressful situations
- Good decision making abilities when using force, including deadly force, making arrests, investigating crime scenes and accidents and performing daily duties in the safest and most efficient manner

Financial Accountability:

- Responsible for the safe operation and maintenance of department equipment
- DOES NOT have purchase authority unless approved by supervision
- Responsible for reporting any inoperative or broken equipment

Personal Relations:

- Frequent contact with the general public, co-workers and supervisory personnel
- Must have the ability to communicate information and ideas in speaking and writing so others will understand

Working Conditions:

- Works in conditions that include exposure to hazardous materials, explosives, radiation, heights, excessive noise and adverse weather conditions
- Exposed to Blood borne Pathogens while investigating crime scenes, seizing and preserving evidence and assisting ambulance crews
- Works shift and holidays, subject to call backs/call ins

Physical Requirements:

- Occasionally lift and/or move more than 100 pounds
- Must be able to stand, sit, walk, run, crawl and climb
- Must be able to operate objects, controls or tools listed above
- Must pass the physical agility test administered by the training officer

The specific statements shown in each section are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Interested candidates should submit a cover letter, resume, work history and work-related references to kmendoza@cityofrosehill.com.