

POLICE OFFICER

DEFINITION:

Under general supervision, this position is assigned to perform law enforcement and crime prevention work; to enforce State and local traffic regulations and to perform comprehensive criminal investigative work on special assignments and will also perform related duties as assigned.

This classification is subject to overtime, standby call-back, and shift assignments.

DISTINGUISHING CHARACTERISTICS

An entry level Police Officer that has successfully passed probation at the Kechi Police Department or lateral Police Officer that has successfully met prerequisite qualifications. Lateral Police Officers – Individuals who possess a Kansas CPOST Full-Time Law Enforcement Certification and are currently employed as a police officer with a minimum of two (2) years of patrol experience with a law enforcement agency.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to the following:

Operations:

- Patrols assigned areas within the jurisdictional boundaries of the City of Kechi.
- Analyze and solves community/neighborhood problems involving the protection and preservation of life, property, and the enforcement of City and State laws.
- Conducts a variety of investigations including neighborhood disturbances, prowlers, burglaries, thefts, robberies, juvenile crimes, domestic violence, sexual assaults, vehicle accidents, and deaths.
- Direct traffic/provides regulation of traffic flow at time of emergency or congestion.
- Works shiftwork to include Days, Swings, and Graveyard.
- Testifies in court as needed.
- Provides traffic enforcement to include arrests and issuance of citations as required.
- Receives calls from and aids other law enforcement agencies in emergencies.
- Conducts investigations to include the collection and storage of evidence for court presentation.
- Prepares detailed reports of arrest made, investigations conducted, and illegal incidents observed.
- Proactively patrols business districts and residential neighborhoods at all times of day and night.
- Provides direction and information to the public.
- Processes and cares for prisoners.
- Establishes and maintains positive contact with citizens pertaining to potential community neighborhood problems, suspicious people, and circumstances.

- Assists with Neighborhood Watch and Business Watch meetings.
- Provides service and assistance to the public.
- Assists in assigned projects such as building maintenance, issuance of permits or other task as assigned.
- Participates in and assists with community recreation activities.

Investigations:

- Investigates, collects, and preserves evidence from the scene on a wide variety of crime, suspected crimes, and accident scenes.
- Interviews and interrogates witnesses, victims, and suspects.
- Locates suspects, makes arrests, and searches for and seizes criminal evidence.
- Prepares detailed reports of investigations and arrests.
- Prepares evidence for trial of cases and testifies in court.
- Interviews merchants and the public to obtain descriptions of possible suspects and secures written and oral statements from witnesses and victims.
- Cooperates with other law enforcement agencies in carrying out assigned investigative duties.
- Confers with supervisor on progress and problems concerning assigned cases.
- May perform duties in other areas of the Police Department or countywide task forces.

Ability to:

- Provide high quality customer-oriented service.
- Demonstrate keen powers of observation and memory.
- Analyze situations accurately and adopt effective courses of action, learn, and apply the community-oriented policing philosophy.
- Learn laws of arrest and pertinent local and state laws.
- Learn criminal investigative techniques and procedures.
- Learn the safe use and care of firearms and equipment.
- Exercise restraint and good judgment in a variety of emergency situations.
- Understand and carry out oral and written directions and directives.
- Prepare accurate case reports.
- Establish and maintain cooperation relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

AGE:

- Twenty-one (21) years old at time of appointment as a Police Officer.

Proof of age is a copy of an official United States issued birth certificate or any document accepted for proof of citizenship.

EDUCATION & TRAINING:

Be a high school graduate from a United States public school, an accredited United States Department of Defense high school or an accredited or approved public or nonpublic high school.

Or pass the General Education Development (GED) Test indicating high school graduation level.

Or have obtained a two-year, four-year, or advanced degree from an accredited college or university.

Proof of education is a copy of one of the following: A high school diploma, a high school transcript, a college degree, a college transcript, or if applicable a GED certificate.

LICENSE AND/OR CERTIFICATE:

Possession of a valid Kansas Driver's License at the time of appointment to be maintained as a condition of continued employment.

Ability to obtain a KS-CPOST Basic Full-Time Certificate within twelve (12) months of appointment.

Must provide proof of driver's license.

PHYSICAL REQUIREMENTS

Vision adequate to operate vehicles and equipment, read instructions and follow directions, read maps and small print, detect subtle shades of color; hearing adequate to distinguish mechanical noises, converse on radio, telephone and in person at distances of up to 50 feet, and detect unusual sounds; voice volume and speech clarity to command during an emergency; body mobility adequate to operate emergency equipment and perform required duties; stamina to perform administrative functions and to meet physical and mental demands during an emergency; use of hands and fingers adequate for operation of special equipment and weapons, writing, typing and computer related functions; ability to lift heavy equipment, as needed in emergency conditions.