

Patrol Officer I

Job Description

City of Wamego

Revised Date: Jan. 1, 2012

Department: **Police Department**

Reports To: Chief of Police and/or Assistant Chief

FLSA Status: Non-Exempt

POSITION SUMMARY

The Patrol Officer is responsible for providing all police services for the City of Wamego, including protecting individuals and property, enforcing ordinances and statutes, and providing assistance to citizens.

ESSENTIAL JOB FUNCTIONS

- Enforces City and State ordinances and statutes
- Conducts routine police patrol activities including traffic control
- Responds to calls from Police Dispatch
- Performs investigations
- Conducts security checks of City businesses and residences
- Performs routine administrative functions

ADDITIONAL RESPONSIBILITIES

- Assists other police and emergency service agencies as needed
- Teaches safety and security awareness classes to the public
- Maintains vehicle equipment and office spaces
- Attends required re-certification training annually (40 hours a year)
- Attends and participates in departmental staff meetings, trainings, and seminars
- Actively participates and abides by Police Department and City, if applicable, sponsored education, training and safety programs
- Performs other duties as deemed necessary or may be assigned

This document in no way states or implies that these are the only duties to be performed by the employee occupying this position. The employee is required to follow any other instructions and perform any other assigned duties.

POSITION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the qualifications, knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

All employees hired by the Wamego Police Department are required to meet the State of Kansas statutes that govern law enforcement agencies.

Experience: Employee is expected to have acquired the necessary information and skills to perform the job satisfactorily in accordance with the adopted personnel policies of the City.

Education: A high school diploma or GED is required. Employee is required to be trained and certified to use radar and intoxilyzer equipment and obtain the Kansas Law Enforcement Certification at the earliest opportunity provided.

Technical Skills: Must be able to read and interpret state and local laws and city ordinances, written instructions, manuals, statutes and reports. Ability to obtain a thorough knowledge of police and investigative procedures and state and local laws and ordinances is required. The employee must have ability to operate a variety of firearms, a patrol car and related police equipment with a high degree of accuracy.

Problem Solving: Employees must be able to solve problems relating to whether a law has been violated, correct investigative and police procedures to use.

Decision Making: Logical critical decision making includes determining the proper response to take against law violators, when and how to apply departmental policies, and when to request assistance.

Supervision: This employee works with occasional supervision by the Chief of Police, and training as provided by the Assistant Chief of Police. Has no supervisory responsibility.

Financial Accountability: Employee is directly responsible for departmental equipment and has limited purchasing authority. Employee does not participate in the annual budget process.

Personal Relations: Daily contact with citizens and co-workers and occasional contact with supervisor and officers of the court is expected.

Working Environment: Spends approximately eighty percent (80%) of the time outdoors and is subject to adverse/severe weather conditions, heavy vehicles and excessive noise. While in the office the work environment is a climate controlled sedentary modern office setting and may include repetitive motion. This position is exposed to potentially violent people, blood-borne pathogens and chemicals. Hazardous and dangerous situations may arise in the execution of the employee's duties.

Physical Demands: Standing, sitting, lifting, walking, running and ability to assist in subduing suspects is required. Must be able to lift and move objects up to 150 pounds and subject to call-out at all hours. Must have the ability to pass and maintain all physical requirements and activities of the Kansas Law Enforcement Training Center.

Work Hours: Work hours are determined by the shift assigned; 7:00am-3:00pm; 3:00pm-11:00pm; 11:00pm-7:00am or 7:00pm-3:00am. A flexible schedule is required by caseload and available 24/7 when necessary. Hours may vary depending upon department/City needs and adjustments are made to the work schedule to accommodate these demands. This includes working evenings, weekends and holidays and subject to emergency call outs on short notice may occur.

I have read and understand the duties of this position and shall comply with all responsibilities to the best of my ability. I also understand that this job description is not intended as City Policy, and the City of Wamego reserves the right to modify my job description at any time with or without advance notice.

Employee's Signature

Date