


CITY OF ARKANSAS CITY POLICE OFFICER

Department:	Police	Pay Range:	23
Division:	None	Location:	Police Department
FLSA:	Hourly, 7(k) Exemption		
Work Shift:	Generally 12 hr shifts day or night and as needed		
Work Status:	Full-Time		
PCP Level:	3 - Medium Work		
KPERS:	KPF Covered Position		
Residency:	None		
Response Time:	45 Minutes		
Cell Allowance:	Yes		
City Manager Signature:		Date Approved:	5-22-17

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 Police Sergeant.

SUPERVISION EXERCISED

Although not supervisory in nature, this position is tasked with providing leadership and guidance for other staff members within the department.

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 accidents, and detection, investigation and arrest of persons involved in crimes or misconduct.
- Maintains availability by radio or 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 9-1-1 emergency radio calls.
- Examines doors, windows, premises of unoccupied buildings in order to detect suspicious conditions.
- Accompanies prisoners to headquarters, 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.
- 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 shift; 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's 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 Officers 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.
- Attending meetings, trainings and seminars.
- Performs other duties as assigned.

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.
- Ability to learn applicable laws, ordinances, and department regulations.
- Perform work requiring established physical standards
- Communicate effectively including giving and receiving verbal and written instructions; establish and maintain effective working relations with peers, supervisors, and the public.
- Exercise sound judgment in evaluating situations and making decisions.
- Meet special requirements listed below.
- Ability to learn the City's geography.
- Must be a U.S. 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
- 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.
- 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.
- Must not have felony convictions and disqualifying criminal history within the past seven years.

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.
- If not certified as a law enforcement officer by the Commission on Police Officer Standards and Training (CPOST) must successfully complete the Kansas Law Enforcement Training Center (KLETC) academy within 18 months of hire, and be granted certification as a law enforcement officer by (CPOST); or be granted reciprocity or a waiver from the directors of KLETC and CPOST.
- Must complete the department Field Training Officer 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 may be conducted and shall be successfully completed by the employee:

- Completed application.
- Written test.
- Polygraph examination.
- Psychological examination.
- Physical Capacity Profile – Level 3.
- Drug screen.
- Alcohol testing.
- Criminal history background checks.
- Pulmonary function test.
- Cardiovascular fitness stress test.

WORK ENVIRONMENT AND CONDITIONS

Work environment characteristics described here represent those an employee encounters while performing the 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 20-50 pounds of force occasionally, and/or 10 – 25 pounds of force frequently, and/or greater than negligible 10 pounds or 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 hands 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.

LIFTING

Maximum Force	None	Limited (0-1 hour)	Occasional (1-3 hours)	Frequent (3-6 hours)	Constant (6-8 hours)	Objects
01-10lbs. (Sedentary)				x		
11-20lbs. (Light)			x			
21-50lbs. (Medium)			x			
51-100lbs. (Heavy)		x				
100 + lbs. (Very Heavy)		x				

CARRYING

Maximum Force	None	Limited (0-1 hour)	Occasional (1-3 hours)	Frequent (3-6 hours)	Constant (6-8 hours)	Maximum Distance Carried
01-10lbs. (Sedentary)				x		Can be over 100 feet.
11-20lbs. (Light)			x			Can be over 100 feet.
21-50lbs. (Medium)			x			Can be over 100 feet.
51-100lbs. (Heavy)		x				Can be over 100 feet.
100 + lbs. (Very Heavy)		x				Can be over 100 feet.

PUSHING/PULLING

Maximum Force	None	Limited (0-1 hour)	Occasional (1-3 hours)	Frequent (3-6 hours)	Constant (6-8 hours)	Maximum Distance Moved
01-10lbs. (Sedentary)				x		Can be over 100 feet.
11-20lbs. (Light)			x			Can be over 100 feet.

21-50lbs. (Medium)			x			Can be over 100 feet.
51-100lbs. (Heavy)		x				Can be over 100 feet.
100 + lbs. (Very Heavy)		x				Can be over 100 feet.

REACHING

	None	Limited (0-1 hour)	Occasional (1-3 hours)	Frequent (3-6 hours)	Constant (6-8 hours)	Comments
Total Reaching					x	
Below waist			x			
Waist to Shoulder				x		
Overhead			x			

OTHER PHYSICAL DEMANDS

	None	Limited (0-1 hour)	Occasional (1-3 hours)	Frequent (3-6 hours)	Constant (6-8 hours)	Comments
Sitting			x			
Standing				x		
Walking				x		
Climbing/Balancing (stairs, ladders, other)			x			Ladders, stairs, and etc.
Operating Foot Controls			x			
Rotation of head/neck				x		
Flexion (head bend down & head bend back)				x		
Bending at the waist				x		Performed in all types of positioning (i.e. sitting, standing, and etc.)
Twisting at the waist				x		Performed in all types of positioning (i.e. sitting, standing, and etc.)
Kneeling			x			
Crouching (squatting)			x			
Crawling		x				
Lying down (back, side, front)		x				
Handling/grasping				x		
Forceful Gripping			x			

Fine Finger Manipulation			x			
Keyboarding/Mouse			x			
Repetitive motion (multiple manipulation of same muscle group)		x				
High Impact vibratory tools (bucking/riveting)	x					
Low Impact vibratory tools (drilling/sanding)		x				

SEEING

Near Acuity: Required	Far Acuity: Required	Depth Perception: Required	Field of Vision: Required
Color Discrimination: Not Required	Note Colors: N/A		

HEARING/TALKING

Co-workers and public (in person and telephone).

MACHINES, TOOLS, EQUIPMENT, PARTS USED

Police vehicle, police radio, radar gun, handgun and other weapons as required, Taser, baton (asp), handcuffs, pager, first aid equipment, copy machine, personal computer, mobile data terminal, Live Scan Instrument, fax machine, telephone, e-ticketing device.

ENVIRONMENTAL/ATMOSPHERIC CONDITIONS

40% Inside	60% Outside	Temperature Extremes: All temperature extremes when outside			
Noise Level:	Low:	Moderate: x	High: x (occasionally)		
Vibration: Not Present					
Dust: Present	Odors: Present	Fumes: Present	Vapors: Not Present	Mists: Present	Gases: Present
Chemicals: Present		Note Types: all types			
Blood Borne Pathogens Present: Yes					

COGNITIVE & BEHAVIORAL CAPACITIES

	Present		Comments: Where appropriate: frequency or % of job
	Yes	No	
COMPREHENSION, REMEMBER & PLAN			
Articulate and comprehend information in conversation.	x		Frequent basis.
Read, comprehend, and use written materials.	x		Frequent basis.
Use technology/instruments/tools & information systems.	x		Frequent basis.
Remember spoken instructions.	x		Frequent basis.
Remember written instructions.	x		Frequent basis.
Remember visual instructions.	x		Frequent basis.

Remember simple instructions.	x		Frequent basis.
Remember detailed instructions.	x		Frequent basis.
Perform repetitive or short-cycle work.	x		Frequent basis.
Work under specific instructions.	x		Frequent basis.
Complete complex tasks.	x		Frequent basis.
ATTENTION & CONCENTRATION			
Fine detail: Regularly deals with data or things requiring attention to minute detail.	x		Frequent basis.
Interruptions: Requires quickly resumed attention after multiple interruptions, or ability to easily shift between tasks.	x		Frequent basis.
Sustained Attention: Requires unbroken lengthy attention to same/similar tasks.	x		Frequent basis.
Multitasking: Job requires ability to attend to more than one activity simultaneously such as typing while answering phones.	x		Frequent basis.
Visual or aural distractions: busy, noisy environment making focusing difficult.	x		Frequent basis.
EXECUTIVE FUNCTION			
Decision making: Makes critical decisions potentially affecting costs to company or public safety.(\$ or lives)	x		
Planning: Responsible for laying-out and planning sequence of work activity.	x		
Simple, repetitive, short-cycle tasks: Must frequently deal with boredom.		x	
INFORMATION PROCESSING			
Processes highly technical information: reads, understands and uses complex or highly technical information or computation (calculus, etc.)	x		
	Present		Comments:
	Yes	No	Where appropriate: frequency or % of job
Integrating Information: Obtains information (reads, hears) from multiple sources, then must be able to synthesize, integrate, and then utilize the information.	x		Frequent basis.
High productivity or highly speeded work Meets expectation for high level of output with little "down-time" between tasks.	x		Frequent basis.
High level visual-spatial reasoning: Processes information in graphic form. Perceives 3 dimensional objects from 2 dimensional representations (drawings plans, etc.).	x		Frequent basis.
PSYCHOSOCIAL FACTORS			
Works alone: must work independently, with little oversight or supervision and/or contact with others	x		Frequent basis.
Works in close proximity to others: works in same physical area as others but interaction is either limited or not required.	x		Limited basis.
Frequent &/or extensive interaction with others, such as customers, public or peers (e.g. cashier, receptionist).	x		Frequent basis.
Deals with people under adverse circumstances:	x		Frequent basis.

deal with people who are angry or confrontational, critiques work of others, gives "bad news" etc.			
Deals with people under pressure of time or numbers (Customers with construction or code problems)	x		Frequent basis.
Teamwork: Works as integral part of team, must cooperate with others, divide tasks, integrate output, and put team goals, ideas or plans before ones' own.	x		Frequent basis.
ATTENDANCE			
Maintain predictable and reliable attendance.	x		Frequent basis.
Be punctual.	x		Frequent basis.
Take rest periods at set times or only times determined by breaks in job responsibilities.		x	Only as conditions and circumstances allow.
Adjust to a flexible schedule of work days or shifts.	x		Limited basis.

GENERAL COMMENTS

This job description is intended to identify and illustrate the kinds of duties that may be assigned. It should not be interpreted as describing all of the duties that may ever be required or be used to limit the nature and extent of assignments given. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The City of Arkansas City is an At-Will employer.

I, _____, have read and understand the information contained herein.
 (Print Name)

 Signature

 Date