

Position No: 137

Pay Range: N/A

Date: August 19, 2010

POSITION DESCRIPTION

CITY OF CONCORDIA

POSITION TITLE: Part-Time Police Officer/Reserve Police Officer

POSITION REPORTS TO: Corporal and/or Police Lieutenant

PURPOSE OF THE POSITION: Patrol in the incorporated city limits of Concordia and all city properties and respond to outside agency jurisdictions upon request for protection of life and property through the enforcement of city ordinances and state statutes.

JOB FUNCTIONS

Essential Functions

1. Complete intensive field and basic training during the early period of employment; participate in mandated in-service, firearms and other training; keep up to date on current laws and maintain a minimum of 20 training hours per year by K-CPOST and/or departmental regulations.
2. Reserve Police Officers – Must complete specific field training program as outlined by department policy for solo qualifications to perform the majority of these duties.
3. Follow the directions of full-time police officers and/or senior ranking reserve officers/part-time officers in assigned duties and tasks.
4. Operate an automobile while patrolling the city for the prevention of crime and the enforcement of traffic laws and regulations, maintaining communications with the dispatcher; responding to radio and telephone dispatches to complaints, disorders, crimes, accidents, and make every effort to restore peace and order.
5. Perform initial investigations and assist in follow up in the investigation of crimes involving adults and juveniles.
6. Make arrests, transport prisoners and assist with booking when necessary, issue citations, give verbal and written warnings, prepare reports on arrests and all incidents investigated, serve papers, summons and subpoenas; document, preserve and collect evidence of crimes; appear and testify in court.
7. Assist with traffic control at scenes of emergencies, as a first responder give aid to injured persons and request medical attention when necessary.
8. Note and report traffic hazards, give directions and information, perform business checks, inspect establishments providing alcoholic beverages and entertainment, interrogate persons whose actions are suspicious.
9. Assist fire/EMS, other city, state and federal agencies, as situations require.
10. Complete check on patrol vehicle and assigned equipment at the beginning of each patrol

shift, noting any damages or defects, and reporting them to the patrol corporal; insure that vehicles and equipment are kept clean and not misused or abused.

Other Functions

May be assigned tasks or duties in specialty areas such as crime prevention, community relations, tactical squads, special patrol operations, investigations, dispatch, or other tasks as assigned by the Police Corporal, Police Lieutenant and/or Chief of Police.

JOB QUALIFICATIONS

- Be a U.S. Citizen.
- Be 21 years of age.
- Have no felony, alcohol, narcotics, misdemeanor, domestic violence, gambling or traffic related arrests and convictions. At the discretion of the Chief of Police, a juvenile criminal record of arrests and convictions and some non-violent misdemeanor arrests may be eliminated as a disqualifying factor for this position.
- Able to pass a position related comprehensive testing procedure, physical examination, psychological evaluation, drug testing and task oriented physical agility test as applicable or when conducted.
- Vision requirements based in part on vision acuity, depth perception and color perception. Must have uncorrected vision of at least 20/60 in the better eye and 20/100 in the poorer eye, correctable to 20/20 binocular vision.
- Able to hear radio communications, calls for assistance and other indications of a threat to the safety of others. Must to hear high and low tones as measured by decibel standards and the ability to determine the direction from which sound is coming.
- Able to read, interpret and understand departmental rules, policies, instructions, safety procedures, all city ordinances and state laws, regulations, and police literature, together with an aptitude for law enforcement work.
- Able to analyze situations and adopt a quick, effective and reasonable course of action giving due regard to the surrounding hazards and circumstances.
- Able to communicate orally and write complete, clear and accurate reports, efficiently and on time.
- Able to establish and maintain effective working relationships with fellow law enforcement officers, supervisors, and other entities within the criminal justice system, exercise good judgment, tact and diplomacy in dealing with the public, other city departments and employees, as well as other agencies.
- Work extra long hours and be subject to call out as necessary.

NOTE: Physical examination, psychological evaluation and drug screening tests will follow all conditional offers of employment.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

- Be a resident of Concordia and/or Cloud County within 1 year of employment.
- High School Diploma or GED.
- Possess, or be able to obtain, a valid Class C Kansas Drivers License and an established personal driving history that is acceptable for coverage by the City's insurance carrier.

- Successfully complete a certified reserve police officer training course within one year of employment.
- Upon qualifying for part-time police officer status, must successfully pass the Part-Time Basic Police Training course at the Kansas Law Enforcement Training Center within one year of appointment to a part-time status.

EQUIPMENT USED

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| Police Vehicle | Straight/Expandable Baton | Typewriter |
| Police Radio | Intoxilyzer | Cellular Phone |
| Traffic Radar Devices | PBT | Pager |
| Duty Weapon | Ident-a-Kit | Instant Camera |
| Long Rifle | Evidence Detection Devices | 35mm Camera |
| Shotgun | Crime Scene Equipment | Digital Camera |
| Sub-machine gun | Drug Field-Testing Kits | In-Car Video Camera |
| | Computer | Tire Deflation Devices |
| Misc. Small Tools and Equipment | Handcuffs | Less-Lethal Devices |
| Fire Extinguisher | Fingerprint Detection Devices | Pepper Spray |
| Flashlight | Other Misc. Equipment | Taser |
| Misc.Audio-Video Equipment | | |

PHYSICAL DEMANDS

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Involves approximately 60% sitting, 40% of time standing (approximately 50% of sitting time involves operating a computer or typewriter).
- Subject to eyestrain.
- Can experience moderate to high levels of stress.
- Involves contact with dangerous persons; exposure to hazardous materials, narcotics, loud noises, noxious odors, and blood born pathogens.
- Work is strenuous and involves lifting, carrying, pulling, pushing, running, jumping, climbing ladders, and scaling fences. Must be able to perform the physical fitness requirements as outlined by department policies and procedures.
- Work extra long hours and subject to emergency call out and shift work assignments.

ENVIRONMENTAL DEMANDS

The environmental demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Involves contact with dangerous persons; exposure to hazardous materials, narcotics, loud noises, noxious odors and blood borne pathogens.
- Exposure to climatic conditions, including hot, cold, wet and/or humid weather conditions.
- Must be able to drive a police patrol vehicle in all situations of normal law enforcement uses, both emergency and non-emergency.