

Position No:

Pay Range: N/A

Date: March 13, 2011

POSITION DESCRIPTION

CITY OF CONCORDIA

- POSITION TITLE:** Police Explorer
- POSITION REPORTS TO:** Police Officer, Police Corporal and/or Police Lieutenant
- PURPOSE OF THE POSITION:** Serve the Police Department in a voluntary capacity only. Assist police officers with various duties. Perform tasks as assigned by a supervisor. Explorers are not permitted to perform any job assignments that are deemed dangerous and that should only be conducted by sworn personnel.

JOB FUNCTIONS

Essential Functions

1. Complete intensive field and basic training during the early period of employment; participate in mandated in-service training; keep up to date on current laws and maintain a minimum of 20 training hours per year as required by departmental regulations.
2. Explorers – Must complete specific field training program as outlined by department policy before receiving any individual assigned tasks.
3. Follow the directions of supervisors, full-time police officers, part-time police officers, reserve officers, dispatchers, and/or senior ranking explorers in assigned duties and tasks.
4. Operate an automobile only when authorized and granted by the Chief of Police or his/her designee. Explorers cannot operate a city owned vehicle without first obtaining a valid unrestricted Kansas state driver's license.
5. Assist police officers with their essential duties as applicable by the situation, considering the level of violence or danger involved.
6. Explorers cannot make arrests. Explorers may assist supervising officers with arrests at the discretion of the officer. Explorers may be assigned to transport prisoners and assist with booking when necessary. Explorers may receive limited authority to issue parking citations. Explorers can assist officers with giving verbal and written warnings, prepare reports on all incidents as assigned by the supervising officer; serve papers, summons and subpoenas; document, preserve and collect evidence of crimes only as assigned by the supervising officer; 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 and house checks.
9. Assist fire/EMS, other city, state and federal agencies, as situations require and/or as assigned.

10. If authorized to use a Police Department vehicle, Explorers will complete check on police vehicle and assigned equipment at the beginning of each shift/assignment, 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, or other tasks as assigned by the Police Corporal, Police Lieutenant and/or Chief of Police.

JOB QUALIFICATIONS

- Be a U.S. Citizen.
- Be between 14 years of age and 20 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 receive acceptance by the Boy Scouts of America to receive appointment to the Concordia Police Department Explorer Post.
- 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 explorer related volunteer 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 explorers, police 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.
- Explorers must be enrolled and satisfactorily attending a qualified/accredited academic institution either as a Jr. High or Senior High School student. While attending Jr. /Sr. High School, explorers must maintain a 3.00 GPA, not receive any serious disciplinary actions either from the school district or the police department, shall not abuse any non-prescription narcotics, synthetic narcotics, alcoholic beverages or take any kind of medication without a medical doctor prescription or parental authority. Upon graduation from Sr. High School, explorers are encouraged to attend a qualified/accredited state college or university. Although attending a college is not required, preference towards employment as a part-time/reserve police officer or full-time police officer will be given to those who continued with a higher level education.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

- Be a resident of Cloud County/Republic County within 1 year of employment.
- Successfully complete a certified reserve police officer training course within one year of employment.
- Obtain/possess a valid Kansas state unrestricted driver's license, when reaching appropriate age as permitted by Kansas state law.
- May be certified to carry and use "on duty only" a department issued Taser, pepper spray or other less-lethal device as approved by the Chief of Police or his/her designee.

EQUIPMENT USED

Police Vehicle	Handcuffs	Less-Lethal Devices
Police Radio	Fingerprint Detection Devices	Pepper Spray
Misc.-Audio-Video-Equipment	Other Misc. Equipment	Taser
Misc. Small Tools and Equipment	Typewriter	
Fire Extinguisher	Cellular Phone	
Flashlight	Pager	
Ident-a-Kit	Instant Camera	
Computer	35mm Camera	
	Digital Camera	

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.

- Subject to eyestrain.
- Can experience moderate to high levels of stress.
- Involves contact with angry persons; exposure to hazardous materials, narcotics, loud noises, noxious odors, and blood borne 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.
- Explorers may not work more than 12 hours per week at any given time, except as authorized by state law and/or the Chief of Police.

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.