

City of Baldwin City, Kansas – JOB DESCRIPTION

Police Officer

Department: Police Department
Reports To: Police Sergeant
FLSA Status: Non-Exempt (eligible for overtime pay)

POSITION SUMMARY

Under the supervision of the Police Sergeant, Lieutenant, and Chief, the Police Officer is a nonexempt position under FLSA. The position protects and serves the citizens of Baldwin City. This position provides citizen assistance, enforces all federal, state, and local laws, and performs patrol duties. Making arrests, issuing citations for traffic violations, and investigating crimes and accidents are the primary responsibilities of this position. This employee should possess excellent communication, public relations, and interpersonal skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves and protects the citizens of Baldwin City through equitable enforcement of federal, state, local laws and ordinances that protect life and property within the City;
- Makes arrests and issues citations for traffic violations;
- Performs patrol duties, traffic control, prevention and discovery of crimes, maintains order, and answers calls and complaints. Patrols streets, parks, commercial and residential areas to preserve the peace and enforce the law, controls vehicular traffic, prevents or detects and investigates misconduct involving law violations;
- Examines doors, windows, and premises of unoccupied buildings to detect suspicious conditions; Looks for and reports problems within the City that might constitute an unsafe environment, i.e., traffic light malfunctions, street pavement issues, broken water lines, downed power or service lines, etc.;
- Performs criminal investigation, processes scenes and accidents to include dusting for latent fingerprints; obtaining and taking fingerprints from suspects; interviewing suspects, victims and witnesses; gathering and preserving evidence, taking measurements, photographs, developing leads and tips; searching scenes for clues; analyzing and evaluating evidence;
- Investigates all reports that are filed, including theft reports, burglaries, etc.;
- Provides citizen assistance, and assists ambulance or fire crews as needed;
- Responds to emergency situations, and performs CPR or First Aid;
- Operates law enforcement equipment, including patrol vehicles, firearms, and communication equipment;
- Performs building checks for commercial properties;
- Serves warrants, subpoenas, and other legal documents;
- Appears and testifies in court as a complaint or witness;
- Escorts prisoners to and from Municipal court;
- Assists animal control officer when necessary, including performing such duties when animal control officer is not available;
- Assists other law enforcement agencies such as Douglas County, surrounding communities, KBI (Kansas Bureau of Investigations), FBI (Federal Bureau of Investigations), DEA (Drug Enforcement Agency) and other safety-related organizations;

- Performs public relations and conducts safety programs on behalf of the department and the City by communicating with schools, Baker University, Douglas County, neighborhoods, businesses and other constituents;
- Responds to domestic violence calls, investigates and assesses the situation, intervenes, determines responsibility for actions, and advises victims of resources available to support their legal rights;
- Collection and handling of evidence Assists with evidence room (filing, storage, labeling, and securing), collects, receives and transports evidence, disposes of evidence, and maintains chain of custody; prepares and has evidence delivered for further analysis to appropriate party;
- Prepares a variety of reports and records, including but not limited to the Kansas Standard Offense and Arrest Reports (KSOR/KSAR), Officer's Daily Activity Report (DAR), reports of investigation, alcohol reports, DUI check list, vehicle impoundment form, etc.;
- Proofreads own activities and reports of traffic, accidents, investigations, procedures to clarify grammar, and assures due process and descriptions are appropriate for a variety of audiences;
- Assures that all necessary police-related equipment is routinely inspected and maintained; and makes a proper request for replacement or repair of any deficient equipment;
- Assures the computers, phones, recorder and all equipment is in working order; contacts the appropriate supervisor for maintenance, repair or replacement if required;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Provides funeral and parade escorts;
- Provides traffic control during emergencies, parades, or otherwise as needed;
- Provides bank escorts;
- Assists all other departments as needed;
- Performs other duties as necessary or assigned by a supervisor.

CERTIFICATIONS, LICENSES, REGISTRATIONS

- Kansas Law Enforcement Training Certification or equivalent.
- Maintain 40 hours of continuing education annually according to Kansas CPOST requirements.
- Valid driver's license.
- Qualify annually using the KCPOST approved firearms course.
- Must be insurable by City's insurance carrier.
- Minimum age 21 years old.
- CPR, AED, and First Aid certified.

Must pass a physical exam, psychological exam and polygraph.

POSITION REQUIREMENTS

Minimum Required Experience: One year to two years related experience and/or training. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six to twelve months of employment.

Minimum Required Education: High school diploma or General Education Development (G.E.D.).

POSITION PREFERENCES

Preferred Experience: Two to three years related experience and/or training.

Preferred Education: Associate's degree from a college or technical school; or equivalent combination of education and experience. Post-secondary degree or coursework in Criminal Justice, Criminal Law or Psychology.

Knowledge, Skills and Abilities:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.
- Ability to carry out duties reliably.
- Ability to concentrate on tasks in the presence of distractions, to complete and check forms and documents, understand and anticipate problems, and read and interpret maps, manuals, legal documents, reports, and written instructions.
- Ability to efficiently operate firearms, tasers, body cameras, video equipment, computers, two-way radios, office equipment, and other law enforcement equipment.
- Ability to interpret data, to complete and check reports and documents, to help develop department policies and procedures, to understand and anticipate problems, and to read and interpret manuals, legal documents, reports, and written instructions.
- Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheets, databases, global-positioning equipment, software downloads from systems, etc.
- Ability to perform CPR and First Aid.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to solve problems and deal with a variety of variables.
- Ability to work in a team setting.
- Ability to work and get along with others.
- Knowledge of all federal, state, and local laws and ordinances, information systems technology, law enforcement techniques, law enforcement supervision, and mathematics.
- Knowledge of basic drug identification and drug symptomatology.
- Knowledge of bonding procedures.
- Knowledge of due process as it applies to each situation.
- Knowledge of federal, state and City laws governing public safety operations, custody of prisoners, search and seizure, and the rules of evidences, and departmental rules, regulations and policies.
- Knowledge of Kansas criminal, traffic, and civil process statutes.
- Knowledge of principles and practices of modern police work and law enforcement methods.
- Knowledge of the operation of the court system, including procedures and security.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Skill in persuading upset individuals to remain calm in emergency situations.
- Skill in public relations, interpersonal, organizational, managerial, oral and written communication.

Problem Solving: Independent problem-solving is a factor in this position. This employee encounters problems with violence (including domestic violence), citizen complaints, traffic stops, and criminal investigations.

Decision Making: Independent decision-making is involved in this position. The employee makes decisions about resolving citizen concerns and complaints, making arrests, investigating crimes and accidents, and performing daily duties in the most efficient manner.

Supervision: This position is under the general supervision of the Police Department's chain of command (Sergeant, Lieutenant, and Chief). The employee does not exercise supervisory responsibilities over subordinate personnel.

Financial Accountability: This employee is responsible for the safe operation and use of City resources and equipment. This employee does not participate in the annual budget process.

Personal Relations: Daily contact with the general public, outside agencies, subordinate personnel, coworkers, and supervisory personnel is expected.

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adverse working conditions exist with this position. Exposure to hazardous chemicals, explosives, heights, excessive noise, and adverse weather conditions are to be expected. This position contains an element of risk to personal safety while performing day-to-day duties. This employee may be exposed to blood-borne pathogens while investigating crimes or accidents, seizing and preserving evidence, and when assisting ambulance crews. This position is subject to being on call or called out during emergency situations. This position may work nights, holidays, or weekends. Position wears personal protective equipment such as vests, weapons, mace, tasers, prescribed shoes and uniforms.

Physical Requirements: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The ability to pass and maintain all physical activities and requirements of the Kansas Law Enforcement Training Center is required. The ability to express or exchange ideas by means of communication is important in this position. This employee must be able to convey and receive detailed or important instructions from other workers and the general public.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand or walk; use hands to finger, have eye and hand coordination, handle, or feel and reach with hands and arms. The employee is occasionally required to run, stoop, bend, kneel, crouch or crawl. The employee must occasionally lift and/or move, push or pull with or without assistance up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer.

Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.

SIGNATURE AND APPROVAL:



Employee: Date:

Department Head: Date:

City Administrator: Date:
