

City of Richmond Heights

POSITION TITLE: Police Officer

REPORTS TO: Sergeant

FLSA Status: Non-exempt

Pay Grade: 6

POSITION SUMMARY: Performs duties to protect life and property, including patrol, conveyance, investigation, service, and enforcement functions, or special response team officers.

FUNCTIONS OF THE JOB

Essential Functions:

1. Perform preventive patrol, observing for criminal activity, safety hazards, traffic violations, persons needing assistance, etc.; become and remain familiar with patrol areas, known offenders, neighborhood routines.
2. Conduct interrogations or interviews of victims, witnesses, suspects, and offenders; conduct searches of persons, vehicles, places, and things.
3. Identify and arrest offenders, including subduing resistive arrestees; seek and serve arrest warrants, search warrants, and other court documents.
4. Transport, book and process prisoners; identify, seize, process, and package evidence.
5. Appear and testify in court and similar proceedings.
6. Respond to specific requests for ambulance/fire services and assist persons in distress as needed; administer first aid, including CPR, when required.
7. Conduct security inspections and surveys of buildings and businesses and make recommendations regarding security, etc.
8. Take proper safety precautions, anticipate unsafe circumstances and act accordingly to prevent accidents. Responsible for the safety of self, others, and public, as well as material and equipment.
9. May direct the public at scenes of crimes, accidents, disasters, or assemblies.
10. Complete accurate reports and other relevant documentation.
11. Stay current on training, new technologies, and changes in the law.

Marginal Functions:

1. Develop public safety and educational programs.
2. Recognize and correct or report public hazards and inconveniences.
3. May act as senior officer on assigned shift.
4. Assist prosecutors in the preparation of cases for trial.
5. Make presentations to groups and individuals on subjects related to the position's tasks and functions; address complaints made by the public.

Physical/Visual Activities or Demands: Physical/visual activities or demands that are commonly associated with the performance of the functions of this job.

1. Sitting, talking, hearing, walking, stooping, pushing, grasping, kneeling, crawling, reaching, climbing, running.
2. Normal mental and visual attention with normal hand-eye coordination.
3. Corrected vision measured at 20/20. Good depth perception, wide field of vision, good color perception and adequate night vision required.

4. Wide range of physical effort required: continually carry between 10 to 20 lbs. of mandatory equipment, i.e. gun belt and body armor; lift 5 - 60 lb. items; heavy items (over 60 lbs.) may have to be moved.
5. Possible exposure to blood, body tissue and fluid.

Environmental/Atmospheric Conditions: Environmental and atmospheric conditions commonly associated with the performance of the functions of this job.

Undesirable, exposed to all weather conditions, dust and noise.

POSITION QUALIFICATION REQUIREMENTS

Education:

Bachelor's Degree (minimum).

Knowledge of law enforcement and business administration practices requiring some advanced skill knowledge.

Experience:

1 - 3 years of experience involving relations with public.

Knowledge, Skills, and Abilities that may be representative but not all inclusive of those commonly associated with this position.

1. Apply principles of law enforcement to solve problems and deal with a diverse number of variables.
2. Maintain composure and perform effectively under extreme stress conditions.
3. Must be at least 21 years of age.
4. Able to make rapid, accurate, and prudent judgments in the analysis of facts and situations.
5. Perform responsibilities in compliance with all OSHA, HAZMAT, and disease transmission rules and regulations.
6. Able to deal with diverse groups of individuals.
7. Demonstrate personal and professional honesty, integrity and good judgment in work and life experiences.
8. Able to produce clear, concise written reports.
9. Skill in public relations.

Machines, Tools, Equipment and Work Aids that may be representative but not all inclusive of those commonly associated with this position.

Police vehicle equipment, personal protective gear, service firearms, two-way radio, personal computer and related software, and normal office equipment.

License(s)/Certification(s) Required:

Missouri State Peace Officer Certificate, Regional Justice Information System Certificate, Valid Driver's License, documented firearm proficiency.

Desirable: CPR and First Aid Certification.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

"Commonly associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

Applicant Certification:

I understand the description of this job and the essential functions, as given above. I also understand that all of the duties are not described above and that I would perform those above and other related duties as directed by my supervisors. I am not related to any elected or appointed official or employee of the City of Richmond Heights.

Signature

Date

Original Evaluation	Revised by	Revised By
	RP 6/99	MAS 4/04