

## Police Officer

**Definition:** Under general supervision, performs a variety of law enforcement work associated with patrol, traffic control, and routine investigations.

**Essential Functions:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledges, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

### **Tasks:**

Patrols an assigned area of the City in a radio-equipped vehicle to preserve law and order, including checking businesses/residences and discovering/preventing the commission of crimes and enforcing State and municipal laws and ordinances; responds to calls involving automobile accidents, robberies, assaults, fights, domestic disturbances, and other criminal/ activities and civil complaints to secure the crime scene, identify witnesses, conduct preliminary investigations, and generally re-establish law and order at the scene.

Enforces traffic laws and ordinances by checking vehicle speed and issuing warnings and/or citations when violations are observed; prepares reports to document the facts of an incident and facilitate the apprehension, prosecution, and conviction of the perpetrator; appears in court to present evidence and sworn testimony; may serve as a certified D.A.R.E. officer, including enhancing and implementing the national curriculum for drug education for elementary students; may work with K-9 partner.

Arrests, questions, and transports suspects and/or persons with outstanding arrest warrants to City Jail facilities; ensures that arrested persons are processed (booked) into jail in accordance with State and Federal guidelines and Police Department procedures; prepares incident reports regarding all activities to facilitate preparation of prosecutable cases; answers citizen questions regarding City of Joplin Code/ordinances and State/Federal laws.

### **Knowledges, Skills, and Other Characteristics:**

Knowledge of City of Joplin ordinances to be enforced.

Knowledge of State, Federal, and County statutes, codes, and ordinances to be enforced.

Knowledge of law enforcement principles and practices, including investigation, identification, patrol, traffic control, records management, report preparation, and custody of persons and property.

Knowledge of the equipment used in law enforcement, including weaponry, communications, and automotive equipment.

Knowledge of the location of streets and addresses in the City of Joplin.

Skill in establishing and maintaining effective working relationships with other law enforcement agency and regulatory agency/organization staff, City officials, criminal justice system staff, and the public.

Skill in understanding and interpreting complex statutes, ordinances, regulations, and standards.

Skill in preparing reports documenting the facts and actions regarding criminal/civil incidents.

Skill in communicating using a standard two-way radio.

Skill in conducting investigations of criminal activities.

**Police Officer (continued)**

**Physical Requirements:**

Requires medium to high levels of sitting, standing, walking, squatting, lifting, bending, twisting, and kneeling; requires manual dexterity sufficient to operate essential job related equipment such as vehicles, weapons, and other specialized equipment; must be sighted, hearing, and mobile to such a degree as not to compromise safety rules or the safety of self and others while working; requires medium to high levels of carrying, pushing, pulling, reaching, and running; police employees are required to meet all applicable Federal, State and Departmental physical fitness and physical training standards prior to and during employment.

**Qualifications:** Graduation from high school or G.E.D. equivalent; valid driver's license; and possession of current Missouri P.O.S.T. certification OR possession of P.O.S.T. certification from another state and eligibility to obtain Missouri P.O.S.T. certification prior to employment.