RILEY COUNTY POLICE DEPARTMENT

**POSITION DESCRIPTION**

**Position:** Police Officer **FLSA: NE**

**Division:** Patrol **Reports to:** Sergeant -- Patrol

**Date:** September 2004  **Supervisory duties:** No **Grade:** 13a, 13b

**General Description:**

Under general supervision, **c**arries out assignments designed to reduce crime and improve the quality of life for citizens. Provides police services to the community with an emphasis on preventing crime and solving problems.Work varies according to shift assignment. Personal conduct (on-duty as well as off-duty) must be such that it does not bring disrepute or unnecessarily endanger the public’s trust or confidence in the agency or its members.

**Typical Duties:** Responds to citizen calls for service, investigates crimes, interviews victims and suspects, and collects evidence from crime scenes**.** Operates motor vehicle for the prevention of crime and enforcement of traffic laws and regulations, state statutes, and city and county ordinances. Testify in criminal and civil proceedings, helps members of the public in times of need. Prepares reports, issues citations, may serve warrants and civil papers. Apprehend and take into custody cooperative as well as uncooperative persons for the purpose of bringing them before a court of law.

**Supervision-Responsibility for work of others:**

None.

**Essential Job Functions:**

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Effectively carry out patrol activities designed to reduce crime and solve community problems.(Daily)

Ability to work any shift; including nights, weekends, and holidays. (Daily)

Respond to calls for service. (Daily)

Issue written citations, written warnings, and verbal warnings as appropriate. (Daily)

Follow up on cases and other incidents. (Daily)

Protect persons and property. (Daily)

Arrest, secure and protect law violators. (Daily/As needed)

Complete reports pertaining to daily activities. (Daily)

Operate motor vehicle, enter into and exit out of vehicle frequently. (Daily)

Document, and investigate as warranted, crimes and activities, vehicle accidents, and any other action requiring police involvement. (Daily)

Maintain and apply knowledge of current departmental policies, SOP, FOP contract, laws, and regulations and know where to look for information if not known. (Daily)

Maintain and exhibit discretion and integrity at all times and give factual testimony in court. (Daily)

Duties performed may vary according to shift and assignment. Officers serving as School Resource Officer or Canine Officer can also expect and must be able to perform specialized duties as follows:

***School Resource Officer***

Establish and maintain effective working relationships with fellow employees, school administrators, teachers, staff, students, and parents. (Daily)

Act as liaison between school administration and Riley County Police Department. (Daily)

Classroom presentations on law enforcement related issues. (Daily/As requested)

Handling and knowledge of safety and security issues. (Daily)

Working knowledge of search and seizure case law pertaining to schools. (Daily)

Assist with compliance of school rules such as dress code and tardies. (Daily)

Must be available to students, parents, faculty, and community members for general questions regarding law enforcement. (Daily)

Develop trust between students and law enforcements. (Daily)

Ability to work a flexible schedule to meet the demands of the school as well as Riley County Police Department. (Daily)

Monitor school parking lots and surrounding parking lots utilized by students and faculty. (Daily)

Respond to altercations and offenses on campus, school sponsored functions, and surrounding properties, i.e. Sunset Zoo parking lot. (Daily/As needed)

Isolation and de-escalation of problem behavior and ability to distinguish between school discipline or code of conduct and what is a criminal matter. (Daily/As needed)

Attend truancy meetings and obtain probation updates from Community Corrections. (Monthly)

SRO Summary report. (Monthly)

Compiles Activity Log. (Monthly)

May be assigned duties of patrol officer when school is not in session.

School Resource Officers must have two years experience as a patrol officer with Riley County Police Department and must have the ability to attend and successfully complete a School Resource Officer course. School Resource Officers must also be able to interact with school age children and adults, possess strong public speaking skills, and have a working knowledge of case law concerning search and seizure rules in schools.

# Canine Officer

Accompanied by a police dog, provides police services to the community. (Daily)

Ability to physically and vocally control a police dog’s actions. (Daily)

Trains and maintains to standards, provides care for and uses specially trained dogs for law enforcement duties. (Daily)

Maintain records of canines training and performance during call-outs. (Daily)

*Must agree to all terms of current Handler Contract*.

***Civil Process Officer***

Serve criminal and civil court documents, including but not limited to, summons; subpoena’s; garnishments; protection from abuse and restraining orders. (Daily)

Research and affect arrests on individuals with outstanding warrants. (Daily)

Conduct sheriff sales. (As needed)

Review arrests to ensure proper execution of warrants. (As needed)

Court ordered evictions, court ordered recovery of property for businesses, coordinates extraditions. (As needed)

Coordinate with computer personnel, Top 10 RCPD wanted persons on the department’s webpage. (As needed)

Specific duties vary dependant upon whether assigned to serve warrants or civil papers.

**Other Job Functions:**

Other duties that all officers may be required to perform include, but are not limited to, service of civil process documents, inspect vehicle and equipment for serviceability and report any missing and/or damaged equipment.

**Will be required to perform other duties as requested, directed, or assigned.**

**Failure to support the agency’s mission, uphold the oath of office, behave in a manner that supports the Police Officer’s Code of Ethics, comply with preconditions for original employment or to display due regard for the civil liberties of any persons will lead to removal with or without fault.**

Essential skills/knowledge

Must be able to pass Kansas Law Enforcement Training Center (KLETC) and completion of the department’s PTO program. Must be able to work in all types of weather and conditions. Must be able to interact with a diverse population. Must have strong written and verbal communication skills. Must be able to think logically and quickly during an emergency. Must be able to organize information and prepare written reports.

**Physical Demands of Essential Job Functions:**

Work is indoors/outdoors.

Heavy lifting or exertion of heavy items probable.

Must be in good physical condition.

Must be able to climb inclines, ladders, uneven surfaces, balance required.

Frequent bending/stooping.

Must be able to enter and exit out of vehicles, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers.

Must be free of achromatopsia color blindness.

Mental alertness.

**Environmental Demands of Essential Job Functions:**

**Inside/Outside:** Adverse conditions probable.

**Cold/Heat:** Adverse conditions probable.

**Wet/Dry:** Adverse conditions probable.

Fumes/Dust/Odors: Moderate exposure. May be exposed to hazardous material and/or body fluids.

Regular exposure to blood borne pathogens and hazardous material.

Incumbent must maintain and exhibit discretion and integrity at all times.

**Minimum Requirements:**

1. US Citizen.
2. Must be 21 years of age at the time of hire.
3. High School Diploma or GED.
4. Valid Kansas Drivers License.
5. Must be able to pass all pre-employment requirements to include, but not limited to, physical agility test, drug test, CVSA, and extensive background check.
6. Must be free of achromatopsia color blindness.
7. No felony convictions or expunged conviction and, on and after 1 July 1995, has not been placed upon diversion by any state or the federal government for a felony offense or misdemeanor crime of domestic violence or its equivalent under the uniform code of military justice. (KSA’s 74-5605 and 74-5616).
8. Must meet residency requirements in accordance with department policy.
9. Ability to type 16 wpm on standard computer keyboard.

The above position description describes the duties of the position in general terms. It does not necessarily describe all of the duties of the position, nor does it imply or represent any form of an employment contract.