



JOB DESCRIPTION

Police Officer I

Updated March 2024

JOB TITLE: Police Officer I

JOB TYPE: Police

REPORTS TO: Patrol Sergeant

SALARY RANGE: \$41,400 - \$64,170

Job Overview

Police Officer I provides law enforcement and public safety services to the community to include the enforcement of state and local laws, statutes and ordinances, criminal and crash investigations, crime prevention, and traffic enforcement. Areas of assignment include patrol and traffic enforcement, investigations, DARE/SRO and administration. This position requires independent judgement with superior decision-making skills.

Under general supervision, to perform law enforcement and crime prevention work for the protection of life and property; to maintain order, enforce laws and ordinances, protect life and property within the City by performing a combination of duties: suppressant crime patrol, directing traffic, issuing citations, summonses, investigating traffic accidents, apprehending and arresting suspects, processing prisoners, and protecting crime scenes; and to perform general and specific assignments from superior officers in accordance with established rules and procedures; provide quality police service to all citizens, visitors, and businesses in an efficient and professional manner. Perform other duties as required.

Essential Duties and Responsibilities

- Responsible for the enforcement of federal, state and local laws, including traffic ordinances.
- Assists in the investigation of crimes using state and federal established practices, procedures and techniques. Responsibilities include photographing of crime scene, collection of DNA and physical evidence, fingerprinting and maintaining precise and accurate documentation of investigations.
- Assists the police department in educating the public on the City's Code, ordinances and state statutes. Responsible for completing clear and concise work related reports in a timely manner.
- Protects the lives and property of Osawatomie residents by participating in preventive, proactive patrol by vehicle, bicycle, and on foot, including surveillance of high crime/incident areas, after-hours patrol of businesses, and house watches.
- Investigates vehicular crashes including directing traffic at crashes, coordinating removal of disabled vehicles and dispatching emergency medical personnel if applicable.
- Administers first aid and emergency medical care to individuals requiring medical assistance when needed until emergency medical personnel arrive on scene.
- Assists in the investigation of missing persons, civil matters and noise disturbances.

- Retrieves pertinent information from emergency and non-emergency calls. Accurately communicates pertinent information to other officers and dispatch by radio, using equipment, codes, and procedures properly to ensure clear, concise, and efficient transmission.
- Responsible for the proper care and use of assigned patrol vehicle, department equipment and weaponry. Maintains and ensures department vehicle, equipment and weaponry is in proper operating condition. Ensures equipment maintenance is completed and follows proper storage procedures.
- Participates in community outreach initiatives and programs sponsored or facilitated by the police department.
- Performs non-criminal public safety services to the community.
- Participates in the facilitation or administration of a department program that serves the Police Department and/or promotes the City of Osawatomie Police Department within the community.
- Reviews and trains to maintain current levels of operations knowledge, stays abreast of continuous changes to laws, statutes, and ordinances, enhances knowledge and learning new skills in relation to public safety.
- Employee may be required to report for duty in response to a local, state or national emergency.
- Employee may be required to assist in criminal investigations outside of the City of Osawatomie and/or outside of normal scheduled work hours.
- Employee may be asked by the supervisor to perform other duties that are not listed but are essential to the job.
- Employee may be assigned to responsibilities of one of the following specialty units:
 - DARE/School Resource Officer (SRO)
 - Investigations
 - K-9 Handler
 - Traffic Unit
 - Warrant Service Officer/Team
- Employee must perform all other duties as assigned.

Section 1: Minimum Job Requirements

- Applicant must pass psychological examination.
- Applicant must pass physical examination.
- High school diploma or General Education Development (GED).
- Kansas Law Enforcement Training Certification or equivalent.
- Maintain 40 hours of continuing education annually.
- 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 certified.

Section 2: Additional Job Requirements

- 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 and predictably.

- 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, complete and check reports and documents, develop department policies and procedures, understand and anticipate problems, and read and interpret manuals, legal documents, reports, and written instructions is required.
- Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheets, databases, global-positioning equipment, and software downloads from systems, etc.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to solve highly complex problems and deal with a variety of variables.
- Ability to work in a team setting is required.
- 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 is required.
- Skill in public relations, supervisory, organizational, managerial, oral and written communication.

- *Problem Solving*

Independent problem-solving is a factor in this position. This employee will encounter situations involving violence, citizen complaints, traffic stops and irate subjects.

- *Decision Making*

Independent decision making is involved in this position. This employee makes decisions about resolving citizen concerns and complaint, making arrests, investigating crimes and accidents, and performing daily duties in the most efficient manner.

- *Supervision*

This employee is under the general supervision of the Patrol Sergeant. This 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, co-workers, and supervisory personnel is expected.

Section 3: Preferred Qualifications

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.

Section 4: 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 or hear. The employee is frequently required to sit; stand or walk; use hands to finger, 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.

Section 5: Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Working conditions will be unpredictable and employee must be willing to adapt to any circumstances. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Section 6: Work Schedule

Police services are provided 24 hours a day, 7 days a week, 365 days a year. Police schedules are typically rotating shifts. Officers are required to work either 8 hour shifts, 10 hour shifts or 12 hour shifts, whatever is needed. Officers are subject to Call-Out with a minimum 1 hour response time.

Section 7: Personal Knowledge, Skills, and Abilities

The City of Osawatomie has identified the following employee core competencies that allow and encourage innovation, learning and improvement in both internal and external City services. These core competencies allow the City to accomplish the programs and strategic goals set by the organization in accordance with the organizational values. The core competencies are included in the performance assessment and review processes. Every successful employee is expected to demonstrate each of the following core competencies:

- *Personal Accountability*

Accepts responsibility and is accountable for his or her actions. Acts in ways that support honesty and upfront dealings with his or her work and maximizes the use and efficiency of time and resources. Completes tasks independently and in a timely manner. Meets attendance and punctuality guidelines.

- *Communication*

Clearly and concisely presents oneself both verbally and in writing assuring that others understand the intended message. Keeps appropriate people accurately informed and up-to-date of both positive and potentially negative information. Appropriately expresses one's own opinion. Refrains from immediate judgment and criticism of others' ideas. Delivers criticism in a way that demonstrates sensitivity to the feelings of others and waits for others to finish their intended message before responding. Writes concise correspondence when required. Understands of the importance of non-verbal communication and presents oneself in an appropriate manner.

- *Job Performance*

Maintains functional knowledge for position including experience, education, situations and systems. Follows City and Department policies and procedures regarding work performance as defined by the Department.

- *Initiative and Innovation*

Recognizes and pro-actively addresses opportunities to improve. Takes independent action within his/her scope of responsibility. Looks for opportunities to learn from others or on-the-job and applies new skills and knowledge to daily work. Applies and/or shares ideas about new trends, technology of data to improve organizational performance or customer service.

- *Leadership (Non-Supervisory)*

Willingly cooperates and works collaboratively toward solutions that best benefit all involved; works cooperatively with others to accomplish City and department goals. Willing to take a pro-active stance and/or leadership role. Puts goals of the City and/or department ahead of personal agenda, and supports and acts in accordance with City or departmental decisions even when such decisions may not entirely reflect personal position. Works to understand decisions, the reasons behind decisions, and is able to communicate them. Solicits the input of others who are affected by plans or action and gives credit and recognition to others who have contributed. Is able to provide guidance of direction through informal leadership, moving towards shared goals and objectives.

Section 8: Benefits Available

This position is eligible for a full benefits package within the City of Osawatomie, and is eligible for the KPERS program. This position may, at the discretion of the Chief of Police, be eligible for certain other benefits such as a cell phone stipend, car allowance, or other benefits related to the cost of duties associated with the role.

Section 9: Other Information and Disclaimer

Department	Police Department
Division	Police Department
Type	Full-Time
Pay Rate Type	Hourly
Weeks Per Year	52
Hours Per Week	40
KPERS Eligible	Yes
CDL Required	No
Random Drug Screen	Yes
Clothing Allowance	Yes
Drug Test Requirement	Yes
Physical Requirement	Yes
Background Check	Yes

Disclaimer

The included statements are intended to describe the general nature and level of the work performed by employees assigned to this position. It is not designed to contain or be interpreted as a complete or exhaustive list of duties, responsibilities, or qualifications. The City of Osawatomie reserves the right to amend and change responsibilities of job descriptions to meet business and organizational needs as necessary. The job description is not a contract or guarantee of employment.

The City of Osawatomie is an Equal Opportunity Provider and Employer.

Please contact the Human Resources Department at info@osawatomieks.org or 913-755-2146 if you require reasonable accommodation to apply or need additional information.