

**KANSAS CITY MISSOURI POLICE DEPARTMENT  
JOB DESCRIPTION**

**8064**

**TITLE:** Police Officer

**DIVISION/UNIT:** As Assigned

**REPORTS TO:** Sergeant

**DATE:** May 2022

**PAY RANGE:** \$4,187 to \$6,958

**FLSA:** Non-Exempt

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**JOB OBJECTIVES:** (Purpose of the position.)

Provide law enforcement and public safety to the community to include: the protection of life and property, enforcement of laws and ordinances, traffic enforcement, crime prevention, patrol activity, accident investigation, resolution of domestic and other disturbances, and prosecution support. All assignments require tactful and respectful treatment of the public and conscientious and efficient performance of duties. Work is reviewed by a sergeant and/or commanding officer through observation, inspection, and through both oral and written reports.

All current sworn members and applicants for the position of Police Officer must be capable of performing the essential functions of the position. The essential functions are set forth below.

**ESSENTIAL JOB FUNCTIONS:** (Functions essential to attaining job objectives.)

1. Perform telecommunication skills. Monitor and operate telecommunication system (e.g., vehicle radio, hand-held radio, mobile data terminal, and mobile devices) to stay aware of and respond to routine and emergency communications. Communicate effectively with dispatchers, supervisors and officers. Monitor radio to ensure awareness of all unit status locations and need for assistance; monitor radio to record description of stolen vehicles, missing persons, armed felons and emergency situations; use handheld radio and mobile devices when out of vehicle; coordinate searches and call for back-up as necessary, check criminal history and driving record of suspects and coordinate apprehension of suspects. Conduct a computer search of persons taken into custody and retrieve data from mobile data terminal. Enter data on computer in police vehicle, read and interpret information on computer screen.
  
2. Perform verbal communication. Must communicate the English language effectively during duty situations to include, but not limited to: responding to general questions from the public; clarifying information regarding traffic tickets; resolving domestic disturbances; advising suspects of their constitutional rights; placing suspects under arrest; negotiating with subjects to surrender; counseling distraught individuals; processing DUI arrests; testifying in court; exchanging intelligence information with other police agencies investigating crimes; Interrogating suspects;

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providing crime prevention information; explaining social services available to victims; and establishing a professional rapport with the community. Develop relationships with local, state and federal law enforcement agencies, the various court systems, and civic groups to maintain a cooperative law enforcement atmosphere. Meet with groups of residents or business people to discuss local crime, traffic, and related neighborhood problems and suggest steps they can take to combat crime and improve conditions in the community. Meet with community organizations to develop and administer crime prevention programs (Neighborhood Watch, Operation Identification, Business Crime Watch). Work with school and community leaders to prevent and/or control school violence. Contact and work with appropriate agencies to initiate corrective action for urban blight and decay, such as vandalized vacant buildings, graffiti, abandoned vehicles, refuse in the streets, downed utility poles, trees and fences. Respond appropriately to requests from news media for information.

3. Respond to emergencies at high speeds in a patrol vehicle, sometimes through heavy traffic, using emergency lights and sirens. Operate vehicles in a safe manner in various conditions (e.g., patrol, traffic, bad weather) to perform work-related activities (e.g., follow suspicious vehicles, engage in pursuit and patrol activities); monitor and use radio during emergency and pursuit driving; notify dispatcher of pertinent information while involved in a pursuit; analyze situation to determine need for medical or back-up assistance; use emergency equipment to signal traffic stop; and use radio to broadcast suspect description and direction of flight.
4. Tactical operation and use of department vehicle. Operate department vehicles in a safe and effective manner; use emergency equipment and lights to signal traffic stop; tactically position vehicle behind stopped vehicle; use vehicle to control traffic by blocking intersection; navigate patrol vehicle to arrive promptly and safely at dispatched location; remove hazards from roadway in order to facilitate safe vehicle and pedestrian traffic flow and prevent accidents.
5. Maintenance of patrol and other department vehicles. Inspect vehicle for safe and efficient operating condition; operate fuel pumps and fill fuel tank; enter and exit vehicle quickly without assistance; operate vehicle in a safe and effective manner; utilize fire extinguisher as appropriate; acquire and store shotgun and rifle in vehicle rack; recognize and avoid potentially hazardous situations; take vehicle in to Fleet Operations for required maintenance as scheduled; clean interior and exterior of vehicle.
6. Perform general patrol duties. Navigate patrol vehicle to arrive promptly at locations; read and interpret street maps or written street guides in order to find an address of dispatched location; memorize essential information such as suspect descriptions, vehicle descriptions, and modus operandi provided in crime broadcasts, in order to identify wanted vehicles or persons; gather and record information; effectively use radio, telephone equipment and mobile devices; recognize the need for and request back-up assistance in potentially hazardous or emergency situations;

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respond to emergencies or crimes in progress to provide assistance to victims, apprehend suspects, secure scene and obtain information from witnesses; make an accurate assessment of dangerous situations, evaluate alternative causes of action, act decisively to protect self and others from harm and property from damage; respond as back-up for traffic stops or crimes in progress to provide support the first responder (e.g., render aide, secure scene); observe locations of streets and businesses to develop knowledge of patrol areas; perform vehicle stops to effect arrests or check suspicious persons or vehicles; maintain surveillance on suspicious vehicles; patrol locations on beat (e.g. parking lots, neighborhoods, streets) to ensure citizen safety and prevent theft, vandalism, and damage to personal property; patrol areas to detect liquor violations; arrest persons with warrants or make warrantless arrests; conduct searches in a variety of settings (e.g., businesses, residences, outdoor areas) to find wanted persons or suspects; observe and interpret the behavior and interactions of individuals or groups to identify signs of criminal activity; perform foot patrol, check windows and doors (e.g., climb through openings [windows], climb or jump over obstacles [fence, ditch], crawl in confined places, use bodily force to gain entrance through barriers [locked doors], climb ladders to examine roofs for evidence of criminal activity); analyze situations to determine whether a crime has been committed and whether an arrest should be made; investigate alarms; identify truants and take appropriate action (e.g., return them to school, notify their parents/guardians, notify truancy officer); develop and maintain contact with criminal sources (e.g. informants, undercover contacts, criminal elements) within departmental policies and guidelines in order to assist in the investigation of criminal activities; review information (e.g., statistics, crime maps, crime reports) to determine areas in need of selective enforcement; determine appropriate referral and disposition in domestic cases; perform searches to include frisk searches; differentiate between criminal and civil law; react quickly to danger and adapt to different people, behavior and circumstances; use police vehicle to prepare reports; make entries in activity log.

7. Apprehension, arrest, and charging of suspects. Make decision to approach, stop or detain an individual while adhering to principles of reasonable suspicion and probable cause; negotiate with suspect to persuade surrender; prevent escape of a person who has committed or attempted to commit a crime, use impact weapons (e.g., lethal or non-lethal munitions) to control combative persons and/or to accomplish a lawful objective; pursue fleeing suspects on foot through buildings and outdoor locations; restrain suspect or prisoners to prevent escape; wear body armor; fire weapon to defend own or others' life; maintain control over persons in custody. Use firearms safely and accurately as set forth in Department policy regarding the use of deadly force; take necessary action to disarm an armed suspect; subdue resisting or attacking persons using locks, grips or holds; use hands or feet in self-defense; restrain emotionally disturbed person for transport; consider physical and social environment, type of violation, department policies and probable outcome of attempted enforcement, in determining the type and level of force required to take suspects into custody; use pepper spray or other chemical agents to control persons or as a part of crowd control techniques; execute arrest warrants; advise suspect of Miranda rights;

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review documents of arrest before transporting subjects to detention unit; use police vehicle to prepare reports; transport suspect(s) to jail; book suspect(s) into appropriate facility; photograph and fingerprint persons in custody; take persons detained by citizens (e.g., private security personnel, merchants) into custody; preserve and transport physical evidence; and provide first aid and summon emergency medical care for persons in custody; make entries in activity log; notify other law enforcement jurisdictions about apprehension or fleeing of suspects.

8. Utilize proper search and seizure procedures and guidelines. Search persons, vehicles, structures, or areas for contraband, criminal activity, or wanted subjects. Compose search warrant affidavit to obtain warrant; search apprehended suspect to obtain weapons or contraband; identify and collect evidence to prevent contamination; conduct frisk searches for officer safety; conduct inventory searches and strip searches as necessary; investigate sources of odor to include smoke, drugs and alcohol; coordinate building checks/searches and enter rooms with caution; recognize sounds that should be investigated and determine proper origin (e.g., breaking glass, angry or fearful voices, gun shots); safely cover entrance(s) of building where suspect is hiding; physically examine abandoned vehicles to assess damage or identify ownership; articulate probable cause for warrant to prosecutor, properly conduct and document searches; identify and collect physical evidence; identify and contact owner of property to notify of crime and obtain signature to acknowledge evidence seized in search; participate in large-scale area search parties for persons or evidence.
9. Traffic enforcement and stops. Operate department vehicle in a safe and effective manner; visually observe traffic violations and effect stops; inspect operator's license, insurance card, and registration to confirm identify of driver, valid current insurance, and establish vehicle ownership; investigate source of odors to include alcohol and drugs; perform vehicle stops to effect arrests or check suspicious persons or vehicles; recognize persons under the influence of alcohol and drugs; recognize traffic violations; respond as back-up for traffic stops or crimes in progress to provide support to the first responder (e.g., render aide, secure scene); recognize the need for and request back-up in potentially hazardous or emergency situations; understand legal standards and comprehend laws; react quickly to danger; issue traffic summons; communicate effectively with dispatch; remove hazards from roadway in order to facilitate safe vehicle and pedestrian traffic flow and prevent accidents; employ techniques for directing and controlling traffic that facilitate vehicle and pedestrian traffic flow and prevent accidents; consider different traffic flows, road and weather conditions and time of day when enforcing observed traffic violations; monitor drivers, vehicles and pedestrians to identify traffic law violations or driving irregularities and to determine the need for additional action; estimate driver's capacity to operate vehicle due to factors such as age, emotional state, physical stature or handicap; visually estimate speed of vehicles to determine if a motorist has violated posted speed limits; determine speed of vehicles using appropriate equipment (if certified); conduct traffic stops for traffic and vehicle code violations; coordinate activities at scenes of traffic accident investigations; investigate traffic

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accidents in order to locate and collect evidence and obtain statements from victims and witnesses; advise motorists of information needed for proper reporting of collision to authorities and other relevant parties (e.g., insurance providers); explain state vehicle laws and procedures to citizens; observe and report malfunctions of street lights and traffic signs/signals; issue citations for traffic and non-traffic offenses; move or coordinate the movement of disabled vehicles to a safer location; transport emergency supplies (e.g. road flares) or equipment to needed locations; provide assistance to motorists who may be lost, in need of tow truck, repair or other services; answer questions to clarify complaint or Notice to Appear; arrange for disposition of vehicle as necessary; physically examine abandoned vehicles to assess damage or identify ownership; operate hand-held or mobile radar unit to include manipulating tuning forks to calibrate radar; make entries in activity log.

10. Perform accident investigation duties. Operate department vehicles in a safe and effective manner; use emergency equipment and lights; analyze immediate situation to determine medical or back-up assistance required; provide medical assistance to persons in need at the scene of an emergency (e.g., render first aid, perform CPR, and assist with childbirth); communicate effectively with dispatch; inspect operator's license, insurance card, and registration to confirm identify of driver and vehicle ownership; question drivers and witnesses separately to obtain circumstances of accident, direct drivers to exchange pertinent information; advise motorists of information needed for proper reporting of collision to authorities and other relevant parties (e.g., insurance providers); arrange for disposition of vehicles as necessary; direct traffic at accident scene; recognize drivers under the influence of alcohol or drugs; personally deliver emergency messages to citizens; inspect and document damages to vehicles; issue citations as necessary; complete reports and diagram collision scene.
11. Detect and apprehend DUI suspects. Operate department vehicles in a safe and effective manner; use emergency equipment and lights; patrol areas to detect liquor violations; monitor and use vehicle radio while operating vehicle; make safe and effective traffic stops; speak to driver to request driver's license, insurance card, and registration; administer field sobriety tests (drug or alcohol) to assess driver's capacity to operate his/her vehicle; request driver to perform preliminary breath test; arrest suspects; read Miranda rights; communicate with passengers and witnesses; complete paperwork; arrange for transportation of DUI arrestee to police department for booking; obtain breath test or urine samples from suspects for sobriety tests; analyze results of Blood Alcohol Content (BAC) test; operate video recorder; perform booking procedures; recognize signs and symptoms of impaired (e.g., alcohol or drugs); make a sound case within lawful procedural guidelines.
12. Handle domestic and other disturbances. Analyze immediate situation to determine if medical assistance or back-up is necessary; request parties to cease altercation and separate disorderly persons/offenders from other persons at scene of disturbance (e.g., domestic disturbance, public events); restore order after responding to disturbance call; provide resources and information to

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persons involved in actual and potential interpersonal conflict to offer alternative courses of action; explain reasons for law enforcement actions in appropriate detail to suspects and other concerned persons to ensure accurate comprehension; respond to an emotionally disturbed and/or dangerous person calls and take appropriate action; determine if emotionally disturbed person is dangerous to himself/herself or others; analyze situation and mediate between parties to arrive at temporary solution; provide appropriate advice to persons who may be temporarily emotionally distraught or may have long-term adjustment problems, confine advice and suggestions to areas of professional competence and factual content; counsel distraught individuals; question witnesses to locate suspect; gather information quickly; keep peace during large-scale civil disturbances (e.g., labor strikes, protests, demonstrations); control crowds, groups or spectators at a crime or emergency scene or at a public event; allow only authorized persons to pass through police lines and barricades; use physical force to separate and disarm disputing parties; use physical force and deadly force in accordance with law and department procedures; administer first aid to provide emergency medical assistance; execute arrest warrants; conduct frisk search; place individuals under arrest; determine need for additional intervention; contact appropriate officials; determine whether child abuse or neglect is occurring; place minors in protective custody (e.g. abuse, court order); provide emergency assistance to the public by driving persons from one location to another (e.g., women's abuse shelter); differentiate between criminal and civil matters.

13. Perform criminal investigation duties. Be aware of locations and times criminal activity and social disorder is most likely to occur in a particular patrol area; complete field interrogation, question victims and witnesses to obtain suspect description and identity; request records checks to confirm identify, prove ownership of property, check for warrants, or confirm information broadcast via dispatch; question witnesses to obtain possible additional leads; analyze and verify information obtained from persons in the course of investigation; summarize verbal information in writing (e.g., witness statements, conversations, interviews); record identifying information (e.g., names, addresses, phone, date of birth) of all witnesses of an incident; re-contact victims and witnesses to obtain additional information; question suspect in accordance with appropriate interrogation methods within legal limits and Department guidelines; inform suspect of the specific crimes with which they are being charged according to federal, state, and departmental policies and guidelines; determine which criminal charge(s) are appropriate by evaluating elements of various offenses; complete report; secure and control access to crime scenes; give instructions to employees and residents who are involved in a barricade situation; complete physical evidence/property inventory report form; determine need to contact additional resources (e.g., detectives, crime lab, canine, supervisor) at a crime scene; determine whether probable cause to obtain a search warrant exists; inform supervisor of situation encountered, providing details and answering questions, using notes and recall of events as they occurred; search persons and premises; remember and recognize wanted and missing persons; remember factual information during interrogation; disseminate intelligence information to other agencies.

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14. Perform crime scene duties. Conduct thorough interviews quickly and accurately to collect information or evidence from witnesses and suspects; analyze immediate situation to determine if medical or back-up assistance is required; secure and control access to crime scene to protect from contamination; analyze crime scene to locate point of entry and exit, weapons or devices used, signs of forced entry, etc.; process and collect evidence at crime scene; mark and package evidence; operate camera; assist with traffic and crowd control; contact appropriate officials; analyze and interpret evidence.
15. Transport prisoners, victims, witnesses and others. Operate vehicle in a safe and effective manner when transporting suspects, arrestees, juveniles to detention center, crime victims for identification of suspect(s), intoxicated persons to detox center or medical facility; search suspects before transportation; physically restrain persons in custody within legal limits and department guidelines and maintain control over person being transported; transport prisoners or inmates to and from correctional facilities while maintaining maximum security; search vehicle after transportation; obtain personal information from prisoners for booking purposes.
16. Exhibit safe and appropriate use of firearms. Clean and inspect firearms; fire and qualify with firearms at the range or when engaged in required training; load and unload firearm; handle suspects and contraband weapons safely; use firearms safely and accurately for training purposes and for operational reasons as set forth in Department policy regarding the use of deadly force; make life or death decisions under stress; react quickly to danger; maintain physical agility and exercise caution; control fear in potentially hazardous situations. Maintain firearm safety at all times on and off duty.
17. Use of defensive tactics and restraining equipment. Must be able to wear all department issued equipment and uniforms, body armor, protective gas mask, carry and handle police baton and conducted energy weapon (CEW), place handcuffs on prisoners safely, physically subdue and control suspects. Use defensive tactics taught by department. Understand and apply legal standards concerning use of firearms and use of force; make decisions under stress; maintain physical agility, disarm persons safely and react quickly to danger.
18. Use of protective equipment. Don gas mask and obtain proper seal. Enter hazardous/contaminated environments with reduced visual and respiratory abilities, maintain perimeter/security duties, operate as an arrest team member, utilize shield and baton in an offensive and defensive confrontation, handle combative and non-compliant subjects, and perform arrest functions. Clean, maintain and store gas mask properly.
19. Perform oral interrogations and interviews. Communicate effectively in the English language; effectively use telephone equipment and mobile devices; question complainant to ascertain nature of call; interview disputing parties to obtain circumstances, suspect information and evidence; advise suspects of Miranda rights; question drivers and witnesses separately to obtain

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circumstances of accidents; collaborate with another officer to effectively interview witness; record, interrogate and interview individuals; interview crime scene principals and witnesses; obtain information from distraught or reluctant person; adjust interrogation of suspects to suspect's personality and prior knowledge of suspect's behavior; understand and apply legal standards; apply knowledge of mediation and intervention techniques in domestic and other disturbances; relate to juveniles; communicate with non-English speaking individuals through foreign language interpreters.

20. Write reports. Communicate effectively in the English language by writing reports (e.g., crime, arrest, collision, DUI) by using the appropriate forms, filling in the relevant information, and writing narrative elements of the crime or incident, the alleged victim or witness statements and investigation; complete arrest forms to notify detention personnel of suspect identification; complete property report to identify evidence, list evidence obtained and location to document chain of custody; draw diagrams on reports to depict accident scene; make complete statements; read and interpret criminal codes, case law, department policies and procedures and/or other materials to increase current knowledge and ensure proper legal action and charges; organize facts; accurately complete reports, summons and other forms; classify crimes according to NIBRS (National Incident-Based Reporting System).
21. Record, read, comprehend and communicate non-report information. Attend roll-call meetings and record information given; complete field interrogation contacts to identify suspicious persons; complete requests for state laboratory tests; issue citations and Notices to Appear; compose search warrant affidavits; take notes on interviews and searches, gather and record information; mark and package evidence; make complete statements; read, comprehend and enforce municipal codes, state statutes and federal laws while taking into consideration the circumstances and seriousness of the crime; analyze and interpret evidence; read and comprehend written documents (e.g., incoming mail, inter-office memos, departmental manuals, training bulletins, reports, etc.); read forms and documents (e.g., warrants, civil process papers) for completeness and accuracy; read and interpret coded material (e.g., NCIC printout, DMV drivers' records); prepare information for federal, state, and local law enforcement officials and agencies; participate in meetings with other officers (e.g., briefings, departmental staff meetings); communicate with supervisor during shift (e.g., to receive directions, seek advice); attend in-service training to increase job knowledge and enhance skills; perform simple mathematical calculations (add, subtract, multiply, divide); provide performance feedback to other officers (e.g., probationary officers, new officers, or trainees); provide on-the-job training to other officers, recruits, reserves and/or civilians; maintain calendar to track and attend required court appearances and meetings.
22. Court preparation and testimony. Communicate effectively in the English language; meet with prosecutors to clarify facts prior to trial; respond to questions from prosecutors, defense attorneys and judges; recall and review relevant case documents (e.g., citations, reports evidence) and discuss the facts of the case with other individuals (e.g., officers, prosecutor, witnesses, victims,

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- judges) prior to testimony; recognize physical evidence and persons during testimony; understand and apply legal principles; comprehend laws and abstract concepts; organize facts and provide accurate testimony under stress; sign for subpoenas in order to acknowledge receipt.
23. Citizen interaction. Refer public to criminal justice and social service agencies; suggest crime prevention methods to public; visit businesses to promote positive police contact; counsel distraught individuals; receive incoming calls from the public; deliver death notifications and other emergency messages; communicate with juveniles; perform foot patrol; counsel victims of crime.
  24. Perform non-criminal law enforcement duties. Escort funeral processions, VIP's and ambulances; respond to medical emergencies; deliver death and other emergency messages; respond to general questions from the public; make area alerts and evacuate citizens; observe streetlight and road hazards to report to City engineering; subdue emotionally disturbed persons; respond to fire calls to block traffic and provide security to evacuated areas; search for missing persons; administer first aid and other emergency medical care.
  25. Perform crime prevention and public relations duties. Visit businesses to promote positive police contact; respond to general questions from the public; indicate to citizens the desire for contact; inspect bars and drinking establishments for violations; inspect homes for security; perform foot patrol and establish rapport with community.
  26. All police officers are required to keep personal information (address, phone numbers, etc.) up-to-date in accordance with PPBM 933. Anytime an officer is contacted by a department representative by phone or any other means, they will promptly answer or return the phone call or text message as soon as possible.
  27. The police officer must have reliable/predictable attendance, be physically and psychologically capable of working the days and hours necessary to perform all assigned responsibilities and tasks (work overtime before and after normal tour-of-duty when required); must have the ability to work overtime for mobilization, call-out, stand-by responsibilities, special assignments, or as directed by the chain of command; must have the ability to work overtime with short notice; must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable; must be available to communicate respectfully with subordinates, supervisors, the public, vendors and any other person or organization with whom interaction is required to accomplish work and department mission and goals.
  28. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an

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incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

**KNOWLEDGE/SKILLS/ABILITIES:** (General qualifications required to perform essential functions.)

Education, Special License(s)/Certifications, Residency:

- High school diploma or GED
- Minimum age 21 upon graduation of Regional Police Academy
- US Citizen
- No felony convictions or serious misdemeanors
- All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during the full term of their employment with the Department.  
<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>
- Possess a valid driver's license to operate a motor vehicle and have the ability to operate department vehicles safely within specific vehicle operating procedures and department standards.
- Completion of all requirements and performance standards for graduation from the Regional Police Academy.
- Must meet Missouri Peace Officer Standards and Training (POST) licensure requirements and maintain POST licensure throughout employment.
- Operate a firearm as specified by the department's firearm certification requirements.
- Must successfully complete medical examination and physical fitness standards, a psychological evaluation and polygraph examination as set forth by Department policy.

Experience:

- None

Supervisory Responsibility: (Direct or Indirect)

- None

Knowledge:

- Geography of Kansas City, Missouri and immediate metropolitan area; the location of buildings and areas requiring more than usual police attention.
- Have a working knowledge of laws, Missouri State Statutes, municipal ordinances and department policies and procedures.

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- Ability to learn how to use computer hardware and software in a variety of situations.
- Perform basic mathematical calculations.

#### Skills:

- Communicate effectively in the English language, both in writing and orally.
- Understand and recognize other cultures, races, ethnicities and backgrounds. Show empathy to persons in need of assistance.
- Communicate clearly and concisely in a variety of situations using verbal, auditory, visual and writing skills. Required to project vocally to maintain order at disturbances, accidents, crime scenes, or over other background noises as needed.
- Understand and carry out verbal and written orders.
- Observe situations analytically, impartially, and objectively and to record them clearly and completely; must use sound logic and independent judgment to react quickly and appropriately in dangerous and emergency situations and in problem solving.
- Display truthfulness, integrity, and exhibit ethical behavior through being reliable, punctual, accurate, and by assuming one's share of the workload. Members must be honest and impartial, refraining from accepting bribes or "favors", or using one's position for personal gain. Includes understanding the necessity for ethical behavior in public and private matters and the impact of misconduct, improper law enforcement, and acceptance of gratuities upon the community.
- Operate department vehicles in a safe and effective manner.
- Operate a 2-way radio, radar equipment, make and receive phone calls.
- Operate mobile data terminal, computer, and mobile data devices.
- Perform basic first aid and CPR.

#### Physical, Cognitive and Psychological Requirements

All sworn members successfully must complete and maintain the physical, cognitive and psychological health standards developed by the Department to allow for the successful performance of the essential functions of this position

Some specialized assignments have additional physical and/or psychological health requirements to successfully perform the essential functions of those positions (i.e., Bomb and Arson, Canine, Helicopter, Mounted Patrol, Tactical Response and Undercover Sections). The additional physical and psychological standards are maintained separately from this document and are incorporated herein by reference.

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ACTIVITY	FREQUENCY	DESCRIPTION
Standing	Constant	Even and uneven surfaces
Walking	Constant	Even and uneven surfaces
Running	Occasional	Even and uneven surfaces
Sitting	Constant	Motor vehicle operation
Driving	Constant	Motor vehicle operation
Bending	Frequent	Various postures required to complete duties
Stooping	Frequent	Various postures required to complete duties
Twisting	Constant	Both in and out of vehicle
Kneeling	Occasional	Various postures to complete duties
Squatting	Occasional	Various postures to complete duties
Crawling	Occasional	Various postures to complete duties
Climbing	Occasional	High surfaces, fences, ladders
Jumping	Occasional	Various postures to complete duties
Stairs	Frequent	Various environments encountered

**LIFTING**

WEIGHT	FREQUENCY DURATION	HEIGHT	DESCRIPTION
25 lbs.	Variable/occasional	Floor to chest	Duty bag, misc. items, 1 or 2 hand lift
30 lbs.	Variable/occasional	Floor to shoulder	Misc. equipment, rifle, misc. items
Up to 125 lbs.	Variable/occasional	Floor to waist	Ammo, body armor, dog, misc. items

**CARRYING**

CARRYING	WEIGHT	DISTANCE	FREQUENCY DURATION
Person	Variable	Up to 100 yards	Variable/occasional
Misc. Items	Up to 125 lbs.	Up to 100 yards	Variable/occasional

**PUSHING/PULLING**

PUSHING/PULLING	FORCE	FREQUENCY DURATION	DESCRIPTION
Pushing	Up to 100 lbs.	Occasional	Car, boat, trailer, misc. items
Pulling	Up to 100 lbs.	Occasional	Car, boat, trailer, misc. items
Pushing & Pulling	Variable	Occasional	Person(s)

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**REACHING**

<b>REACHING</b>	<b>DURATION</b>	<b>DESCRIPTION</b>
Above shoulder	Occasionally – frequently	Various activities require this activity
At shoulder level	Occasionally – frequently	Various activities require this activity
Below shoulder level	Occasionally – frequently	Various activities require this activity

**FINE MOTOR SKILLS**

<b>FINE MOTOR</b>	<b>DURATION</b>	<b>DESCRIPTION</b>
Gripping	Frequent	Motor vehicle, firearm, loading gun, CEW cartridge replacement
Pinching	Frequent	Motor vehicle, firearm, loading gun, CEW cartridge replacement
Wrist Flexion/Extension	Frequent	Motor vehicle, firearm, loading gun, CEW cartridge replacement
Wrist Pronation/Supination	Frequent	Motor vehicle, firearm, loading gun, CEW cartridge replacement
Typing/Data Entry/Reports	Frequent	Vehicle computer/report writing

**JOB LOCATION:** (Place where work is performed.)

Duties are performed primarily in the field, but are subject to assignment within the rank as designated by the Chief of Police. Job requires continual readiness to respond to situations within specified department procedures, that may be life threatening or injurious which may include; exposure to dangerous chemicals or other toxic substances, communicable diseases, fire, gun shots, physical confrontations, etc. Duties are performed as assigned in all types of weather conditions and on any shift.

**The requirements of a Police Officer are extremely varied and dynamic in nature. It is difficult to objectively quantify forces, frequency, or duration of any and all tasks, in that these requirements could change on a daily basis according to circumstances encountered. The above information was gathered by interviewing multiple law enforcement members.**

**The preceding job description has been designed to indicate the general nature and level of work performed by incumbents within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of incumbents assigned to the Police Officer job classification. All persons filling a sworn position must be able to successfully perform the essential functions as listed herein, with or without a reasonable accommodation, regardless of assignment. Additionally, some Police Officer assignments require supplementary specialized skills, knowledge and abilities, as well as additional physical, cognitive and psychological health standards.**