

CITY OF CHENEY

POSITION DESCRIPTION

Class Title: Police Officer (Certified)

Department: Police

Salary Schedule: Hourly, Non-Exempt Grade 17

POSITION SUMMARY:

The primary responsibility of a police officer is to protect and serve the citizens of Cheney. This position provides citizen assistance, enforces all federal, state as well as local laws and performs patrol duties. Providing public assistance, making arrests, issuing traffic citations, investigating crimes as well as accidents and other related law enforcement activities are primary responsibilities of this position.

SUPERVISION RECEIVED:

Works under the general supervision of the Police Chief, Lieutenant, or Sergeant.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Enforces all federal, state and local laws and ordinances.

Protects the life and property of citizens in Cheney.

Apprehends and arrests persons involved in crimes or misconduct in a safe and constitutional method following established rules and regulations set by the state, department and courts.

Performs traffic control duties, issues traffic citations and investigates accidents.

Performs routine patrol duties of City streets, parks, commercial as well as residential areas and prepares reports.

Investigates crime scenes, seizes and preserves evidence.

Responds to emergency situations, performs CPR or First Aid and assists ambulance or fire crews as needed.

Develops leads and tips.

Responds to emergencies using own judgment in deciding course of action.

Operates and maintains law enforcement equipment including patrol vehicles, firearms and communication equipment.

Performs building checks.

Interviews witnesses, suspects and victims.

Serves warrants, subpoenas and other legal documents.

Testifies in court, obtains advice from the City Attorney, Court Administrator and Municipal Prosecutor regarding cases.

Coordinates activities and assists other law enforcement agencies.

Conducts safety programs for the public including DARE, traffic safety, crime prevention, community oriented policing, etc...

Maintains contact with police supervisors to provide general information regarding department activities.

Answers citizen complaints as well as investigating suspicious conditions and takes necessary corrective action.

Informs public on laws, ordinances and general information.

PERIPHERAL DUTIES

Assist other departments as needed.

Assists with surveillance duties.

Provides security during various events.

Assists with training new personnel.

Performs animal control duties as needed.

Serves as weather watcher.

Transports prisoners.

Attends schools and seminars to maintain proficiency and certifications.

Performs other duties as deemed necessary or assigned.

DESIRED EDUCATION/EXPERIENCE:

Must be 21 years of age.

No Felony convictions or disqualifying criminal history.

U.S. Citizen.

High School diploma or GED.

A technical degree or some college credit relating to law enforcement of criminal justice is preferred but not required.

This position requires certification from the Kansas Law Enforcement Training Center and 40 hours of continuing education per KS-CPOST Rules and Regulations.. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of modern law enforcement principals, procedures, techniques and equipment.

Ability to learn the applicable laws, ordinances and department rules and regulations.

Capable of solving problems encountered in various situations.

Able to communicate effectively both orally and in writing.

Knowledge of all federal, state and local laws and ordinances, CPR and First Aid as well as law enforcement techniques preferred.

Should possess excellent public relation, oral and written communication skills.

LICENSES REQUIRED

Must possess, or be able to obtain by time of hire, a valid Kansas driver's license without record of suspension or revocation in any state.

RESIDENCY

All law enforcement officers with an initial hire date after June 1, 2014 shall reside within the boundaries of Cheney Unified School District 268. This may be considered a disqualifying requirement at the time of annual appointment.

PHYSICAL DEMANDS

Ability to pass and maintain all physical activities and requirements of the Kansas Law Enforcement Training Center is required.

While performing the duties of this position, the employee is frequently required to sit, stand, walk, run, drive, see, hear, speak, use hands, climb, kneel, smell and other similar types of functions.

The employee may occasionally be required to lift and/or move 100 pounds and exert 10 to 20 pounds of force constantly.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work will be performed outdoors, in a car or in an office in all types of weather conditions. Hazardous, strenuous and dangerous situations may arise in specific types of settings one may encounter. Employee must be able to work all shifts.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read this position description and understand its contents.

Employee Signature

Date