

**CITY OF SALINA**  
**POSITION DESCRIPTION**

**CLASS TITLE:** Police Officer                      **GR:** S4                      **FLSA:** NE                      **DATE:** 11/03/2016  
**DEPARTMENT:** Police                      **DIVISION:** All  
**REPORTS TO:** Watch Commander or Assigned Supervisor                      **APPROVED:** \_\_\_\_\_ **JOB CODE:** 2060

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**GENERAL DESCRIPTION:**

Under general supervision, patrols an assigned geographic area and investigates incidents and engages in the enforcement of law and maintenance of order in the protection of life and property. Work varies requiring sound individual judgment and the exercise of discretion within prescribed standards and procedures.

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

Operates an automobile, motorcycle, bicycle or engages in foot patrol in an assigned area to prevent and discover the commission of crime and to enforce criminal and traffic laws and regulations; responds to radio and telephone dispatches and appears at scenes of disorder or crime; notes and reports traffic hazards; assists in controlling traffic at scenes of emergencies; investigates and prepares detailed reports on offenses, accidents and damages to property; gives directions and information; effects arrests; employs reasonable and necessary force to subdue resisting individuals and/or accomplish a lawful police objective; issues citations; may perform service desk duties; serves warrants and subpoenas; gives warnings; prepares reports on arrests and seized property; directs traffic; handles animal problems; inspects to assure property protection; inspects establishments providing alcoholic beverages and entertainment; intervenes in private or public disputes to protect the public peace and maintain order; appears, testifies and provides credible testimony in municipal, district and federal court; transports prisoners; performs initial and follow-up investigations of crimes involving adults and juveniles; investigates complaints; interrogates persons whose actions are suspicious; issues citations for parking and moving violations; assists fire department and ambulance personnel in rendering first aid; assist in hazardous material incidents; speaks before school and civic groups as required; serves in stake-outs and on surveillance; impounds and tags evidence; provides general assistance to the public; escorts parades and processions; provides first aid, CPR and other emergency medical assistance; operates a computer information terminal; prepares reports of own activities and investigative and operational reports; performs overtime as required; and performs other duties as assigned.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:** None

**MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:**

Graduation from high school or GED equivalency, plus one year of work experience involving public contact or one year of college level coursework; valid Kansas driver's license; no felony conviction, domestic violence related conviction, or other serious misdemeanor convictions; ability to obtain Kansas Police Officer certification within one year of appointment. Must be at least 21 years of age at time of appointment, and must be a United States citizen. Successful candidates are prohibited from smoking or using tobacco products at any time, on or off the job

**RESIDENCY REQUIREMENTS:**

This position has a 40 minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

**ESSENTIAL JOB FUNCTIONS:**

- Establish and maintain effective working relationships with fellow employees and other members of the criminal justice system. (Daily)
- Respond promptly, courteously and professionally to calls for service, concerns and complaints from the public. (Daily)
- Effectively patrol assigned areas deterring and detecting crimes. (Daily)
- Effectively and properly control crime, traffic or emergency scenes. (Daily)
- Conduct investigations properly and effectively. (Daily)
- Effectively deal with personal danger, which may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, emergency driving, hazards related to traffic control, and manmade and natural disasters. (Daily)

Maintain training, personal proficiency and demonstrate knowledge of police methods in the delivery of emergency and non-emergency police services. (Daily)  
Effectively maintain peace and order in assigned areas. (Daily)  
Effectively interview victims and properly interrogate suspects and prisoners. (Daily)  
Maintain and apply knowledge of current departmental policies, procedures, rules, directives, laws, regulations and police literature. (Daily)  
Maintain and apply knowledge of safe and proper use of firearms and other weapons. (Daily)  
Maintain and exhibit discretion and integrity at all times when handling confidential information. (Daily)  
Work safely without presenting a threat to self or others. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

**Work Type:** Heavy, exerting up to 100 lbs of force occasionally, and/or up to 50 lbs of force frequently, and/or up to 20 lbs of force constantly to move objects or persons. Duties range from periods of physical inactivity to situations requiring extreme physical exertion.

**Climbing/Balancing:** Climb inclines and ladders, uneven surfaces, balance required.

**Walking:** Moderate amount required

**Stooping/Bending:** Frequently

**Stand/Sit:** Sit about 25 percent of the time

**Reaching:** Frequent, overhead as well as horizontal

**Vision:** 20/100 correctable to 20/20, with contact lenses no upper acuity limit correctable to 20/20

**Color Vision:** Ability to distinguish colors

**Hearing:** Frequently perceive nature of sounds by ear

**Speech:** Frequently express ideas by means of spoken words

**Eye/Hand/Foot Coordination:** Frequently operates vehicle requiring moderate ability

**Manual Dexterity:** Frequently operates vehicle requiring moderate ability

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

**Inside/Outside:** Adverse conditions possible

**Cold/Heat:** Adverse conditions possible

**Wet/Dry:** Adverse conditions possible

**Noise/Vibrations:** Minimal exposure

**Hazards:** Physical confrontation, emergency response driving, traffic control, operation of firearms and foot pursuit

**Fumes/Dust/Odors:** Moderate exposure

**Infectious Disease:** High exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to listen to and apply information and instructions.

Ability to think logically and quickly, often under tense, uncertain or emergency situations, and render sound decisions in accordance with applicable rules, regulations and policies.

Ability to understand mathematical concepts to include basic arithmetic.

Ability to organize information and prepare written records.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Computer, telephone, FAX, calculator, portable radio, motor vehicle/motorcycle/bicycle, radar, mobile video, handgun/shotgun/Taser/baton/ARWEN and other weapons as required; handcuffs and body guard restraint device, breath analyzer, pager, and first aid equipment.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.