

**Job Description: Full-Time Police Officer**  
**Department:** Valley Falls Police Department  
**Reports To:** Chief of Police  
**Status:** Full-Time, Non-Exempt  
**Location:** Valley Falls, Kansas  
**Salary Range:** \$17.00 - \$21.00

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### **Position Overview:**

The Valley Falls Police Department is seeking a highly motivated and dedicated individual to serve as a Full-Time Police Officer. The successful candidate will be committed to ensuring public safety, enforcing laws, protecting citizens, and maintaining order within the City of Valley Falls. This position is under the direct supervision of the Chief of Police and requires adherence to the policies, procedures, and regulations set by the department.

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### **Key Responsibilities:**

- **Patrol and Community Engagement:** Regularly patrol assigned areas, including neighborhoods, streets, and public spaces, to prevent and respond to criminal activity, maintain public order, and ensure the safety of residents.
  - **Law Enforcement:** Enforce local, state, and federal laws, ensuring compliance with all relevant legal codes and ordinances. Respond to emergency calls, conduct traffic stops, and perform arrests as necessary.
  - **Investigation:** Investigate crimes, accidents, and incidents; gather evidence, take statements, and prepare reports; follow up on investigations to ensure successful case resolution.
  - **Public Interaction:** Provide support and assistance to the community, including responding to public inquiries, assisting with non-criminal incidents, and serving as a visible and approachable figure in the community.
  - **Report Writing:** Complete accurate and thorough reports for incidents, arrests, accidents, and other police activities. Submit all paperwork and documentation in a timely manner.
  - **Collaboration and Teamwork:** Work with fellow officers, local agencies, and the community to address safety concerns, solve problems, and share information regarding ongoing investigations.
  - **Compliance and Training:** Stay current with all relevant laws, police procedures, and departmental protocols. Participate in ongoing training and professional development opportunities to improve skills and effectiveness as a police officer.
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### **Qualifications:**

- **Education:** High school diploma or equivalent required.
  - **Experience:** Previous experience in law enforcement or a related field is preferred, but not required. Willing to consider candidates with the appropriate training and a strong desire to serve.
  - **Certification:** Must possess or be able to obtain and maintain a valid police officer certification in the state of Kansas.
  - **Physical Requirements:** Must be in good physical condition and capable of performing the physical duties required of a police officer, including running, lifting, and maintaining physical endurance during shifts.
  - **Skills:** Strong communication skills, problem-solving abilities, and the ability to remain calm and composed in stressful situations. Must possess a high level of integrity, professionalism, and discretion.
  - **Other:** Must be age 21 or older, have a valid driver's license, and be able to pass a criminal background check, drug screening, and psychological evaluation. No Brady/Giglio violations or KSCPOST sanctions or disqualifications.
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### **Compensation and Benefits:**

- **Salary:** Competitive and based on experience.
  - **Benefits:** Health, dental, and vision insurance; retirement plans; paid time off (vacation, sick leave, holidays); uniforms and equipment provided.
  - **Work Schedule:** Full-time, non-exempt position. Shift work is required, including nights, weekends, and holidays, based on the needs of the department.
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### **To Apply:**

Interested candidates should submit a completed application, resume, and any required certifications to the Valley Falls Police Department until filled.

The Valley Falls Police Department is an equal opportunity employer. We encourage applicants from all backgrounds to apply.

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This job description is intended to outline the general duties and responsibilities of the position and may be subject to change as the needs of the department evolve.