

**City of Valley Falls  
Job Description**

**Job Title:** Police Officer  
**Department:** Police  
**Reports To:** Chief of Police  
**FLSA Status:** Nonexempt

**SUMMARY**

Under the direct supervision of the Police Chief, the Police Officer performs duties in the protection of life, property, and the preservation of order in the City of Valley Falls. This employee will be required to exercise initiative and discretion when faced with emergency conditions. This work involves an element of personal danger. Patrols assigned beat on foot or in patrol car to control traffic, prevent crime or disturbance of peace, and arrest violators by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.**

- ❖ Follows and maintains all City safety policies and procedures.
- ❖ Enforces all federal, state, and local laws and ordinances.
- ❖ Familiarizes self with beat and with persons living in area.
- ❖ Patrols streets of business districts and residential neighborhoods.
- ❖ Notes suspicious persons and establishments and reports to superior officer.
- ❖ Reports hazards.
- ❖ Searches for, collects, and identifies evidence found at crime scenes.
- ❖ Renders first aid at accidents, and investigates causes and results of accident.
- ❖ Directs and reroutes traffic around fire or other disruption.
- ❖ Investigates and intervenes in domestic disputes.
- ❖ Issues tickets to traffic violators.
- ❖ Operates radio transmittal equipment and communicates with dispatchers.
- ❖ Writes and files daily activity report with superior officer.
- ❖ Drives patrol car. Also responsible for keeping cars clean and completes routine maintenance reports.
- ❖ Answers citizens' complaints and takes necessary corrective action.
- ❖ Attends schools, workshops, seminars and in-house training sessions to maintain proficiency and certification.
- ❖ Performs additional duties as needed or directed.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. No prior experience is required. One to three years of law enforcement experience are preferred. 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.

## **EDUCATION AND/OR EXPERIENCE**

A high school diploma or GED is required, Law enforcement degree and/or experience preferred, or a technical degree or some college credit in Criminal Justice, Police Science, or a related field is preferred. This position requires graduation from the Kansas Law Enforcement Training Center and 40 hours of annual continuing education training in police procedures and techniques. This employee must possess a valid Kansas Driver's License.

## **TECHNICAL SKILLS**

A working knowledge of modern approved principles, practices, and procedures of police work and basic emergency medical first aid; geography of the city and the location of businesses; and federal, state, and local laws and ordinances is required. This employee must be able to efficiently operate firearms, computers, two-way radios, intoxilyzer, various surveillance and camera equipment, radar equipment, and other department equipment. The ability to understand and carry out oral and written instructions; to develop skill in the use of firearms, photographic equipment, radar, emergency and related devices; to react quickly and calmly in emergency situations; and to deal courteously, but firmly with the public is required. This employee should possess excellent moral character, physical strength and agility, public relation, oral and written communication skills.

## **PROBLEM SOLVING**

Frequent problem solving exists in this position. Problems involve the handling of citizens' complaints, civil disputes, victim trauma, finding evidence for conviction of a crime, and locating witnesses.

## **DECISION MAKING**

Frequent decision making exists in this position. Decisions include determining whether to issue a warning or citation, making an arrest, and when to use force in a situation.

## **SUPERVISION**

This employee works with frequent supervision from the Chief of Police.

## **FINANCIAL ACCOUNTABILITY**

This employee is responsible for the safe operation of department equipment. This employee may participate in the annual budget process.

## **PERSONAL RELATIONS**

Daily contact with the general public, co-workers, and supervisory personnel is expected.

## **WORKING CONDITIONS**

Adverse working conditions exist in relation to public law enforcement. Hazardous and dangerous situations may arise in the apprehension of alleged criminals.

**PHYSICAL REQUIREMENTS**

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

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Requires graduation from law enforcement training center (KLETC) within one year of employment and 40 hours of continuing education training annually. Requires a valid driver's license and must meet City's driving history guidelines.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus. The employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; talk or hear; and taste or smell. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move more than 100 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and explosives. The employee is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate.