

CITY OF HOLLISTER

EMPLOYEE JOB DESCRIPTION

JOB TITLE: POLICE OFFICER

CLASSIFICATION: HS 15 – HS 20 *(Standard Occupational Code 33-3051)*

REVISION: June 8, 2018

SUMMARY:

The position of Police Officer is a full-time, hourly position under the direction of an assigned Squad Sergeant. Police Officer performs various patrol and investigative duties associated with the City of Hollister Police Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Participates in the approved Field Training Evaluation Program and successfully meets the standard to work as a solo Police Officer
- Performs all duties associated with patrols to prevent and/or discover crimes in progress.
- Responds to calls for service.
- Provides public assistance as requested.
- Assists other law enforcement agencies as required.
- Prepares and submits departmental reports to appropriate authority.
- Adheres to proper use and care of departmental equipment.
- Adheres to policy and procedures of the department.
- Performs all duties in accordance with departmental safety procedures.
- Maintains a neat and orderly work area.
- Publicly represents the city through orderly appearance and actions.
- Represents the City and department by performing a wide variety of functions at meetings, occasions, and public events.
- Performs other related duties as assigned by proper authority.

EXAMPLE OF DUTIES:

- Patrols the City of Hollister in a patrol vehicle to observe criminal and traffic violations and provide protective patrol services.
- Responds to calls for service (to include but not limited to; traffic accidents, domestic disturbances, burglaries, suspicious persons/activities, peace disturbances and animal situations).

- Contacts complainants/witnesses/suspects and conducts investigations gathers information, completes interviews, collects evidence, and documents facts.
- Enforces criminal and traffic laws and ordinances by issuing warnings/summons or making an arrest when necessary.
- Facilitates the apprehension, prosecution, and conviction of criminal perpetrators.
- Appears in court to present sworn testimony and evidence on behalf of the City or State.
- Effectively performs as a member of a team in carrying out the City's and Department's goals and philosophies.

QUALIFICATIONS, EDUCATION AND / OR EXPERIENCE:

The requirements listed below are representative of the knowledge, skills, and ability required to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or equivalent.
- Knowledge of State Statutes, City Ordinances, and police investigative methods, or the ability to rapidly acquire such knowledge.
- Ability to analyze situations quickly and objectively and to determine a proper course of actions to be taken.
- Ability to cope with situations firmly, courteously, tactfully and with respect for the rights of others.
- Ability to speak effectively.
- Skill in the use and care of firearms.
- Ability to understand and carry out verbal and written instructions and to make clear and comprehensive reports.
- Missouri Peace Officer Standards and Training (POST) Basic Law Enforcement certification.

SPECIAL REQUIREMENTS:

- Twenty-one (21) years of age.
- Ability to meet the physical, mental and other standards as established by law, regulations, and the department.
- No felony convictions.
- Must have a valid Missouri driver's license.

MISCELLANEOUS REQUIREMENTS:

- May be required to work a variety of shifts including nights, weekends, or holidays.
- Subject to emergency call-in.
- Must successfully complete pre-employment substance abuse testing.
- Must successfully complete pre-employment background investigation.
- Will be subject to random substance abuse testing.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand and walk for extended periods of time; climb stairs; run, sit, climb and/or balance; stoop; kneel; crouch; crawl; use hands to finger, handle, or feel and reach with hands and arms. The ability to listen more closely and acutely than normal daily life to accurately perceive information is required. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to discern colors and work in a night setting. The employee must maintain appropriate physical standards including agility, physical strength, and stamina in order to respond to emergency situations, restrain and apprehend suspects, lift, and push or pull individuals or objects weighing up to 100 pounds. The employee is required to operate a motor vehicle in the performance of duties.

The physical demands described are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment is primarily outdoors with exposure to a variety of extreme weather conditions; may be exposed to hostile or aggressive individuals; may be subject to safety hazards due to traffic, animals or other conditions normally confronted with while performing law enforcement duties. The noise level in the work environment is usually moderate to loud.

The work environment characteristics described 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.

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT, IT IS NECESSARY THAT YOU ACKNOWLEDGE YOU HAVE READ THE ESSENTIAL FUNCTIONS FOR THE POSITION OF POLICE OFFICER AND INDICATE BELOW YOUR ABILITY TO PERFORM THESE FUNCTIONS AS POLICE OFFICER.

I HAVE READ THE POSITION DESCRIPTION FOR POLICE OFFICER.

_____ I CAN PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION WITHOUT ACCOMMODATIONS.

_____ IN ORDER FOR ME TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION, I WOULD NEED THE FOLLOWING REASONABLE ACCOMMODATIONS:

_____ I CANNOT PERFORM THE ESSENTIAL JOB FUNCTIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS.

DATE _____ SIGNATURE _____