

# CITY OF HOLLISTER

## EMPLOYEE JOB DESCRIPTION

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**JOB TITLE:** POLICE OFFICER

**CLASSIFICATION:** HS 11 – HS 16

**REVISION:** March, 2012

### **SUMMARY:**

The position of Police Officer is a full-time position under the general supervision of an assigned 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 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:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of State Statutes and 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.
- Ability to develop 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.
- State certifications in law enforcement.
- Graduation from a standard High School or a Vocational School or equivalent certificate; some experience in work involving frequent contact with the public and requiring the exercise of considerable tact and diplomacy, or any equivalent combination of training and experience.

**NECESSARY SPECIAL REQUIREMENTS:**

- Twenty-one (21) years of age.
- State certified law enforcement officer (Missouri POST Certification).
- Ability to meet the physical, mental and other standards as established by laws and regulations.
- Good general intelligence and emotionally stable.
- No felony convictions.
- Must have a valid Missouri driver's license within 30 days of hire.

**MISCELLANEOUS REQUIREMENTS:**

- May be required to work weekends or subject to emergency call in.
- Will be required to work all shifts.
- Subject or pre-employment personal/professional background check.
- Subject or pre-employment drug test.

**PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by an employee to perform 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 required to talk and listen. The employee frequently is required to sit and use hands to touch/manipulate, handle or feel. The employee is occasionally required to stand, walk, reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision ability required by the job includes close vision and color vision.

**WORK ENVIRONMENT:**

The work environment is primarily outdoors with exposure to dust and pollen. You may be subject to a variety of extreme weather conditions. You may be exposed to hostile or aggressive individuals. You may be subject to safety hazards due to traffic, animals or weather conditions. The noise level in the work environment is usually moderate to loud. 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.

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:

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

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_