

Duties:

Promptly responds to calls for service, investigates automobile accidents and criminal misdemeanor and felony offenses; performs crime scene analysis, identifies and collects evidence.

Patrols designated zone of the City in a patrol car or on foot to deter and detect criminal activity; enforces State law and City ordinances, takes suspect or offender into custody and delivers them to appropriate confinement location; reports on deficient lights, signs, road surfaces or other driving areas utilized by the public; assists motorists; establishes traffic control and police protection.

Maintains and prepares written reports in an accurate, comprehensive, timely and legible manner as necessary to comply with police procedures and facilitate subsequent prosecution; determines existence of probable cause, identifies and takes suspects and offenders into physical custody; locates and interviews victims, witnesses, and interrogates suspects; follows up on investigations and continues with assigned investigation until it leads to a logical conclusion.

Works with other law enforcement officers in teamwork and emergency situations to maintain a safe and secure environment; provides protection and transportation to appropriate care facilities for persons with mental/psychiatric problems; performs first aid, helps injured/sick persons and assists fire, ambulance and medical personnel as needed; provides security and crowd control to maintain order at various social events.

Presents safety programs and crime prevention presentations to the community; provides an open line of communication with school partners; maintains knowledge of threat assessment for school related incidents; acts in a capacity of mentor counselor and educator; and services the community through proactive policing including self-initiated activities and development of crime prevention strategies.

Minimum Qualifications:

Include High School diploma or equivalent, Class A Missouri P.O.S.T. certification, United States Citizenship, Missouri residency, must be at least twenty-one (21) years of age, must pass a psychological evaluation, possess a valid State of Missouri issued driver's license, pass a written exam, pass a pre-employment drug screen and post-offer physical examination, no felony arrests or convictions, arrests or convictions of crime of moral indecency; may not have in excess of two (2) moving violations from separate incidents within the past eighteen (18) months or be at fault in two (2) traffic crashes/accidents during the past five (5) years, have no objectionable tattoos and no visible tattoos of any kind when in short sleeve uniform shirt or shorts.

(Continued)

Physical:

Ability to maintain physical fitness; stoop, bend, crawl, walk, climb and lift and/or move heavy objects or persons, give chase on foot, and restrain persons within the course of proper police procedures; work in confined areas and outdoors in all weather conditions and at any time day/night; walk, sit or stand for long periods of time; possess the physical strength and agility to defend self and/or others in a hostile or combative situation; operate a police vehicle and proficient use of firearms.

Mental:

Ability to respond quickly, maintain composure, self-restraint and emotional control in stressful, difficult, dangerous, or criminal situations; remember details; problem solve effectively and make sound decisions; establish and maintain effective working relationships with coworkers, Local, State and Federal officers, groups, and with citizens from varied racial, ethnic or economic backgrounds; utilize tact, discretion, courtesy and respect for individual rights; ability to analyze situations quickly and objectively recognizing actual or potential dangers and determine proper course of action.

The Police Department works a twenty-eight (28) day rotating schedule on twelve (12) hour shifts.