



1330 S. Big Bend Blvd.
Richmond Heights, MO 63117

www.richmondheights.org

Police Officer

Dept/Div: Police

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate protective service work patrolling the community and responding to law enforcement incidents, and related work as apparent or assigned. Work is performed under the limited supervision of the Police Sergeant.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function 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.

Essential Functions

On an assigned shift, operates a patrol car to enforce laws and to observe violations of City, county or state laws, suspicious activities or persons and disturbances of law and order.

Responds to radio dispatches and answers calls and complaints.

Conduct physical arrests.

Conduct interrogations or interviews of victims, witnesses, suspects, and offenders: conduct searches of persons, vehicles, places and things.

Transports, books and processes prisoners; identifies, seizes, processes, and packages evidence; seeks and serves arrest warrants, search warrants, and other court documents. Makes notes about incidents and witness interviews, and writes police reports.

Appears and testifies in court and similar proceedings.

Conducts security inspections and surveys of buildings and businesses and make recommendations regarding security, etc.

Stays current on training, new technologies, and changes in the law.

Inspects and maintains equipment.

Knowledge, Skills and Abilities

Some knowledge of police methods, practices and procedures; thorough knowledge of the geography of the City and location of important buildings; some knowledge of the rules and regulations of the Police Department; skill in using firearms and operating a motor vehicle; ability to communicate ideas effectively in both oral and written formats; ability to understand and carry out oral and written instructions and to prepare clear reports; ability to deal courteously, but firmly with the public; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; ability to establish and maintain effective relationship with associates, medical personnel, court personnel and the general public.

Education and Experience

Bachelor's degree required.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger,

handle or feel, frequently requires standing, sitting, lifting and repetitive motions and occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling and pushing or pulling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, working with explosives, exposure to vibration, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Peace Officer Standards and Training (POST) certification.
Must pass annual physical performance assessment.
Valid driver's license.

Applicant Certification:

I understand the description of this job and the essential functions, as given above. I also understand that all of the duties are not described above and that I would perform those above and other related duties as directed by my supervisors. I am not related to any elected or appointed official or employee of the City of Richmond Heights.

Signature

Date