

# DODGE CITY JOB DESCRIPTION

Job Title: Police Officer

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Exempt: No  
Reports To: Patrol Sergeant

Department: Police

Date: April, 2009

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## JOB SUMMARY

The objective of the Police Officer is to identify and suppress daily criminal activity in order to protect and serve the community; Educating and involving the public to develop a positive relationship.

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## DUTIES AND RESPONSIBILITIES

The following are the performance expectations of the City along with examples of how the expectation relates to the position of a Police Officer. This is not an exhausted list of job responsibilities and therefore, other duties may be assigned:

### On-going Improvement Job Knowledge & Effectiveness

Expectation to:

- Respond to calls for service and identify public safety hazards to maintain a safe environment; to protect and serve the community.
- Actively patrol neighborhoods to establish a strong officer presence in order to suppress criminal activity.
- Promote knowledge of applicable laws and ordinances, citizen rights, and available services to ensure a better educated and informed community.
- Accurately completing daily paperwork in detail, in order to establish a database of suspects, victims, witnesses and criminal activity that is pertinent to daily investigation.
- Assisting with funeral processions and traffic control for special events when needed.
- Assist with D.A.R.E. and Law Enforcement Seminars.

Supports the operations of the department by:

- Demonstrates ability to plan, complete tasks and monitor results within established deadlines.
- Effectively applying knowledge to solve a range of problems.
- Following department policies on a consistent basis.
- Performs job responsibilities consistently, timely, cost-effectively, ensuring customer

satisfaction.

- Making decisions regarding the efficient and cost-effective way to perform job responsibilities.
- Identify and understand issues, problems, and opportunities and takes action consistent with available facts and probable consequences.
- Adjusts to changing conditions; accepts new duties and responsibilities with a positive attitude.

### ***Customer Focus***

Demonstrates concern for satisfying customers:

- Assists citizens by answering questions, and explaining the responsibilities of the department.
- Responds accurately to general knowledge questions from the public.
- Maintains professional manner when a resident or customer has a complaint or problem.
- Respects the confidentiality of information or concerns shared by others.
- Is honest and forthright with people.

### ***Adaptability, Innovation & Continuous Learning***

Ensures that the vision, mission and values of the City are represented when performing the functions of a Police Officer:

- Is proactive in ensuring that job responsibilities meet the vision, mission, and values of the organization.
- Weigh the costs, benefits, risks and chances for success in making a decision.
- Anticipates possible problems and develops contingency plans in advance.
- Takes responsibility for own mistakes does not blame others.

Demonstrates ability to support organizational changes needed to improve the organization's effectiveness;

- Initiating and implementing new methods, approaches or technologies.
- Works cooperatively with others to produce innovative solutions.
- Demonstrates openness to new organizational structures, procedures and technology.

Takes responsibility for one's own performance:

- Takes initiative and responsibility for ensuring continual updating of skills and education necessary for the position.
- Promptly notifies his/her manager about any problems that affect his/her ability to accomplish planned goals.
- Maintains all licenses, certifications, etc. as well as continue to learn new techniques and methodologies related to their field.

### ***Honesty, Integrity & Respect***

Fosters teamwork with coworkers:

- Listens and responds constructively to other team members.
- Is patient with other team members, administration, and customers.
- Expresses disagreement constructively (e.g., emphasizing points of agreement, suggesting alternatives that may be acceptable to the group).
- Cross-trains in other areas of the Police Department as appropriate.
- Treats all members of the team, department, City and Community with respect, ensuring cultural differences are respected.
- Ensuring that all work is performed equally among team members, each taking responsibility for jobs that many not be desirable duties.

## **Safety**

Ensures that all activities are carried out in a safe manner; adhering to all City safety regulations:

- Assists co-workers in the safe handling of equipment and in other duties as appropriate.
- Ensures that the City's equipment is safely operated.
- Ensures all regulations pertaining to the safe use of equipment are understood and followed.
- Reports all accidents to the appropriate individual. Follows all policies for reporting, investigating, and follow-up of equipment incidents, or personal injuries.
- Understanding if items are in need of repair and takes responsibility to ensure that it is either fixed properly, or informs the appropriate personnel.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

### **EDUCATION AND/OR EXPERIENCE**

- High School Diploma or equivalent.
- A valid Kansas Driver's license
- Ability to obtain State law enforcement certification and in-service training within one year of appointment.

### **SKILLS AND ABILITIES**

- Ability to cooperate with staff and the public.
- Ability to maintain a professional manner when dealing with the public.
- Ability to comprehend, retain and apply city and state policies and legislation, i.e. city ordinances, procedure manuals, etc.
- Ability to work day, evening, and night shifts as assigned, including weekends and holidays.
- Ability to pass a thorough background investigation to determine suitability for work with restricted law enforcement documents.
- Ability to operate various types of equipment – standard office equipment, computer and

related software. Two-way radio. Other equipment/apparatus could be required.

### **LANGUAGE SKILLS**

- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to read City policies and procedures; written instructions, general correspondence; MSDS sheets, safety manuals, maps, etc.

### **MATHEMATICAL SKILLS**

- Ability to calculate basic mathematical calculations.

### **REASONING ABILITY**

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapt to stressful situations.
- Ability to use good judgement and effectively solve problems.

### **PHYSICAL AND WORK ENVIRONMENT**

The physical and work environments described are representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

#### **Physical Environment:**

- The duties of this job include physical activities such as stooping, kneeling, standing, reaching, walking, lifting (up to 75 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

#### **Work Environment:**

- Work is primarily in outside weather conditions.