



# HALLSVILLE POLICE DEPARTMENT

## Police Officer

### JOB DUTIES AND RESPONSIBILITIES

#### **PURPOSE**

The purpose of this position is to perform sworn police patrol officer duties to provide law enforcement service and enforce laws to protect life and property within the city. Incumbents in this position perform assigned specialized duties as qualified such as field training, and evidence maintenance.

#### **SUPERVISION RECEIVED AND EXERCISED**

Work under the general guidance and direction of the Hallsville Police Department Sergeant. Exercises no supervision.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Performs police officer duties to ensure enforcement of the ordinances of the City and to all laws of the State of Missouri applicable therein, provide law enforcement service and public safety;
- Responds to emergencies, complaints and calls for police assistance such as domestic disputes, civil disturbances, fights, missing children, rescues, disorderly behavior, public safety hazards and others;
- Performs traffic stops, assists motorists, provides directions, investigates traffic accidents, removes hazards, directs traffic, and issues warnings and citations;
- Conducts building checks. Searches vehicles and buildings;
- Performs animal control tasks;
- Arrests criminal suspects, investigates suspicious activities, aids victims, interviews witnesses/victims/suspects, and performs other sworn police officer duties;
- Participates in or conducts investigations. Searches crime scene. Gathers, preserves, and processes evidence;
- Participates in on-going training to maintain professional certifications;
- Perform other duties as assigned;



# HALLSVILLE POLICE DEPARTMENT

## Police Officer

### **QUALIFICATIONS**

#### **Knowledge of:**

- Principles relating to behavioral sciences;
- Report writing methods;
  
- Communication techniques;
- Equipment involved in police work;
- Applicable federal, state and local laws;
- Community oriented policing techniques;

#### **Ability to:**

- Memorize, retain, and recall information;
- Follow oral and written instructions including interpreting and enforcing laws and ordinances;
- Observe situations analytically and objectively and report them clearly and completely;
- Maintain peace and order during potentially violent or disruptive situations;
- Possess appropriate judgment to react quickly and calmly under stress and when making daily decisions;
- Utilize computer hardware and software systems as required by job assignment;
- Communicate and work effectively with co-workers, supervisors and citizens;
- Render credible testimony in a court of law;
- Utilize police equipment and protective clothing in a manner consistent with safety principles;
- Follow oral and written instructions;
- Possess a high degree of integrity, strong work ethic and ability to work with minimal supervision;
- Communicate effectively both verbally and in writing;
- Write police reports effectively and efficiently;
- Effectively welcome and embrace differences among employees and citizens;
- Perform effectively as a member of the team in carrying out the City's stated mission and philosophy, including the philosophies of community oriented policing.
- Present an overall professional image;
- Deal courteously but firmly in a professional manner with the general public;
- Deal effectively and courteously with associates and the general public;
- Perform the essential functions of the job without posing a direct threat to the health and safety of self or others.

#### **Licensing/Certification**

- Must possess a valid Missouri Vehicle Operator's License;
- Must be certified through the Missouri Department of Public Safety as a peace officer;
- Must have passed a state exam and met P.O.S.T. requirements.

### **WORKING CONDITIONS**

#### **Frequently/Routinely:**

- Walk, run, jump, twist, climb, bend, squat, kneel; hold & grip objects; reach to both ground level and overhead.
- Sit and stand for long periods of time.



## **HALLSVILLE POLICE DEPARTMENT**

### **Police Officer**

- Must have ability to operate a computer keyboard, mouse and/or other computer technology required for job assignment.

#### **Occasionally/Periodically:**

- Lift, carry, push, pull, or drag up to 180 pounds.

#### **Working Environment**

- Both indoor and outdoor environments which may involve a variety of extreme weather conditions; often confined to a vehicle or other small places for long periods of time; may be subjected to poor lighting and ventilation when completing tasks such as building searches, stakeouts, etc.; possible exposure to mechanical, electrical, chemical, and toxic waste hazards as well as strong odors, fumes, and disease when responding to calls for service; subject to life threatening conditions and situations associated with law enforcement activities.

#### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference checks.

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.