



## Job Description

### Police Officer

Pay Grade: XX

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**Employment Status:** Full-Time

**FLSA Status:** Non-Exempt

**Experience Required:** Completion of required training academy.

**Minimum Education Requirements:** High School Diploma or G.E.D.

**Direct Supervisor:** Chief of Police or designee

**Supervisory Responsibility:** No

**Primary Work Location:** Police station and surrounding jurisdiction.

**Certification:** Valid State of Missouri driver's license. Certification of law enforcement for the State of Missouri.

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**Job Summary:** Performs a variety of law enforcement activities including; patrol, investigation, community relations, narcotics control, and youth services for the City of Nixa's Police Department to ensure the safety and security of its residents.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Patrol area in a police vehicle to preserve law and order by discovering and/or preventing the commission of crimes and enforcing State and Municipal laws and Ordinances.
- Respond to calls and complaints involving criminal and civil situations such as assaults, automobile accidents, burglaries, domestic disturbances, fights, and robberies.
- Secure crime scenes and conduct preliminary investigations.
- Enforce traffic laws and ordinances by checking vehicle speed by radar or pacing, and issue warnings and citations when violations are observed/ prepare reports to document the facts of an incident and facilitate the apprehension, prosecution, and conviction of the perpetrator.
- Appear in court to present sworn testimony and evidence on behalf of the City or State.
- May serve in special assignments such as; D.A.R.E. officer who is responsible for drug and crime prevention efforts in the schools and specializes in youth services, Traffic Enforcement Officer with advanced training in accident investigation and reconstruction with emphasis in traffic law and enforcement.
- May serve as a special investigator or assistant to other local, regional, State, or Federal agency, in order to develop information and evidence, apprehend perpetrators, prepare cases for court, and/or provide evidence and testimony in court.
- May perform other public service activities such as providing training and information to community or neighborhood groups, schools, and churches.
- May assist with animal control activities.
- Effectively perform as a member of a team in carrying out the City's organizational development plan philosophy.
- Perform other tasks and duties assigned by supervisor.

### Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Effective Date:



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### Knowledge

- City of Nixa, State, Federal, and County ordinance statutes, codes, and regulations to be enforced, and relating to the rights of individuals.
- Police operations including patrol, traffic enforcement, investigation, communications, and report preparation.
- Standard law enforcement equipment, including batons, computers, radar radios, vehicles, and weapons.
- Occupational hazards.

### Skills

- Good oral and written communications.
- Establishing and maintaining effective working relationships with other officers, civilian staff, and members of the public.
- Interpreting complex statutes, ordinances, regulations, and guidelines.
- Performing patrol, investigation, and special assignment activities.
- Successfully complete the Dept. Field Training Program.
- Establishing and maintaining effective working relationships with other staff and members of the public.

### Abilities

- Sight, hearing, smelling and speech, coordinated use of both arms, hands, legs, and feet at once, bending, frequent, and rapid lateral movements over various terrain.
- Lifting, carrying, stooping, superior strength with ability to push and pull up to 100 pounds and lift up to 50 pounds from the ground to 3 feet in height unassisted, changing of physical location.
- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.
- Work indoors with heating and cooling regulated. May be exposed to extreme weather conditions, dust, and/or pollen. Available to work varied hours including some evenings and weekends.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.

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### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resources

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Date