

## RILEY COUNTY POLICE DEPARTMENT POSITION DESCRIPTION

Position: Police Officer

FLSA: NE

Division: Patrol

Reports to: Sergeant/Corporal – Patrol

Approved: 12/01/2014

Grade: 30S

Revised: 2/13/2025 (minor grammar/ punctuation edits)

### KP&F COVERED POSITION

#### Objective

Protect life and property in the community through the enforcement of federal and state laws and local ordinances.

#### Reports to

Work is performed under the general supervision of the Patrol Sergeant. In the absence of a Sergeant, will report to a Corporal.

#### Supervision-Responsibility for work of others

No responsibility for the direction or supervision of others.

#### General Description

Under general supervision, carries out assignments designed to reduce crime and improve the quality of life for citizens. Provides police service to the community with an emphasis on preventing crime and solving problems. Work varies according to shift assignment. Personal conduct (on-duty as well as off-duty) must be such that it does not bring disrepute or unnecessarily endanger the public's trust or confidence in the agency or its members.

#### Important and Essential Duties

*The duties listed are typical examples of the work, they are neither restricted to nor all-encompassing of the duties to be performed under this job title. **RCPD retains the right to modify or change the essential and additional functions of the job at any time.***

- Effectively exercise police authority based upon the law; demonstrate a fundamental understanding of constitutional law as it relates to use of force, search and seizure, and Miranda; demonstrate familiarity with non-criminal laws such as municipal ordinances, parking regulations, and fire codes; distinguish between criminal and civil law.
- Correctly apply statutes and ordinances; conduct basic, preliminary criminal investigations; investigate most motor vehicle accidents; apply civil process laws; apply department policies and procedures; utilize discretion based upon the department's mission and values.
- Be aware of potential threats; use sound tactics in positioning; employ all available safety and protective equipment.

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- Operate a patrol vehicle/bike safely and effectively in accordance with applicable laws, policies, and procedures and; operate and maintain all assigned equipment in the Patrol vehicle/bike.
- Reasonably apply force based upon the type of resistance met; adhere to the safety priorities; utilize proper tactics in all applicable situations.
- Conduct effective field interviews and structured interrogations.
- Treat all arrestees/detainees with due caution; support fellow officers with the same standard of safety that one holds for self.
- Treat all suspects with the appropriate dignity regardless of the crime for which they are accused; accept that individual constitutional rights must be preserved in all situations, even those that affect the safety and security of the public; adhere to the rules regarding the release or sharing of criminal information.
- Relay all necessary information to dispatchers and other police personnel in stress and non-stress situations; inform Dispatch of location and activity; participate in two-way communication.
- Construct a narrative and complete the appropriate reports for a criminal or motor vehicle accident investigation in order to fully document the incident and facilitate successful prosecution.
- Conduct courtroom testimony in a well-prepared, clear, concise, and complete manner; Communicate with the public.
- Serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed by the agency in accordance with applicable law, ordinances and department policies.
- Recognize most police work as problems to be solved. In so doing the officer should be able to: employ a problem-solving process, whether formal or informal, that includes analyzing the problem and assessing the solution.
- Identify problems unique to the community: recognize that problems differ from neighborhood to neighborhood; anticipate problems that local events or circumstances may generate; identify true communities and seek to legitimize authority within those communities; identify people of influence within the community and establishes relationships with them; recognize that long-term solutions must include collaboration with the people of influence within the community; prioritize problems based upon their threat level to the safety and security to the community.
- Balance individual rights with the mission to reduce crime; make truthful statements; report all violations by fellow employees of a criminal nature, as well as those dealing with use of force, workplace harassment, and biased based policing; maintain legal and ethical standards both on and off duty. Reject gratuities that are excessive for personal gain, or could compromise professional integrity.
- Follow policy and procedures for communicating with fellow employees and supervisors.
- Positively influence others at work and in the community; take the initiative to address issues inside and outside the department without the need for direct supervision; direct self toward

accomplishment of the department's mission; make sound decisions in both stress and non-stress situations.

- Enforce animal regulations and ordinances; respond to animal complaints in coordination with the Animal Control Officer.
- Maintain proficiency with department-issued weapons and department-trained defensive tactics and employ them appropriately.
- Possess and maintain the physical ability necessary to engage in physical confrontations using defensive tactics to subdue combative subjects.
- Maintain an acceptable level of availability for work which may include rotating shifts including evenings, weekends, and/or holidays and adapt to irregular working conditions.

#### **Other/Marginal Duties**

- Complete assigned and self-initiated workloads in a punctual and professional manner.
- Participate in public relations activities and education programs as directed including public speaking and presentations to general public and/or targeted audiences as assigned.
- **Performs other duties and responsibilities as needed or assigned.**

#### **Special Assignment Duties**

##### **Canine Officer**

- Accompanied by a police dog, provides police services to the community
- Ability to physically and vocally control a police dog's actions.
- Train and maintain to standards, provide care for, and use a specially trained dog for law enforcement duties.
- Maintain records of canine training and performance during call-outs.
- Agree to all terms of current handler contract.

#### **Job Qualifications/Requirements**

***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.***

#### **Special Requirements**

Must be able to pass all pre-employment requirements to include, but not limited to; physical screening, psychological examination, physical abilities test, drug test, CVSA, and extensive background check.

## **General Requirements**

- Must be 21 years of age at the time of hire
- US Citizen
- No felony convictions or expunged conviction and, on and after 1 July 1995, has not been placed upon diversion by any state or the federal government for a felony offense or misdemeanor crime of domestic violence or its equivalent under the uniform code of military justice. (KSA's 74-5605 and 74-5616)
- Live within a thirty-mile radius of the Riley County Police Department.

## **Education/Experience**

- High School Diploma or general equivalency diploma (GED)

## **Training**

- Successful completion of a basic law enforcement certification course or a reciprocity training course for individuals certified as law enforcement officers in another state from the Kansas Law Enforcement Training Center (KLETC).
- Successful completion of the Department's Police Training Officer (PTO) program.

## **License or Certification**

- Valid Kansas Driver's License
- Proficiency by department standards with firearms, less-lethal devices, radar and any and all other required certifications deemed necessary by the department and the State of Kansas.

## **Essential Knowledge/Skills/Abilities**

*Some assignments may require additional skills and abilities not listed here.*

- Ability and willingness to adhere to moral and ethical principles and to possess sound moral character and honesty.
- Demonstrate the character quality of being loyal and the willingness to be faithful to commitments or obligations.
- Ability to work in a cooperative or coordinated effort whether as part of a group or persons acting together as a team or in the interest of a common cause.
- Ability to take the lead or introductory step in activities, responsibilities or decisions.
- Ability to intellectually identify with or vicariously experience the feelings, thoughts or attitudes of others.
- Ability to be one who can be relied upon and to be dependable in achievement, accuracy and honesty.
- Ability to analyze situations quickly and to determine proper course of action to be taken with due regard to surrounding hazards and circumstances.

- Ability to judge, decide or form an opinion objectively, authoritatively and wisely especially in matters affecting action, good sense and discretion.
- Ability to exhibit a standing practice of professional character, spirit or methods that distinguish one from an amateur.
- Ability to resolve conflict through awareness of self-emotions, the emotions of others, and the employment of appropriate conflict resolution strategies.
- Ability to interact comfortably with individuals from different racial and cultural backgrounds; be empathetic to needs of the emotional disturbed and mentally handicapped; recognize the role of law enforcement as a stakeholder in solving the problems of the culturally diverse or special needs groups.
- Positively influence others at work and in the community.
- Perform necessary duties in a professional manner during high stress and emotional situations. Cope with stress; discuss job stresses.
- Prioritize problems according to their immediacy and their impact to the department.
- The ability to modify or discard solutions that are not effective; learn from problem-solving failures and apply the knowledge to future problems.
- Interact with the most difficult aspects of police work, such as shift work, high workload volume, and negative public perception.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Computer/Automation**

- Knowledge of general computer software programs (Word and Excel) and the ability to learn other police department related software.
- Ability to work with various types of computer hardware and other computer related equipment.
- Ability to type 16 words per minute.

### **Physical/Physiological**

- Ability to meet and maintain physical condition through exercise and training for the position's physical ability standards (see physical demands).
- Ability to safely operate department vehicle during day or night, in both emergency and non-emergency conditions.
- Ability to defend self and others with and without the use of deadly force
- Ability to work in all types of weather, including adverse conditions and environments
- 20/100 vision correctable to 20/20; the ability to see in low light conditions and be free of achromatopsia color blindness
- Ability to hear, read, understand, and carry out written instructions in English

- Ability to coordinate hands and eyes in using automated office equipment, radio communication, and law enforcement equipment and to operate motor vehicles
- Ability to maintain composure and operation efficiency under high stress situations

#### **Police Equipment**

- Skill in utilizing equipment including demonstrated competency in use of weaponry, communications equipment, speed detection equipment, computers, vehicles, surveillance and safety equipment.

#### **Work Conditions/Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Environmental Factors**

- Duties are performed indoors/outdoors and may include exposure to inclement weather for extended periods of time.
- Occasionally works near moving mechanical parts; in high precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The work environment is usually moderate.
- Moderate exposure to fumes, dust and odors.
- Moderate to high exposure to infectious disease or bodily fluids.

#### **Physical Demands of Essential Job Functions**

- A maximum occasional lift of 40lbs from Knuckle-Waist, a horizontal push/ pull force of 50lb, and an occasional bilateral grip of 60 lbs. Sit, stand, walk, hand coordination, and lower extremity use frequencies vary depending on the essential function. Stair climb, walk quickly &/or run, punch, and kick are occasional. Additionally, being involved in a physical altercation/ restraining situation occasionally is also required.
- PDC Level: Heavy

#### **Machines, Tools and Equipment**

- Uniform, gun belt, firearm, ammunition, handcuff, body armor, vehicle, digital camera, telephone, copier, radar, mobile video, rifle, shotgun, computer and associated hardware/software, radios, electronic control device.
- Personal Protective Equipment - Kevlar vest, duty belt, hand cuffs, OC spray, firearms, latex gloves and baton, Taser or Conducted Energy Weapon.