

RILEY COUNTY POLICE DEPARTMENT POSITION DESCRIPTION

Position: Police Service Aide

FLSA: PT- NE

Division: Patrol or Jail

Reports to: Sergeant

Approved: 12/08/2015

Grade: 12

Revised: 9/12/2025

NOT A KPERS OR KP&F COVERED POSITION

Objective

Support Corrections and Police activities of the department through a variety of routine tasks which do not require the authority of a full time Corrections Officer or Sworn Police Officer.

Supervision-Responsibility for work of others

No responsibility for the direction or supervision of others.

General Description

Under general supervision, assist and/or relieve Sworn and Corrections personnel of a variety of routine tasks that do not require the authority of a full time Corrections and/ or Sworn Police Officer. This is a non-sworn position within the department with no arrest powers. Typical duties of the Patrol assignment include handling parking and traffic related calls, issuing parking citations, service of civil papers, and preparation of related reports and/or documentation. Typical duties of the Corrections assignment include providing or assisting in the transportation of persons, ensuring the security and well-being of confined persons, providing access and transportation of inmates to health care facilities, court appearances, and other locations as directed by the court. Patrol and Corrections assignments may include the operation of a department motor vehicle as necessary for assigned tasks.

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.***

Unless otherwise noted, frequency of essential functions of the position will vary according to shift and area assigned.

- Accept responsibility to support and promote the agency's mission and comply with its directives.
- Follow policy and procedures for communicating with fellow employees and supervisors; interact efficiently and professionally with public officials, the general public, and other agencies.
- Maintain and apply knowledge of current department policies, procedures, laws, and regulations.
- Maintain strict accountability of individually assigned equipment and department property.

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- Treat all arrestees/detainees with due caution and support officers and fellow employees with the same standard of safety that one holds for self.
- Use and properly maintain inmate restraint devices including handcuffs and leg irons.
- Provide factual courtroom testimony in a well-prepared, clear, concise, and complete manner as assigned.
- Properly and appropriately utilize the department's computer system to include email, electronic documents, spreadsheets, and technical software for assigned duties.
- Fully and accurately complete all required offense reports, as appropriate, and online forms, correspondence and documents in a clear, concise, and understandable manner
- 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.
- Maintain and apply knowledge in the operation of computer terminal, radio, or other communication devices in the completion of assignments.
- Treat all suspects, arrestees and inmates 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.
- Positively influence others at work and in the community; direct self toward accomplishment of the department's mission and make sound decisions in both stress and non-stress situations.
- 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.
- Operate motor vehicle, including multi-passenger vehicles, for inmate transport safely and effectively in accordance with applicable laws, policies, and procedures.
- maintain legal and ethical standards both on and off duty; reject gratuities for personal gain or that could compromise professional integrity.

Patrol Division Assignment

- Serve or deliver summonses, subpoenas, and other official papers promptly and accurately when so directed in accordance with applicable law, ordinances, and department policies.
- Respond to calls for service not requiring a sworn police officer, as assigned and in accordance with department policy.
- As directed, respond to emergency situations involving arrestees, traffic accidents, and/or crime scenes.
- Assist sworn personnel in the processing, custody and transportation of arrestees.
- Demonstrate familiarity with non-criminal laws such as municipal ordinances, and parking regulations; issue parking citations in conjunction with assigned duties.
- Provide funeral escort service, traffic control for parades, and support services at community events; direct traffic at accident scene and during special events as assigned.
- Service of civil papers
- Schedule frequency is based on a 4-hour shift.

Jail Division Assignment

- Maintain an acceptable level of availability for jail transports which includes a minimum of 4 hours a week.
- Work which may include rotating shifts including evenings, weekends, and/or holidays and adapt to irregular working conditions.
- Operate motor vehicle, including multi-passenger vehicles, for inmate transport safely and effectively in accordance with applicable laws, policies, and procedures.
- Properly supervise inmates during transport, expeditiously and safely transport inmates to medical appointments, court appearances, Kansas Department of Corrections Facilities, and other facilities as required, in accordance with department policies and procedures.
- Prepare and maintain booking, medical, property, inmate release records, and general upkeep of inmate records, as assigned.
- Be aware of potential threats while consistently monitoring arrestee/inmate activity; effectively communicate with all arrestee/inmates in a professional manner, while observing the safety and security of the facility, coworkers, and others.
- Treat all suspects, arrestees and inmates 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.
- Positively influence others at work and in the community; direct self toward accomplishment of the department's mission, and; make sound decisions in both stress and non-stress situations.
- 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, and; maintain legal and ethical standards both on and off duty; reject gratuities that are for personal gain, or could compromise professional integrity.
- Transport arrestees or inmates.
- Schedule frequency is based on a 4-hour shift.

Other/Marginal Duties

- Complete assigned and self-initiated workloads in a punctual and professional manner.
- Performs other duties and responsibilities as needed or assigned.

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 18 years of age at the time of hire

Must be able to legally work in the United States

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No felony convictions or expunged conviction and, on and after 1 July 1995, have 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 Department required training.

License or Certification

Valid Kansas Driver's License

Proficiency by department standards with non-lethal weaponry.

Essential Knowledge/Skills/Abilities

Some assignment 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, make a decision 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 maintain and safeguard confidential information.
- 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 interact comfortably with individuals from different racial and cultural backgrounds;
- 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, make a decision or form an opinion objectively, authoritatively and wisely, especially in matters affecting action, good sense, and discretion.

- Ability to think logically and quickly during an emergency, prioritize problems according to their immediacy and their impact to the Department, perform necessary duties in a professional manner during high stress and emotional situations.
- Ability to apply appropriate reasonable force in accordance with department's policy.
- Ability to effectively, efficiently, appropriately, and courteously interact with persons seeking assistance.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Possess strong written and verbal communication skills and have the ability to organize information and prepare written reports.

Computer/Automation

- Knowledge of general computer software programs (Microsoft Office Suite) and the ability to learn other police department related software.
- Ability to work with various types of computer hardware and other computer related equipment.

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 vehicles during day or night conditions.
- Ability to defend self and others with and without the use of non-lethal force
- Ability to work in all types of weather, including adverse conditions and environments
- Ability to accurately carry out written and verbal instructions.
- Ability to coordinate hands and eyes in using automated office equipment, and law enforcement equipment and to operate motor vehicles
- Ability to maintain composure and operational efficiency in high stress situations

Equipment

- non-lethal weaponry, restraints, communications equipment, computers, vehicles, monitoring 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 and outdoors and may include exposure to inclement weather for extended periods of time.
- Occasionally works near moving mechanical parts; in high precarious places; 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.

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- Moderate to high exposure to infectious disease or bodily fluids.

Physical Demands of Essential Job Functions

- Maximum occasional lift of 50 lbs. from floor waist; maximum occasional lift of 100 lbs. knuckle to waist; maximum occasional carry of 50 lbs. for distance of 100 ft.; maximum occasional horizontal push/pull force of 50 lbs. at waist height for 25 ft.; maximum occasional bilateral grip force of 60 lbs.; maximum frequent forward reach of 18 inches; maximum occasional lateral reach of 18 inches; maximum occasional climb of 18 inches; frequent neck flexion; occasional neck rotation; constant fine motor coordination; constant hand coordination; constant foot coordination; occasional balance; constant sitting; frequent standing; frequent walking.
- PDC Level: Heavy

Machines, Tools and Equipment

- Uniform, electronic control device, OC spay, handcuff, baton, vehicle, telephone, copier, computer and associated hardware/software, radios, restraint devices, and personal protective equipment.