

**City of Larned**  
**Job Description**  
**Job Title: Police Officer**

<p><b>Department:</b> Police <b>FLSA Status:</b> Non-exempt <b>Work Shift:</b> Shift as Provided by Department <b>Work Status:</b> Full-time <b>KPERS:</b> Yes <b>Residency:</b> Yes <b>City Manager Approved Date:</b> 08/01/2012 <b>Job Grade:</b> 19      <b>PCP Level:</b> 3 <b>Location:</b> Police Department</p>
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**General Overview of Position and Responsibilities:** Under the general supervision of the Police Chief, this non-exempt position is responsible for performing uniformed police patrol duties and enforcing all federal, state, and local laws and ordinances. Conducts and assists with criminal and traffic investigations, animal control, providing public assistance, and performing duties and related law enforcement activities in the protection of life and property and the preservation of order in the City of Larned. This position requires the ability to work independently, to work well with others, and perform in a team environment on a daily basis, while maintaining the highest level of confidentiality. This employee will be required to exercise initiative and discretion when faced with emergency situations. Frequent problem solving exists in the day to day performance of duties; in handling aggressive animals and suspects, finding or developing evidence for conviction of a crime, making a split second to minute decision during a crisis situation, determining proper procedures at the scene of a crime, probable cause, arresting alleged criminals and the level of force necessary and reasonable in effecting such, insuring rights are protected, and issuing citations or warnings.

**Supervisory Responsibilities:**

None

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Work on assigned shifts performing security patrols, traffic control, investigation, first aid at accidents, and detection, investigation, and arrest of persons involved in crimes or misconduct, enforcing laws, preventing and discovering crimes, maintaining order, and answering calls and complaints.
- Maintain normal availability by radio or telephone.

- Carry out duties in conformance with Federal, State, County, and City laws and ordinances.
- Patrol streets, parks, commercial and residential areas to preserve the peace and enforce the Federal, State, County and City laws and ordinances, control vehicular traffic, prevent or detect and investigate misconduct involving law violations.
- Respond to and investigate emergency radio calls and assist other law enforcement, fire, and emergency medical service agencies.
- Maintaining chain of command by carrying out the orders and directives of his or her supervisor.
- Examine doors, windows, premises of unoccupied buildings in order to detect suspicious conditions. Also look for and report problems within the city which might constitute an unsafe environment, i.e., traffic light malfunctions, street pavement issues, broken water lines, downed power or service lines, etc.
- Accompany prisoners to headquarters, jail, or court and appear in court as arresting officer or witness.
- Provide information to the public on laws and ordinances, other public safety information.
- Attend training classes in police methods, firearms, first aid/CPR, and related subjects.
- Assist citizens with such matters as locked or stalled vehicles.
- Perform community oriented policing to include crime prevention, traffic safety, neighborhood discussions.
- Investigate crimes and scenes to include dusting for latent fingerprints; obtaining taking fingerprints from suspects; interviewing suspects and witnesses; gathering and preserving evidence, taking measurements, photographs, developing leads and tips; searching scenes for clues; analyzing and evaluating evidence.
- Arresting violators.
- Provide testimony in court proceedings by describing conditions, situations, and actions.
- Issue written citations for traffic and other minor violations.
- Inspect public establishments requiring licenses to ensure compliance with rules and regulations.
- Write detailed incident, investigation, activity, and other reports.
- Prepare a variety of reports and records, including but not limited to the Kansas Standard Offense and Arrest Reports (KSOR/KSAR), Officer's Daily Activity Report (DAR), reports of investigation, alcohol reports, DUI check list, vehicle impoundment form, etc.
- Coordinate activities with other Police Officers or other City departments, exchange information with officers in other law enforcement agencies, and obtain advice from the

Municipal/County Prosecutor's Office regarding cases, policies and procedures.

- Maintain contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about Department activities.
- Work to improve department image and repore with public.
- Work with other departments to ensure efficient and effective service delivery.

**Marginal Duties and Responsibilities** include the following. Other duties may be assigned.

- Maintain departmental equipment, supplies, and facilities.
- Serve as a member of various employee committees.
- May be called upon to conduct programs or give presentations to the general public and/or service organizations.
- Is expected to give and make recommendations to the department administration for input on department policy and procedure, as well as reporting any deficiencies with department equipment.
- May serve on various employee and other committees as assigned.
- Other related duties as deemed necessary or as required.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the competencies, knowledge, skill, abilities, required education and or experience to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is subject to call out 24 hours a day, working nights, weekends and holidays.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; works well as individual or in group problem solving situations.

Public Service - Manages difficult or emotional situations; responds promptly to public needs; solicits public feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; keeps emotions under control; remains open to others' ideas and tries new things.

Communication - Listens and gets clarification; ability to read, write and understand instructions.

Teamwork - Gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; asks for and offers help when needed.

Innovation - Generates suggestions for improving work.

Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Ethics - Works with integrity and ethically.

**Required Knowledge, Skills, Abilities:**

- Ability to learn and abide by applicable laws, ordinances, and city/department policies and procedures; perform work requiring good physical condition; communicate effectively including giving and receiving verbal and written instructions; establish and maintain effective working relations with peers, supervisors, and the public; exercise sound judgment in evaluating situations and making decisions; meet special requirements listed below; learn the City's geography.
- Ability to meet department's physical standards in order to perform all essential job functions and those required to successfully complete the Kansas Law Enforcement Training Center (KLETC).
- Maintain proficiency in firearms and other law enforcement related equipment, certifications, and skills.

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with public or employees of organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to operate computers and software necessary to complete assignments may include word processing, spreadsheet, databases, global positioning equipment, software downloads from systems, etc.

**Required Education and/or Experience:**

High school education or GED: or two to three years related experience and/or training; or equivalent combination of education and experience.

**Preferred Education and/or Experience:**

Associate's degree or equivalent from two-year college or technical school; or two to three years related experience and/or training; or equivalent combination of education and experience.

**Certificates, Licenses, Registrations:**

Kansas driver's license  
 KLETC basic training required with 40 hours of additional annual training  
 Background check  
 Drug testing

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must frequently lift and/or move up to 25 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work 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.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is frequently exposed to moving mechanical parts and fumes or airborne particles. The employee is frequently exposed to outside weather conditions; risk of electrical shock and blood borne pathogens, and stressful situations. The noise level in the work environment is usually moderate to loud.