

**17.200:POLICEOFFICER (PATROLMAN, DETECTIVE, RESERVES)**

A. *Generally.*

1. Grade: 17
2. Classification: Non-Exempt (Hourly)
3. Department: Police
4. Reports to: Police Chief and Sergeant

B. *Job Summary* Provides police and related services to citizens. Maintains order, enforces traffic laws, investigates crimes, conducts proactive patrol, investigates accidents, handles disturbances, and makes arrests when warranted.

C. *Job Scope.* No supervisory or budgetary responsibilities.

D. *Principal Duties and Responsibilities.*

1. Patrols assigned district within the City looking for crimes in progress, suspicious activity, and traffic violations.
2. Answers calls for service such as reports of crime, accidents, disturbances, and non-crime related services.
3. Prepares written reports of all crimes and accidents investigated.
4. Provides services to prisoners as required.
5. Processes subjects arrested.
6. Attends roll call, firearms training, and in-service training programs.
7. Performs all other duties as assigned.

E. *Skills, Knowledge and Abilities.*

Skills in communication, both oral and written, crime and accident investigation, high speed driving, self defense, use of firearms, and dealing with the public under stressful conditions. Knowledge of Federal, State and local laws, Department policies and procedures, recent changes in laws, and known offenders in assigned district. Ability to work as a team member and follow and carry out orders. Ability to operate Department equipment including patrol vehicle, firearms, radar gun, breathalyzer and computer.

F. *Minimum Education, Certification and Experience Requirements.*

High school diploma or equivalent required. Associate's degree in Criminal Justice preferred. No previous experience required. State Certification as Law Enforcement Officer, Breathalyzer Certification and valid State of Missouri Driver's License required. (Ord. No. 549, 7-22-91)