



Position Description

Job Title:	Police Officer	Grade Number:	16
Department:	Police Department	Date Modified:	December 2, 2020

This is a Non-Exempt position under the FLSA guidelines.

General Purpose:

Performs police patrol, investigation, traffic regulation, and related law enforcement activities.

Essential Duties and Responsibilities:

SUPERVISION RECEIVED:

This is a front line, non-supervisory position within the Police Department. Works under general direction of the Police Chief or designee.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Exercise sound judgment and make logical decisions as to the appropriate response to situations while under pressure, and in accordance with rules, regulations, and policies.
- Work cooperatively, courteously, but firmly with all segments of the public.
- Observe and monitor people's behavior or objects to determine compliance with laws, codes, and regulations; recall details accurately.
- Comprehend and make references from written material and learn job-related material through observation, structured lecture, and oral instruction. This learning takes place in an on-the-job training or classroom setting.
- Learn geography of the City, community service organizations, location of facilities and buildings.
- Comprehend and enforce written comprehensive local Ordinances, State, and Federal laws.
- Make mathematical calculations and draw logical conclusions.
- Listen, communicate, and work effectively with a diverse group of people.
- Proficiently perform computerized word processing, comprehension, summarizing, and writing/editing.
- Attend various meetings as needed.
- Deal effectively with co-workers, City officials, and the public in routine and emergency situations. Establish and maintain effective working relationships with City staff and the general public.
- Testify in Court.
- Maintain proficiency with a handgun.



Position Description

Performs duties and responsibilities commensurate with assigned functional area which may include, but are not limited to, any combination of the following tasks:

- Performs law enforcement patrol activities. Operates a motor vehicle and observes and monitors the public to determine compliance/noncompliance with prescribed operating or safety standards and laws. Pursues and stops offenders, subdues resisting offenders using necessary force where appropriate, including deadly force.
- Issues citations and makes arrests; searches persons, places, and things; seizes and impounds property and evidence; transports arrested persons and property.
- Mediates disputes; performs crowd and riot control activities.
- Conducts law enforcement investigations. Protects crime and traffic accident scenes; conducts face to face and phone interviews; observes, gathers, records, processes, and preserves evidence; measures and diagrams crime and traffic accident scenes; prepares detailed written reports of investigative findings; performs data entry of various police activity into computerized records management system, seizes and processes evidence; presents testimony and evidence in court.
- Performs public assistance activities. Responds to citizen requests for assistance to fires, accidents, and crime scenes; administers first aid to sick and injured citizens for a wide variety of illnesses and injuries; assists distressed motorists and crime scene individuals; directs traffic; moves persons, vehicles, and other property.
- Serves as a resource for citizens seeking assistance with a wide range of needs.
- Make measurements and draw diagrams.
- Performs other duties as assigned.

PERIPHERAL DUTIES:

- Maintains departmental equipment, supplies and facilities.
- Maintains contact with general public, court officials, and other City officials in the performance of police operating activities.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Education and Experience:
- High school diploma or equivalent
- Must be 21 years or older at the time of employment;
- Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State;
- Not convicted or has been pardoned of a crime punishable by imprisonment in a penitentiary for a term of one year or more, including convictions of Class 1 Misdemeanors
- Not been convicted of driving while intoxicated or under the influence in the two years immediately preceding admission
- Has not received a punitive discharge from the United States Armed Forces
- Has not been denied certification status, had certification revoked or currently suspended in this state or another jurisdiction



Position Description

- Not been convicted of any crime involving the threat or actual use of physical violence that would constitute a Class I misdemeanor in this state.
- Not been convicted of any crime involving the threat of or actual sexual assault or abuse.
- Not convicted of any crime of physical violence or sexual abuse against a child or children.
- Not convicted of a crime of domestic violence as defined in the United States Code, 18 USC 922(g)(9), that would disqualify from possessing a firearm.
- Not subject to an order of protection that would disqualify from possessing a firearm under the provisions of United States Code, USC 922(g)(8)
- Does not have a past indicative of incompetence, or neglect of duty.
- Does not have a past indicative of physical, mental or emotional incapacity.
- Has not been adjudged or convicted of criminal violations with such frequency so as to indicate disrespect for the law and rights of others.
- Has not been adjudged or convicted of traffic violations with such frequency so as to indicate disrespect for traffic laws and disregard for the safety of others within the past three years.
- Does not have a pattern of substance abuse. (Has not used marijuana for any purpose in the two years preceding application; Not used illegal drugs or narcotics other than marijuana in the five years preceding application)
- U.S. citizen.
- Must be able to read and write the English language.
- Must be of good moral character and of temperate and industrious habits.

Necessary Knowledge, Skills and Abilities:

- Some knowledge of modern law enforcement principles, procedures, techniques, and equipment;
- Some skill in operating the tools and equipment listed below;
- Ability to learn the applicable laws, ordinances, and department rules and regulations;
- Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing;
- Ability to establish and maintain effective working relationships with subordinates, peers and supervisors;
- Ability to exercise sound judgment in evaluating situations and in making decisions;
- Ability to follow verbal and written instructions;
- Ability to meet the special requirements listed below;
- Ability to learn the City's geography.

SPECIAL REQUIREMENTS:

- Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state.
- Must be insurable under the City of Kimball Automobile Policy.
- Ability to meet Department's physical standards.
- Possess and maintain NLETC Certification.



Position Description

TOOLS AND EQUIPMENT USED:

- Police car, police radio, radar gun, handgun and other weapons as required, Asp, handcuffs, breathalyzer, phone, first aid equipment, pepper spray, Tazer.
- Use and maintain proficiency with a variety of law enforcement tools, including handguns, batons, and other weapons.
- A variety of standard office equipment including: computer, telephone, calculator, copy and fax machines.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position or that an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform a multitude of tasks simultaneously or in logical and efficient succession.
- Sit for extended periods of time while driving a City vehicle.
- Physical agility to pursue offenders on foot; stop and subdue resisting offenders using necessary force where appropriate, including deadly force.
- Access paved, gravel, rough, or turf areas; climb elevations.
- Exposure to dirt, dust, pollen, inclement weather, temperature extremes, traffic hazards, body fluids, hazardous chemical, firearms, various evidence, firearms, and unpleasant odors.
- Perform first aid.
- Be able to perform required physical tasks essential for graduation of NLETC (list available online http://nletc.nebraska.gov/entrance_physical.html)
- Physically move persons, vehicles, and other property.
- Read maps.
- Some work is performed in a normal City office environment.
- Visual and muscular dexterity to operate a motor vehicle, computer equipment, and two-way radio maintaining constant vigilance to the surrounding area.
- Utilize two-way radio to hear and respond to radio communications, voice instructions, and/or commands under a variety of working situations and background noise levels consistent with scene processing and/or traffic control.
- Use appropriate Personal Protection Equipment (PPE) when needed/required.
- Travel to/from various locations.
- Work a variety of scheduled shifts.

SELECTION GUIDELINES:

- Formal application; review of education and experience; written and physical agility test; oral interview, psychological assessment, medical exam, polygraph, final selection.
- Must be able to obtain NLETC Certification within one year of hire date.



City of Kimball

Position Description

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	