

City of Garden Plain, Kansas
Job Description

POLICE OFFICER

Department: Police
Reports to: Lieutenant and Chief
FLSA: Non-Exempt
Effective: 04.15.25

Position Summary

Under the supervision of the Lieutenant and Chief, the Police Officer performs duties in the protection of life and property and the preservation of order in the City of Garden Plain. The employee in this position enforces all federal, State, and local laws in accordance with departmental rules and regulations. Patrol duties include enforcing traffic laws, investigation of crimes and accidents, and providing public assistance. This employee will be required to exercise initiative and discretion when faced with emergency conditions. The Police Officer will be required to work rotating shifts, holidays, weekends, and special events as assigned. This work involves an element of personal danger.

Essential Functions:

- Enforces all federal, state, and local laws and ordinances;
- Patrols streets of business districts and residential neighborhoods;
- Investigates suspicious conditions and complaints;
- Searches for, collects and identifies evidence found at crime scenes;
- Arrests individuals who violate laws and ordinances;
- Appears in court as the arresting officer or to give evidence;
- Investigates and intervenes in domestic disputes;
- Directs traffic and issues citations for traffic law violations;
- Investigates accidents;
- Operates radio transmittal equipment and communicates with dispatchers;
- Answers citizen complaints and takes necessary corrective action;
- Attends classes on current supreme court decisions affecting searches, seizures, arrests and other related matters;
- Attend firearm and equipment training;
- Assists other law enforcement agencies;
- Works at a desk preparing reports;
- Gives advice on laws, ordinances, and general information to the public;
- May give talks to schools and local organizations;
- May deliver emergency or death messages;
- May handle drug related cases;
- May serve as a Field Training Officer;

Marginal Functions:

- May serve as the Bailiff/Warrant Officer;
- Other duties as assigned.

POLICE OFFICER (continued)

Position Requirements:

Experience: Prior law enforcement experience is preferred. Possession of a valid KS driver's license.

Education: High school diploma or GED required. Graduation from the Kansas Law Enforcement Training Center (KLETC) within one year of hire and 40 hours of annual continuing education training in police procedures and techniques. NIMS IS-100 and IS-700.

Skills: Knowledge of federal, state, and local laws and ordinances, law enforcement techniques and emergency medical techniques. Good oral and written communication skills. Ability to operate a radar unit, patrol vehicle, communications equipment, weapons, and related law enforcement equipment. Typing and basic computer skills.

Problem Solving: Frequent problem solving exists in this position. Problems involve handling citizen complaints, civil disputes, victim trauma, finding evidence for conviction of a crime, and locating witnesses.

Decision Making: Frequent decision making exists in this position. Decisions include determining whether to issue a warning or a citation, make an arrest and when to use force in a situation and whether there is probable cause to make an arrest.

Accountability: Employee is responsible for keeping the peace and making arrests according to specified legal operating procedures.

Supervisory Responsibilities: None.

Residency Requirement: Must live within 30 minutes of the city limits. The Governing body may impose a reasonable time for the employee to become compliant.

Personal Relations: Frequent contact with other city departments and continual contact with the general public

Working Conditions: Adverse working conditions relating to public law enforcement. This position also requires operating patrol vehicles, including all necessary vision and hearing demands. Hazardous, strenuous, and dangerous situations may arise in the apprehension of alleged criminals, interviewing suspects and/or victims under extreme conditions, and in the response to various emergencies and other situations. Exposure to human blood, body fluids, and other hazardous substances may occur. Adverse weather conditions when patrolling may be encountered.

Physical Requirements: The Police Officer's physical job demands require occasional lift of up to 100 lbs floor to waist; occasional lift of up to 25 lbs from waist to shoulder; occasional carry of up to 100 lbs for 10 ft; occasional carry of up to 75 lbs for 50 ft; occasional horizontal push/pull force of up to 100 lbs; frequent horizontal push/pull force of up to 20 lbs; occasional grip force of up to 60 lbs; frequent grip force of up to 25 lbs; occasional pinch force of 6 lbs; frequent climb; frequent bend/crouch; occasional kneel / crouch; frequent trunk rotation; frequent forward reach;

POLICE OFFICER (continued)

frequent hand coordination; frequent foot coordination; occasional run, frequent sit; frequent stand and frequent walk. PDC Level: Heavy

This description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

Employee Signature

Supervisor Signature

Print name

Print name

Date

Date