



CITY OF TONGANOXIE
PATROL OFFICER

Job Description Updated April 2021

Department: Police
Position: Patrol Officer
Status: Full-Time, Permanent
Reports to: Sergeant
Department Head: Chief of Police

POSITION SUMMARY

A Police Patrol Officer is a non-exempt position under FLSA that performs duties related to public safety through enforcement of laws and ordinances, public education, and hazard correction. Pre-certified law enforcement certification from the Kansas Commission on Peace Officers' Standards and Training (CPOST) is preferred but not mandatory.

A Tonganoxie Police Officer may be assigned to School Resource Officer (SRO) duties at USD 464 facilities, which include Tonganoxie Elementary School, Tonganoxie Middle School, and Tonganoxie High School. SRO training or experience is considered a special skill set. Other possible assignments include Patrol, Investigations, or Staff Services.

Police Officers work under direct supervision and guidance of rules, regulations, and other training, but often work alone. They must exercise independent judgment in carrying out duties. Community Policing and outreach is an important element of this position, as well writing official reports.

MINIMUM QUALIFICATIONS

- Is a United States citizen;
- Has been fingerprinted and search of local, state and national fingerprint files has been made to determine whether the applicant has a criminal record;
- Has not been convicted, does not have an expunged conviction, and on and after July 1, 1995, has not been placed on diversion by any state or the federal government for a crime which is a felony or its equivalent under the uniform of military justice;
- Has not been convicted, does not have an expunged conviction, has not been placed on diversion by any state or the federal government for a misdemeanor

crime of domestic violence or its equivalent under the uniform code of military justice;

- Is the holder of a high-school diploma or furnishes evidence of successful completion of an examination indicating an equivalent achievement;
- Is of good moral character;
- Has completed a psychological test approved by the KLETC commission;
- Is at least 21 years of age;
- Must be certified by the State of Kansas as a Full Time Law Enforcement Officer within one year of employment;

(Physical)

- Be free of any physical or mental condition which might adversely affect performance as a police officer;
- Be physically capable of subduing/controlling violent people, which may include chasing up and down hills/stairs, climbing walls/fences;
- Be physically capable of rescuing victims of crimes, accidents, and natural disasters, which includes the needed ability to run, hear, see, climb, crouch, grasp, kneel, lift, pull, push, and reach.
- Be able to wear police equipment to include gun belt/holster, handgun, Taser, handcuffs, ammunition, mace, and bulletproof vest.
- Post-training, must demonstrate a firearm qualification score of 70% or above.
- Be able to work in extreme weather conditions, to include working in extreme cold, extreme heat, rain and snow, for extended periods of time.
- Be physically capable of working on foot for extended periods of time without rest, directing traffic, working crisis situations, etc.
- Must have uncorrected vision of no worse than 20/200 in each eye, corrected to 20/20 vision in one eye and not worse than 20/40 vision in the other eye.

ESSENTIAL FUNCTIONS

- Patrol the city to preserve law and order, discover and prevent the commission of crimes, enforce state laws and city ordinances, and take proactive measures to deter crime.
- Respond to public service calls and any report of a felony or misdemeanor crime.
- Enforce traffic laws, ordinances, conduct traffic patrol, conduct traffic accident investigations.
- Contact and cooperate with other law enforcement agencies in applicable matters.
- Maintain contact with citizens regarding potential law enforcement problems, and preserve good relationships with the general public; take an active role in areas of public education relative to crime and crime prevention; make public presentations as assigned.

- Act as a first responder to emergency medical incidents until EMS arrives.
- Investigate crimes; gather and preserve evidence; interview victims, complainants and witnesses; identify and interrogate suspects; apprehend and arrest offenders; testify and present evidence and testify in court.
- Prepare reports on arrests, activities performed, and unusual incidents observed.
- Maintain custody of prisoners; transfer prisoners to holding facility.
- Be able to render credible testimony in courts of law. Be viewed by the public and department as having integrity to hold the position of Officer of the Law.
- Be able to communicate with effective interpersonal competency.
- Be able to perform essential job functions safely and effectively from both a physical capability to a mental capability.
- Be able to demonstrate independent and ethical judgment. Make sound decisions using training, experience, and ethical standards.
- Ability to learn policies and procedures, criminal law, motor vehicle law, laws of arrest, search and seizure, etc.
- Read and comprehend police-related materials, work well as part of a group or team, be a team player.
- Write clear, accurate and understandable reports.
- Ability to acquire knowledge of the street layout and geography of the City.
- Ability to apply law enforcement methods and procedures and take other appropriate action as needs dictate.
- Perform a variety of special projects and other duties as assigned.