

Position Description: Police Officer

Position Summary

Under the supervision of the City of Hillsboro Chief of Police, the Police Officer is a non-exempt position under FLSA. This employee is responsible for protecting the lives and property of the citizens of Hillsboro by enforcing all federal, state and local laws and ordinances. Performing routine patrol duties, making arrests, issuing traffic citations, and providing citizen assistance is required. This employee should possess excellent communication, organizational and public relations skills.

Essential Functions

- Performs shift work which may include days, evenings and nights to include weekends and holidays.
- Works an assigned shift using own judgment in deciding course of action and expected to handle difficult and emergency situations without assistance.
- Maintains availability by radio or phone to respond to police matters. Provides back-up as needed.
- Performs security patrols, traffic control, investigations and first aid at accidents, as well as the detection, investigation and arrest of persons involved in crimes or misconduct.
- Carries out duties in conformance with federal, state, and city laws and ordinances.
- Patrols city to preserve the peace and enforce the law. Controls vehicular traffic, prevents, detects, and investigates violations of the law.
- Responds to and investigates emergency calls; to include but not limited to; accidents, disturbances, domestic disputes, fights, prowlers, drug abuse, child abuse, etc. Takes appropriate law enforcement action.
- Conducts follow-up investigations of crimes. Seeks out and interviews suspects, witnesses and victims. Arrests and cites violators. Preserves and collects evidence. Prepares reports and cases and testifies in court proceedings and related activities.
- Investigates and renders assistance at traffic accident scenes. Summons ambulances and other emergency responders as needed.
- Prepares a variety of reports such as offense/incidents, field interrogation cards, DUI, towed vehicle and accident reports.
- Coordinates activities with other agencies and City departments as needed. Works with the County Attorney regarding advice, preparation, and procedures involving criminal cases.
- Maintains contact with police supervisory personnel and provides general information about department activities.
- Establishes and maintains effective working relationships with other employees, officials and all members of the general public.
- Operates and maintains a motor vehicle as well as other departmental equipment and property used in the performance of duty.

| Classification Quick View | |
|---------------------------|--|
| FLSA: | NON-EXEMPT |
| ADA: | APPLICABLE |
| FMLA: | INELIGIBLE |
| OSHA: | Human Blood / Body Fluids |
| Working Conditions | Adverse Weather, Hazardous Chemicals, Element of Risk to Personal Safety |

Marginal Functions

- Serves as an animal control officer.
- Assists other departments as needed.

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- Undertakes community oriented police work and assists citizens with such matters as crime prevention, bicycle safety, traffic safety and drug abuse.
- Performs other duties as deemed necessary or assigned.

Position Requirements

Experience: One to three years of similar or related experience is preferred. Employee is expected to have required the necessary information and skills to perform the job reasonably well within the first six months of employment.

Education: A high school diploma or GED is required, and a technical degree or some college credit is preferred. This position requires graduation from the Kansas Law Enforcement Training Center and a valid Kansas Driver's License.

Technical Skills: A thorough knowledge of all federal, state, and local laws and ordinances is required. This employee must be able to exercise sound judgment in evaluating situations and in making decisions. This position requires the ability to communicate effectively and to follow verbal and written instructions. This employee must be able to operate a motor vehicle, radar equipment, firearms and other weapons as required, breathalyzer, PBT, computer, first aid equipment and other law enforcement equipment as required. Excellent communication, organizational and public relations skills are required.

Problem Solving: Problem solving is a factor in this position. The employee encounters problems with criminal activity, traffic activities, contact with the general public and general overall activities related to law enforcement.

Decision Making: Decision making is a factor in this position. The employee makes decisions regarding general law enforcement duties, to include making arrests, crime and traffic investigations and resolving public conflict.

Supervision: This position is subject to limited supervision by the Hillsboro Chief of Police and the Assistant Chief of Police. This employee has no supervisory duties.

Financial Accountability: This employee is responsible for the safe operation of departmental equipment but does not participate in the annual budget process.

Personal Relations: Daily contact with the general public, co-workers and supervisory personnel is expected.

Working Conditions: Some adverse working conditions exist with this position. Exposure to body fluids, hazardous chemicals, explosives, heavy machinery, excessive noise, and all types of weather conditions is expected. This position contains an element of risk to personal safety.

Physical Requirements: The ability to pass and maintain all physical requirement and activities of the Kansas Law Enforcement Training Center. Must be able to lift heavy objects or persons.

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