



201 North State, Knob Noster MO 65336

Phone: 660-563-2595 Fax: 660-563-5634

**POSITION:** Recruit Police Officer

**Primary Purpose:** Perform law enforcement activities in support of the Knob Noster Police Department, in general enforcement and investigations including major crimes and accidents.

**Supervision:** Under the general supervision of the Police Chief and the direct supervision of the Police Lieutenant or Police Sergeant.

**Essential Duties and Responsibilities:**

1. Patrol streets, roads and public places, either on foot, or in an automobile, either at large or in a designated area.
2. Assume command of field incidents, where appropriate, including large disturbances, crowd/traffic control at fires, barricaded armed suspects, hostage incidents, homicides, manhunts, etc., until relieved by the Police Sergeant, Police Lieutenant or Police Chief.
3. Participate in the activities of an assigned squad, unit or work shift regarding law enforcement, investigations, technical, or support operations.
4. Exercise authority commensurate with assigned responsibilities, which often requires independent judgment.
5. Prepare and submit appropriate reports to the supervisor, as required, to accurately reflect problems, solutions, services, or activities of the department.
6. Respond to radio dispatched calls for service.
7. Observe, analyze and evaluate situations to determine appropriate action(s).
8. Monitor and direct traffic and crowd activities and intervene as necessary to preserve the peace.
9. Arrest, detain and apprehend a variety of offenders/suspects by use of necessary physical means and utilize proper law enforcement equipment such as firearms, handcuffs, radios, batons, etc.
10. Conduct preliminary investigations of crimes and traffic incidents, interview witnesses, collect, and patrol on foot.
11. Perform prolonged walking or standing while patrolling on foot.
12. Pursue suspects on foot involving running, climbing, jumping, and maneuvering under, over, or around obstacles.
13. Care for injured and administer basic emergency medical aid.
14. Read, interpret, and enforce Federal and State laws as well as municipal ordinances.
15. Operate department vehicles and equipment.
16. Prepare and present clear and accurate written and oral reports.
17. Testify in court when required.
18. Administer breathalyzer tests on suspected intoxicated suspects in compliance with statutes and ordinances, when certified.
19. Deal effectively and courteously with fellow officers, dispatchers and the general public.
20. Attend in-service training sessions or other training sessions deemed appropriate by supervisors or Police Chief.
21. Perform all other duties as assigned by supervisors.

**Minimum Qualifications:**

KNOWLEDGE

Principles, methods and techniques of law enforcement operations; methods and equipment for collecting and preserving evidence; firearm safety and utilization; applicable municipal laws, ordinances, and regulations; interpersonal communications.

ABILITIES

Perform effectively as a member of a team in carrying out the directed activities of assigned personnel without posing a direct threat to the health and safety of others; observe situations analytically and objectively and report them clearly; react calmly under stress using appropriate judgment; utilize and maintain law enforcement equipment and maintain firearms certification; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates and the general public.



#### EXPERIENCE, EDUCATION AND TRAINING FOR POLICE OFFICER

Must possess a certificate of completion of specialized police training (POST) and a high school or general education diploma. Must possess a valid Missouri State Driver's License, ability to maintain a Type III License for the operation of Breathalyzer equipment and successfully complete annual firearms certification.

#### EXPERIENCE, EDUCATION AND TRAINING FOR RECRUIT POLICE OFFICER

Must possess a valid Missouri State Driver's License. Must possess a certificate, a high school or general education diploma.

#### ESSENTIAL FUNCTIONS

Sight, hearing and smell. Ability to reach, hold and grip. Use of both arms and legs, lateral mobility. Ability to climb. Ability to walk, sit, stand, or run for prolonged periods. Work in confined and awkward positions. Memorize and retain information, effectively communicate through written and verbal skills. Time management skills. Cognitive and analytical skills, handle stressful situations, quickly access or judge situations, make decisions under pressure in areas of responsibility.

#### MISCELLANEOUS REQUIREMENTS

Subject to emergency call-in. Must successfully complete a background investigation which may include a polygraph or a CVSA. Primarily expected to work evening and night shifts, especially on weekends. Must be a dependable person due to the small size of the workforce. Must pass a pre-employment substance abuse screening and will remain subject to random screenings.

#### SALARY AND BENEFITS

Recruit Police Officers starting pay is \$15.00 per hour until they receive their POST Certification.

The starting pay for the Patrol Officer position is \$16.00 per hour. This is a full time position, with access to health insurance and a competitive benefits package, including vacation and sick leave.

The City provides uniforms, firearms, body armor and other necessary equipment.

Duties described above document the general nature and level of work, but are not intended to be a comprehensive list of all activities, duties or responsibilities required of job incumbents. Consequently, job incumbents may be asked to perform other duties as required.