

City of Fulton
POSITION DESCRIPTION

JOB TITLE: Police Officer
DEPARTMENT: Police Department
DATE: 10-98
IMMEDIATE SUPERVISOR: Sergeant

SUMMARY: Serves as a liaison officer to the community assuring for the best public relations for the City and that all laws and regulations are followed.

ESSENTIAL FUNCTIONS:

- I. Community Patrolling
 - A. Serves as a liaison officer within the community responding to non-criminal public concerns assuring for safety and the best public relations for the City.
 - B. Conducts safety programs for the community promoting good public relations for the City.
 - C. Represents the department in continual interaction with various other social service agencies to combine all resources assuring for the best community service.
 - D. Establishes and maintains communication by the frequent use of personal contact with the community.
 - E. Practices problem solving by assisting the offender in finding social service agencies available.
- II. Patrol Related Activities
 - A. Attends role call and obtains shift assignment assuring for professionalism.
 - B. Assists with patrolling assigned areas as needed and conducts checks and monitoring process for all aspects within the assigned zone.
 - C. Responds appropriately to notification of incident/accident, reports to scene assuring for timeliness, professionalism and safety.
 - D. Completes and submits to watch commander reports as required assuring for timeliness and accuracy.
- III. Calls
 - A. Receives assignments and responds as requested assuring for safety, professionalism and the best public relations for the City.
 - B. Completes the required documentation of assignments as necessary assuring for accuracy and timeliness.
 - C. Responds to radio announced incident, makes a determination regarding the emergency or non-emergency nature of the incident and coordinates with other units and agencies as needed.

- D. Responds appropriately and notifies dispatcher of arrival on scene. Takes appropriate enforcement or control action as required assuring that department procedures are followed and assuring for the safety of civilians and responding officers.
 - E. Notifies dispatcher of status and begins investigation of offense.
 - F. Completes investigation, makes determination regarding enforcement action required and completes reports and documentation as required assuring for timeliness and accuracy.
 - G. If needed, makes arrest, handles prisoners assuring for officer, prisoner and public safety, and assuring that department procedures are followed.
 - H. Conducts and completes any required follow up activities.
 - I. Manages civil disputes, domestic disputes and other non-criminal confrontations.
- IV. Other Patrol Activities
- A. Conducts traffic and parking enforcement activities assuring for safety, professionalism and the best public relations for the City.
 - B. Maintains an awareness of persons who have outstanding warrants and maintains vigilance for such persons and serves warrants as required, assuring for safety and professionalism and following prescribed policies and procedures.
 - C. Assists with animal control in animal related complaints.
 - D. Handles and interacts with prisoners as requested assuring for safety and professionalism and following prescribed policies and procedures.
 - E. Responds to requests for assistance from other agencies assuring for professionalism and for adherence to department policies and procedures.
 - F. Maintains and safeguards vehicles and other department issued supplies and equipment.
 - G. Learns and maintains an awareness of all applicable department practices, policies, procedures, laws and rules.
 - H. Learns the geography and locations within the City.
 - I. Deals with the public in a professional and courteous manner.
 - J. Responds to requests by immediate supervisor in an accurate, complete and timely manner.

This position falls under the Pipeline and Hazardous Materials Safety Administration and is therefore subject to Random drug testing.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- Above average accessibility of all work sites required for the position.
- Extreme exposure to weather and temperature extremes.
- Average exposure to chemicals and fumes.
- Average exposure to heights.
- Above average exposure to work safety hazards.
- Average amount of overtime/extended work hours required.
- Above average exposure to dust.
- Above average exposure to loud noises.
- Above average exposure to darkness.
- Average exposure to cramped spaces.

PHYSICAL EFFORT

- Normal physical mobility: movement from place to place on the job, considering distance and speed.
- Normal physical agility: ability to maneuver body while in place.
- Normal physical strength to handle routine office materials and tools.
- Above normal physical strength to handle 100 lb. objects, considering frequency.
- Normal dexterity of hands and fingers.
- Normal physical balance: ability to maintain balance and physical control.
- Normal coordination, including eye/hand, hand/foot, etc.
- Above normal endurance.

KNOWLEDGE REQUIREMENTS

- Completed high school diploma or equivalent.
- Valid Missouri driver's license.
- State of Missouri POST Certification.
- Must be at least 21 years of age, a United States citizen.
- No felony convictions.

MENTAL EFFORT

- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Average complexity of decision making.
- Average time pressure of decision making.
- Average analytical thinking.
- Average conceptual thinking.

COMMUNICATION

- Above average verbal communication.
- Above average written communication.
- Above average nonverbal communication.

SENSORY ABILITIES

- Normal ability to see, hear, smell and touch.
- Normal ability to distinguish colors.