

	Job Description:	Officer
	Full Time/Part Time:	Full Time
	Department:	Police
	Reports to:	Sergeant/Lieutenant
	FSLA Status:	Non Exempt

Position Summary

Performs a variety of routine and complex public safety duties including police patrol, criminal investigations, traffic enforcement, apprehension and prosecution of criminals and all related local, state and federal law enforcement activities in an assigned area in the City of Manchester, under the general direction of the Sergeant/Lieutenant.

Essential Duties and Responsibilities

The following list of duties is representative of those performed within this position and not intended to be all inclusive. Other duties may be assigned as necessary. To perform this job successfully, an individual must be able to perform each of the Essential Duties satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Responsible for the protection of people, property and streets in a rotating shift in an assigned area in the City of Manchester
- Apprehends suspects, processes arrest and assists in the prosecution of criminals and suspects
- Maintains and preserves the peace by utilizing skills (i.e. de-escalating a situation, sensitivity to victims, etc.) developed in Police Academy training
- Performs routine patrols using law enforcement vehicles including automobile, bike and others as necessary
- Responds to radio calls; preserves and investigates evidence of crime/accident scenes and conducts initial interviews of witnesses, suspects and victims at the scene of misdemeanor or felony crimes of vehicular accidents, develops leads and follow-up investigations of incidents during assigned shift
- Searches homes, businesses, buildings and other areas for suspects
- Traffic enforcement – issues citations, investigates accidents and performs problems solving with regard to general traffic issues in an assigned area
- Transports criminals and evidence
- Prepares, ensures accuracy of, and files a variety of daily reports, summonses and investigations on a routine basis
- Prepares cases for giving testimony and testifies in State and/or Municipal court to assist in prosecuting criminals
- Participates in public awareness and safety training programs as well as educational programs and crime prevention and education programs

- Interacts with the general public on a regular basis and releases information to the media when appropriate and prudent
- Maintains fleet vehicles, radar equipment, supplies and miscellaneous equipment used in law enforcement
- Assists citizens with matters including, but not limited to, locked or stalled vehicles, crime prevention, drug resistance, traffic safety, etc.
- Performs other related duties as assigned

Other duties which are assigned on a rotating basis:

- Fleet maintenance and purchasing agent
- Firearms/Taser instructor
- Evidence Technician
- School Resource Officer
- DARE officer
- Breathalyzer officer
- Field Training Officer
- Bicycle Officer
- Computer administration and authorizations
- Prisoner control, detainee conduct
- Crossing guard duty
- Public awareness programs

Required Knowledge Skills And Abilities

- Knowledge of the City's geography, laws and ordinances
- Knowledge of modern law enforcement principles, procedures, techniques and equipment
- Understanding of department rules and regulations
- Ability to deal courteously and effectively with peers, supervisors and the general public in unusual situations that may involve tragic and/or stressful circumstances
- Problem solving skills
- Effective oral and written communication
- Ability to exercise sound judgment in evaluating situations and reaching conclusions
- Ability to follow oral and written instructions
- Ability to efficiently and safely operate an automobile at high rates of speed
- Strong power of observation and memory
- Ability to perform all duties in conformance with Federal, State, County and City laws and ordinances

Minimum Requirements – Education, Certification, and Experience

- High school diploma or equivalent.

- Current P.O.S.T. (Peace Office Standard Training) Certification as a police officer of a first-class county in the State of Missouri through Police Academy training.
- Valid Missouri Driver's license without record of suspension, revocation, or felony convictions in any state.
- Must be 21 years of age and US citizen at time of employment.
- Must have no felony convictions.
- Must be able to render credible testimony in a court of law.
- Must successfully complete firearms qualification course as determined by the police department.
- Must successfully complete a standardized physical fitness test.

Working Environment

- This job operates in a professional office environment. Routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines
- Occasionally works in outside weather conditions - occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration
- It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties
- Ability to lift or move more than 100 pounds and pursue/restrain suspects
- Keen eyesight and hand-eye coordination
- Ability to be present at crime scenes, training events and other venues where appearance is required
- This work requires the regular exertion of up to 10 pounds of force: frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force.

EQUAL OPPORTUNITY EMPLOYER

The City of Manchester is committed to having a workforce that reflects diversity at all levels and is an equal opportunity employer. Qualified applicants are considered for employment, and employees are treated during employment without regard to race, color, religion, national origin, citizenship, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, political affiliation or any other characteristic protected under applicable law.

AMERICANS WITH DISABILITIES ACT

The City of Manchester makes every effort to fully comply with the Americans with Disabilities Act. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. If you need assistance or accommodation for the application, interview, or a particular testing process, please contact Human Resources at 636-227-1385, ext. 143.

The above statements are intended to describe the general nature and level of the work being performed. They are not intended to be construed as an all-inclusive list of all duties, responsibilities and skills required for the position.

APPLICANT CERTIFICATION

I have read and understand the duties and responsibilities of the job for which I am applying. I can meet these requirements with or without reasonable accommodations.

Signature: _____ Date: _____