

August 18, 2000

TITLE: POLICE OFFICER

CITY OF CLINTON – JOB DESCRIPTION

DEPARTMENT: Police Department

SUPERVISOR: Sergeant

CLASSIFICATION: Police Officer

EDUCATION REQUIRED: High school diploma or the equivalent;

QUALIFICATIONS/EXPERIENCE/TRAINING REQUIRED:

Must meet minimum qualifications - see attached list

QUALIFICATIONS/EXPERIENCE/TRAINING DESIRED:

Bachelor's degree in criminal justice or related field; POST Certification.

RESPONSIBILITIES: Police officers are responsible for maintaining law and order, preventing crimes, protecting life and property and must be able to exercise sound and independent judgement in emergency situations where danger to life and property may be involved. All assignments involve responsibility for recognizing the social importance of police functions, for the tactful and courteous treatment of the public and conscientious and efficient performance of duties without immediate supervision.

Examples of duties include, but are not limited to, patrolling an assigned area in a radio dispatched car or on foot; taking reports and investigating offenses and any suspicious conditions; making appropriate arrests; transporting prisoners to the police department and county jail; charging violators and testifying in court as required; enforcing traffic and parking ordinances by issuing tickets or warnings; directing traffic; and investigating and preparing detailed reports of traffic accidents. In addition, this employee must enforce City Ordinances and State Statutes, administer first aid, use firearms skillfully, and react quickly and calmly under emergency conditions.

NOTE: This job description shall not be construed to represent a detailed work description nor procedure; neither shall it rule out reasonable requests made by the supervisor in re-assignment of duties, formulation of additional duties, or special assignments.

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The City of Clinton is an Equal Opportunity Employer: The City of Clinton is fully committed to avoiding any unfair treatment or discrimination in employment practices related to race, color, religion, handicap, national origin, ancestry, sex or age. Nothing in this job description shall take precedence over any state or federal law to the contrary.

Notice: "AT WILL EMPLOYMENT STATUS." All employees are employed on an at will employment basis and may be terminated at any time by the City. An employee may also terminate his or her employment with the City at any time. This does not preclude employee rights addressed in the Merit Ordinance of the City of Clinton.

CITY OF CLINTON POLICE DEPARTMENT

LAW ENFORCEMENT OFFICER MINIMUM QUALIFICATIONS FOR EMPLOYMENT

AGE: Minimum of 21 years of age.

CITIZENSHIP: Must be a citizen of the United States.

EDUCATION: High school diploma or certificate of equivalency.

VISION: 20/200 or better uncorrected; correctable to 20/20.

HEARING: Adequate hearing without artificial aids; not more than 25 decibel loss in either ear.

HEIGHT AND WIGHT: Weight must be proportional to height.

DRIVER'S LICENSE: Must possess a valid driver's license and be able to obtain a Missouri license.

FIREARM CAPABILITY: Must have adequately sized hands to physically operate a department issued firearm.

PHYSICAL: Must take and pass a physical examination from a physician chosen and paid for by the City.

TRUTH VERIFICATION TEST: Must take and pass a truth verification test.

BACKGROUND INVESTIGATION: Must pass a thorough background investigation completed by the Police Department.

RECORD: No felony convictions or misdemeanor convictions resulting from felony charges or excessive city ordinance and misdemeanor violation convictions.

EXAMINATION: Passing grade on written and oral examination. Must also pass a psychological examination.

TRAINING: Must have previously passed or be able to successfully complete requirements for state certification. Must also successfully complete the field training program.