

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Police Officer</u>
Sch & Grade	<u>LES-2</u>
Class Code	<u>DB06</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>SPOA</u>
Occupational Group	<u>Police</u>

**PRIMARY PURPOSE:**

Performs general police duties, processes and operations for the protection of life and property through the enforcement of federal and state laws as well as municipal ordinances. Works special police assignments as required.

**SUPERVISION:**

Works under direct supervision of the unit supervisor.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Responds to radio dispatched calls for service according to the Standard Operating Guidelines (SOG's).
2. Observes, analyzes and evaluates situations to determine appropriate action according the SOG's.
3. Monitors and directs traffic and crowd control activities and intervenes as necessary to preserve the peace.
4. Arrests, detains, and apprehends a variety of suspects by use of necessary physical means.
5. Conducts preliminary and follow-up investigations of crimes and traffic incidents, interviews witnesses, collects and preserves evidence.
6. Performs prolonged walking or standing while patrolling on foot.
7. Pursues suspects on foot involving running, climbing, jumping and maneuvering under, over and around obstacles.
8. Cares for injured and administers basic emergency medical aid.
9. Reads, interprets and enforces federal and state laws as well as municipal ordinances.
10. Operates police department vehicles and equipment including automobiles, vans, and trucks as well as other specialized equipment such as mobile computer terminals.
11. Prepares and presents clear and accurate written and oral reports either handwritten or computer generated.
12. Participates in in-service training.
13. Testifies in court when required.
14. Administers breathalyzer tests on suspected intoxicated persons in compliance with statutes and ordinances.
15. Observes, retains, and recalls people, places, and situations in detail.
16. Applies community-oriented policing techniques regarding dispute mediation, conflict resolution, analysis of neighborhood problems, behavior management, and crime prevention.
17. Performs self-initiated activities such as traffic stops and citizen contacts in accordance with department goals.

## **IMPORTANT FUNCTIONS AS A COMMISSIONED OFFICER:**

1. Identifies and reports maintenance needs of assigned equipment.
2. Conducts police, safety and drug education programs requiring personal presentations to various groups, schools, radio, and television audiences.
3. Provides training to other law enforcement officers.
4. Performs duties requiring covert activities.
5. Operates police motorcycles and other equipment such as radar detection devices, video equipment, copiers, camera, etc.
6. Demonstrates creativity regarding police related problems.
7. Initiates citizen contact using community-oriented philosophy.

*Performs related work as required.*

## **QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

### **Knowledge**

Principles relating to behavioral sciences; report writing methods; communication techniques; and equipment involved in police work; applicable federal, state and local laws; community oriented policing techniques. Trains for same while attending Police Academy.

### **Abilities**

Successfully complete intensive training course in the principles and methodologies of law enforcement; memorize, retain, and recall information; follow oral and written instructions including interpreting and enforcing laws and ordinances; observe situations analytically and objectively and report them clearly and completely; maintain peace and order during potentially violent or disruptive situations; possess appropriate judgment to react quickly and calmly under stress and when making daily decisions; utilize computer hardware and software systems as required by job assignment; communicate and work effectively with co-workers, supervisors and citizens; render credible testimony in a court of law; utilize police equipment and protective clothing in a manner consistent with safety principles; follow oral and written instructions; possess a high degree of integrity, strong work ethic and ability to work with minimal supervision; communicate effectively both verbally and in writing; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of the team in carrying out the City's stated mission and philosophy, including the philosophies of community oriented policing as promoted by the Springfield Police Department; present an overall professional image; deal courteously but firmly in a professional manner with the general public; deal effectively and courteously with associates and the general public; perform the essential functions of the job without posing a direct threat to the health and safety of others.

### **Experience, Education, and Training**

Must be a high school graduate or have a G.E.D. In addition, must possess 60 semester hours from an accredited college or university; **or** Class A POST certified peace officer; **or** two years of active duty military service with an honorable discharge; **or** possess a Missouri Class B certification as a peace officer plus at least two years of full time law enforcement experience within the last 5 years; **or** possess 30 semester hours from an accredited college or university plus three years of experience as a Springfield Police Cadet to enter the Academy. Law enforcement experience and/or education preferred, but not required. Successful completion of the Springfield Police Academy and Field Training Officer Program is one of the requirements to successfully complete the probationary period. *There are additional requirements for the Lateral Hire Program.*

**Physical Requirements**

Vision correctable to 20/40; must pass the Ishihara color vision test and/or be able to recognize the colors of traffic signals and devices showing red, green and amber; meet established hearing standards; pass pre-employment drug test; pass post-offer medical and psychological evaluation. Requires successful completion of the Springfield Police Academy Physical Fitness Assessment, prior to graduation of the Springfield Police Academy.

Frequently/Routinely:

- Walk, run, jump, twist, climb, bend, squat, kneel; hold & grip objects; reach to both ground level and overhead.
- Sit and stand for long periods of time.
- Must have ability to operate a computer keyboard, mouse and/or other computer technology required for job assignment.

Occasionally/Periodically:

Lift, carry, push, pull, or drag up to 180 pounds.

**Working Environment**

Both indoor and outdoor environments which may involve a variety of extreme weather conditions; often confined to a vehicle or other small places for long periods of time; may be subjected to poor lighting and ventilation when completing tasks such as building searches, stakeouts, etc.; possible exposure to mechanical, electrical, chemical, and toxic waste hazards as well as strong odors, fumes, and disease when responding to calls for service; subject to life threatening conditions and situations associated with law enforcement activities.

**Licensing/Certification**

Must possess a valid Missouri Vehicle Operator’s License upon establishing Missouri residency; must pass state exam and meet P.O.S.T. requirements; complete the U.S. Department of Labor Apprenticeship Program during the academy; must acquire and maintain a Type III license of operation and testing of breathalyzer equipment within the probationary period; must be certified through the Missouri Department of Public Safety as a peace officer; must pass state exam and meet P.O.S.T. requirements.

**Miscellaneous Requirements for Police Officer applicants**

Must be 21 years of age by completion of Springfield’s Police Academy in order to be commissioned and must establish Missouri residency by the time appointed as a Commissioned Police Officer; must be able to pass a comprehensive and in-depth background investigation, including a credit check, and polygraph examination; must be a U.S. citizen; possess no felony convictions; possess no more than one (1) DWI conviction and no DWI conviction in past three (3) years; may not have three (3) moving violations from separate incidents or be at fault in more than one (1) accident in the past 18 months; no objectionable tattoos (no tattoos or brands on the head, neck or that would be visible in SPD’s duty short sleeve uniform.) Position is subject to working a variety of shifts including weekends and holidays due to 24-hour/7 days a week departmental operations. Subject to emergency call-in.

<b>Last Revision:</b>	February 13, 2013	<b>GENERAL ORDINANCE NO.</b> 4856
<b>Comments:</b>	Updated Duties, Abilities and Miscellaneous Requirements	<b>Date:</b> December 14, 1998

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_