



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	POLICE RECRUIT		
Department:	Police		
Supervisor:	Police Supervision Structure		
Date:	September 2016	Position No.	PD/08
FLSA Status:	Non-Exempt	Random Substance Testing:	Y

Job Summary:

This position ensures comprehensive law enforcement through the development of recruits involved in the training process. Recruits must obtain a P.O.S.T. certification through the State of Missouri and also complete the department's field training and evaluation program. Recruits who successfully complete both requirements will be designated as a Police Officer for the city.

Job Scope:

To be provided comprehensive police training through both classroom instruction and field training in preparation for P.O.S.T. certification in the State of Missouri and/ or the department's field training program. Successful completion of both will help to ensure professional and effective law enforcement for the city.

Essential Duties and Responsibilities:

1. Attend formal training classes through a P.O.S.T. certified academy in the State of Missouri receiving comprehensive instruction from a curriculum dealing with a wide variety of law enforcement issues such as arrest procedures, defensive tactics, search and seizure, firearms training, first aid/CPR, pursuit driving and other topics as needed for certification.
2. Reads, studies, learns, and interprets municipal and state laws as well as the department's Policy and Procedures Manual.
3. Learn how to perform criminal and other investigative work including protecting and preserving crime scenes; gathering evidence; discovering and preserving fingerprints; crime scene photography and diagraming, interviewing witnesses, victims, suspects, and other persons; criminal apprehension and prisoner handling; and preparing for testimony in court.
4. Learn and apply community-oriented policing techniques regarding dispute mediation, conflict de-escalation, analysis of neighborhood problems, behavior management and crime prevention.

5. Maintains satisfactory level of performance on any classroom or out of classroom assignments, written tests on classroom instruction and study materials, and testing based on work simulation exercises.
6. Learn report writing methods and procedures and prepares both written and verbal reports during training.
7. Patrols a designated area of the city with a Field Training Officer or under the guidance of a supervisor which involves responding to radio dispatch calls for service in an effort to enforce laws and preserve order.
8. Participates in and successfully completes all departmental required training programs which involve physical skills and conditioning and mental preparation.
9. Learns the appropriate use and procedures of radio communications as well as departmental computer equipment.
10. Operates police department vehicles including automobiles, vans, and trucks.
11. Writes reports of crimes, accidents, arrests, and other incidents.
12. Testifies in legal proceedings.
13. Assist in directing traffic and provide crowd control.
14. Assists other agencies with investigations.
15. Assist in conducting safety programs for schools, clubs, and other civic organizations.
16. May be required to perform animal control duties.
17. May be assigned to special duties such as traffic, investigations, community policing, and evidence as may be required.
18. Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public.
19. Administer first aid when necessary.
20. Must be responsive to calls for urgent or emergent assistance and be vigilant while off-duty.
21. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

Applies to all applicants:

1. High school diploma or GED
2. United States citizen
3. Minimum of 21 years of age or within 6 months of 21st birthday
4. No felony or serious misdemeanor convictions
5. Valid driver's license
6. No more than three (3) moving violations, none with alcohol, in the previous 5 years
7. Good reputation
8. Any tattoos or brand must be approved by the Chief of Police

In addition, all applicants must meet one of the following:

College	Academy	Corrections	Military	City Service
30 hours from an approved college in the United States.	Currently P.O.S.T. certified in the State of Missouri or currently enrolled in a Missouri Basic 600 Hr. or more law enforcement academy. P.O.S.T. certification must be obtained within six (6) months of hire.	Missouri Department of Corrections certification with a minimum of 2 years' experience. Must be currently active or separated less than 3 years.	Minimum of 2 years (active duty, reserve, or national guard) which is either currently active or separation less than 3 years.	Currently an employee with the City of Sedalia with a minimum of 5 years of experience.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of local, state, and federal criminal and civil law.
2. Knowledge of city ordinances and department policies and procedures.

3. Knowledge of the procedures, guidelines, and equipment used in modern law enforcement activities.
4. Knowledge of the geographic layout of the city.
5. Skill in collecting and preserving evidence.
6. Skill in interview and interrogation techniques.
7. Skill in using self-defense techniques.
8. Skill in using a computer and standard office equipment.
9. Skill in using firearms, specialized law enforcement equipment, and emergency vehicles.
10. Skill in oral and written communication.

Guidelines:

1. City ordinances, department policies and procedures.
2. Federal and state laws and regulations. .
3. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of varied technical law enforcement duties. The necessity of responding to potentially life-threatening situations contributes to the complexity of the position.

Principal Working Relationships:

1. Co-workers, victims, suspects, other emergency responders, other city employees.
2. Other law enforcement officers, social services representatives, and the general public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

None.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to stand, walk, run, use hands to finger, handle, or

operate objects, controls, or tools listed above. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell. The employee may occasionally be required to physically subdue combative subjects and must maintain a level of physical ability accordingly.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work is typically performed in an office and outdoors. The employee may be exposed to noise, dust, dirt, machinery with moving parts, and cold or inclement weather. The work requires the use of protective devices.