

# **Job Description**

## **Patrol Officer**

**City of Troy, Missouri**  
**Police Department**

### **General Purpose of Position**

Performs a variety of crime prevention and other related duties to ensure overall public safety

### **Major Duties and Responsibilities**

#### **Identifies criminal offenders and criminal activities while on patrol**

- Identifies problems that are potential violations of the governing laws and statutes
- Communicates with other patrolling officers
- Enforces the ordinances in the city, county, and state
- Patrols residential and business districts throughout the city
- Maintains good public relations with citizens and business owners
- Performs physical and visual checks on buildings as necessary
- Maintains radio contact with the Dispatcher

#### **Apprehends and arrests offenders**

- Pursues suspects in vehicle or on foot
- Follows appropriate search procedures on suspects
- Advises suspect of applicable rights
- Handcuffs and places suspects in police car
- Transports and processes evidence and property according to departmental procedures, impounding vehicles as appropriate
- Escorts suspect to police station
- Photographs and fingerprints suspect
- Places suspect into cell as necessary
- Completes and files all appropriate paperwork

#### **Participates in court proceedings**

- Works with prosecutors and attorneys as needed
- Prepares evidence and testimony
- Testifies in court when called
- Serves as Court Bailiff as needed

#### **Responds to calls for service**

- Responds to radio dispatch and citizen's calls
- Provides assistance, counsel and information to citizens
- Assists other public safety organizations with crowd control as needed
- Facilitates the movement of vehicular and pedestrian traffic
- Evaluates circumstances at the call site
- Determines if back-up is needed and calls for it when necessary

#### **Enforces parking ordinances and motor vehicle laws**

- Initiates traffic stops
- Writes tickets or gives warnings as deemed necessary
- Runs license plates and drivers' license checks
- Takes and writes necessary reports

#### **May serve as K-9 handler for the department**

- Provides services including drug detection, tracking, building search, handler protection, and article finds
- Presents and demonstrates K-9 at various public functions
- Works with and cares for animal while on- and off-shift, including provision of housing
- Provides for safe and effective operation and maintenance of K-9 equipment
- Attends continuing education and maintains annual certification

**May serve as the City’s D.A.R.E. officer in the public schools**

- Obtains or develops appropriate curriculum for age groups
- Purchases materials and supplies needed for program
- Implements programs at public schools as scheduled
- Works with teachers and parents as needed to resolve issues or problems as they arise
- Completes program evaluation as necessary
- Writes and submits reports as required
- Attends continuing education and maintains certificate as D.A.R.E. officer

**Performs other duties related to departmental activities**

- Maintains weapons and equipment
- Serves warrants and delivers summons, subpoenas, and other official papers
- Serves on special teams or task forces
- Provides specialized services within the department, such as firearms trainer, evidence technician, etc.
- Cooperates and coordinates with other law enforcement agencies
- Maintains all required professional certifications

**Performs other duties as directed**

**Job Context**

Status	Full-time
FLSA Status	Non-exempt
Department	Police – Patrol Division
Immediate Supervisor(s)	Sergeant, Lieutenant, or senior officer on duty
Frequency of Supervision	Daily
Number of Supervised Employees	None
Type of Work Schedule	Regular hours year-round, flexible for workload
Frequency of Overtime	Frequently, workload
Frequency of Night Work	As scheduled or emergencies
Shift Position	As scheduled
On Call Status	Always
Percentage of Work Indoors	20%
Percentage of Work Outdoors	80%, in all types of weather conditions
Types of Accountabilities	Monetary, Fiscal, Safety, Legal
Exposure to Chemicals / Hazardous Materials	Daily
Applicable Chemicals / Hazardous Materials*	Ether, anhydrous, communicable diseases, methamphetamine, radiation, radon, vehicle exhaust, smoke, mace, narcotics, blood and other bodily fluids, and lead

Average Stress Level	Moderately high, varies with activities
Physical Work Associated With This Position**	Walking, sitting or standing for long periods, lifting and carrying people and other heavy items, using a personal computer, chasing suspects in vehicle or on foot, climbing, bending, subduing suspects

*\*Exposure to chemicals / hazardous materials may not be limited to this list.*

*\*\*These are the most common types of physical work associated with this position; however, this list is not considered to be exhaustive.*

## **Education and Experience**

The person in this position must have a high school diploma or its equivalent. No experience is needed to perform the duties of this position; however, at least one year of law enforcement experience is desired. An equivalent combination of education and experience will be considered.

## **Licenses and Certifications**

The person in this position must have all state- and City-required certifications completed and up-to-date and must have a valid Missouri driver's license. Must successfully complete a written test, a firearms qualification test, physical abilities test, and undergo psychological evaluation. Ongoing professional development is required to maintain certifications for assigned tasks.

## **Knowledge, Skills and Abilities**

### **Knowledge**

- Basic understanding of city and State laws, codes and ordinances
- Departmental policies, rules and regulations
- Principles and practices of investigations
- Interviewing techniques
- Proper use of physical restraints
- Evidence gathering and processing policies and procedures
- Public relations principles and their application for law enforcement
- Proper procedures for using and maintaining firearms
- Firearms safety and cleaning
- Arrest procedures
- Law enforcement specializations and their related practices, policies and procedures
- Municipal court policies and procedures
- Departmental rank structure
- Basic law related to the administration of criminal justice and law enforcement
- Departmental general orders
- Layout of the City and City streets
- First aid, CPR and AED procedures
- Proper grammar and the use of English in speaking and writing
- Computer operations and applications, including word processing and spreadsheets
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

### **Skills and Abilities**

- Use appropriate professional language at all times

- Recount details during testimony
- Gain respect of fellow officers
- Maintain proficiency with firearms, police equipment and weaponry
- Handle patrol car under extreme conditions
- Understand and interpret the law
- Exercise shooting and defense tactics
- Maintain good physical condition
- Keep chain of custody of evidence and documentation secure
- Work under adverse conditions
- Express and implement ideas on technical subjects clearly and concisely
- Compile data, analyze information and draw conclusions
- Explain complex concepts in layman's terms
- Accurate typing and data entry using a personal computer
- Maintain confidentiality
- Proofread reports accurately
- Use various types of office software, including word processing and spreadsheets
- Use common sense
- Pay attention to detail
- Complete detailed work accurately
- Work effectively with a wide range of people
- Meet specified deadlines
- Prioritize daily work flow
- Work as a team member with other employees
- Communicate effectively with others, both oral and written
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and City policies and procedures