

## **JOB DESCRIPTION**

### **CAMDENTON POLICE DEPARTMENT**

**POSITION TITLE:** Police Officer I

**REPORTS TO:** Patrol Sergeant and / or Lieutenant

**DEFINITION:**

Police Officer I (POI) performs numerous functions within the department. He/she reports to the Sergeant and/or Lieutenant and in their absence, to the Chief of Police.

He/she performs patrol duties, takes reports, conducts investigations, traffic enforcement, promotes community service style of policing, etc. He/she follows all standard operating procedures and policies as formulated by the Chief of Police and the City of Camden.

POI is a classification above Police Officer. POI performs all the duties and responsibilities of a Police Officer but is more proficient and more actively involved in the department operations. He/she must have demonstrated by their performance, education, tenure and advanced proficiencies that they are willing to put forth the extra effort for the department, continually produces high quality work and is willing to accept additional responsibilities.

Specific assignments include:

1. Answers all calls for service and acts accordingly, i.e., report, investigation, arrest, etc.
2. Enforces all city, state and federal laws within the city limits of Camden.
3. Conducts patrol and enforces all traffic laws in a manner that address problem areas.
4. Cooperate with other law enforcement agencies as needed or requested.
5. Attends public meetings and activities as assigned by the Sergeant and/or Lieutenant or Chief of Police to facilitate and explain the functions of the Police Department and or address concerns of the community and promotes community service style of policing.
6. Maintains police vehicle in a clean and orderly fashion and confirms that it is serviced regularly.
7. Completes reports and investigations in a timely manner to maintain an efficient system in the department.
8. Testifies in court as needed.
9. Perform any other task as assigned or as directed by a Sergeant and/or Lieutenant or Chief of Police.

**ESSENTIAL FUNCTIONS:** While performing the duties of this job the employee:

- Frequently required to sit and talk or hear
- Use hands to operate, lift, grasp, carry, push or pull 25 pounds – or possibly lift people or push vehicles in emergency situations
- Specific vision ability required to include close vision and the ability to adjust focus
- Ability to operate a keyboard and view computer screens for an extended period of time
- Sight, hearing, speech, frequent lateral mobility
- Lifting items above head
- Climbing ladders or steps

- Stooping or bending

Job Description

Position Title: Police Officer I

Page 2

**ESSENTIAL FUNCTIONS** (continued)

- Squatting, sorting, kneeling and reaching to the ground level and overhead as required for such tasks as retrieving files
- Be able to hold and grip objects
- Mentally analyze a situation
- Solve problems
- Make decisions under pressure in area of responsibility
- May work a varied schedule including evenings and weekends
- May be subject to emergency call back on off duty hours
- May be subject to pre-employment physical and drug testing
- Subject to monthly random drug and alcohol testing
- May be exposed to extreme weather conditions, dust and/or pollen
- May work indoors with heating and cooling regulated in a general office environment
- Frequently works near moving parts and is frequently exposed to wet and/or humid conditions and vibrations
- Occasionally works in high, precarious places and is occasionally exposed to fumes, airborne particles, toxic or caustic chemicals and the risk of electrical shock
- Subject to unusually loud noise level in the work environment

**MINIMUM QUALIFICATIONS:**

**Personal**

1. Must be at least 21 years of age.
2. No felony convictions or extensive traffic convictions or any crimes of moral turpitude.
3. Must be in good physical and mental health.
4. Have a valid Missouri driver's license

**Education/Training**

1. Have a high school diploma or equivalent.
2. Must meet requirements set by Missouri Division of Peace Officer Standards and Training (POST) regarding basic law enforcement training and continuing education so as to be certified by the State of Missouri as a Peace Officer.

**General**

1. Be able to understand and execute verbal and written instructions.
2. Have knowledge of safety practices and procedures.
3. Be able to understand and execute good verbal and written instructions.
4. Be able to communicate and interact with the public effectively.
5. Be able to work under Standard Operating Procedures and abide by policies stated in/or granted by the Municipal Code.
6. Be able to work cooperatively and effectively with supervisors and other employees
7. Background in public service or ability to work with the public.

### **SPECIFIC REQUIREMENTS FOR POI**

1. Experience: Must have 6 months experience with the Camden Police Department.
2. Proficiency: To be eligible for promotion, must have received at least a "Satisfactory" or better in on performance evaluation.
3. Training:
  - a. Must take advantage of "In-House" training to be considered for additional training.
  - b. Must have met POST continuing education requirements.
  - c. Must have completed the In-House Field Training Requirements.
4. Community and Professional Involvement: POI is encouraged to promote the Community Policing Philosophy and/or Professional Involvement in department activities, however it is not specifically required.
5. Productivity:
  - a. Productivity is consistently at or above department standards as is appropriate to their shift or work assignment.
  - b. Must meet and maintain requirements for basic duties, have become more proficient and are ready for advanced responsibilities and to be more actively involved in department operations.
6. Good Standing: To be eligible for promotion the Officer must be in good standing (no recent ordinance violation, SOP violation, must maintain standards and requirements).
7. Maintain Requirements: Must maintain all requirements and must maintain good standing while working in this position.

### **INITIAL MERIT LEVEL**

POI is appointed, employed and compensated at the discretion of the Mayor and Board of Aldermen

Last update: January 18, 1996  
July 17, 2000  
July 2004  
June 16, 2009 – Adjustments POI II III & IV  
February 13, 2012  
December 2, 2014 – Adjustments to POI II III & IV  
May 2016  
February 2017