

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Police Officer **GR:** P54 **FLSA:** Non-Exempt **DATE:** 02/05/2025
DEPARTMENT: Police **DIVISION:** All
REPORTS TO: Watch Commander or Assigned Supervisor **APPROVED:** _____ **JOB CODE:** 5030

GENERAL DESCRIPTION:

Under general supervision, patrols an assigned geographic area and investigates incidents and engages in the enforcement of law and maintenance of order in the protection of life and property. Work varies requiring sound individual judgment and the exercise of discretion within prescribed standards and procedures.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Operates an automobile, motorcycle, bicycle or engages in foot patrol in an assigned area to prevent and discover the commission of crime and to enforce criminal and traffic laws and regulations.
- Performs initial and follow-up investigations of crimes involving adults and juveniles; serves in stakeouts and surveillance; responds to radio and telephone dispatches and appears at scenes of disorder or crime.
- Intervenes in private or public disputes to protect the public peace and maintain order; investigates complaints; interrogates persons whose actions are suspicious.
- Uses forensic tools and methods to support the investigation of crime scenes beyond basic interrogations.
- Uses basic negotiation and crisis intervention skills for handling hostage situations or high-risk warrant executions.
- Employs reasonable and necessary force to subdue resisting individuals and/or accomplish a lawful police objective; effects arrests; transports prisoners; impounds and tags evidence; issues citations; gives warnings; serves warrants and subpoenas.
- Uses crime analysis tools to predict, report, and develop strategies to reduce criminal activity in assigned areas.
- Applies digital analysis skills for investigating technology-related crimes.
- Utilizes proficiency with body-worn cameras and other recording systems for evidence collection and officer accountability.
- Uses mobile data terminals and real-time crime center resources.
- Operates a computer information terminal; may perform service desk duties; handles animal problems.
- Assists fire department and ambulance personnel in rendering first aid; provides first aid, CPR and other emergency medical assistance; provides general assistance to the public; assists in hazardous material incidents.
- Notes and reports traffic hazards; assists in controlling traffic at scenes of emergencies; directs traffic; issues citations for parking and moving violations; escorts parades and processions; gives directions and information.
- Inspects establishments providing alcoholic beverages and entertainment; inspects to assure property protection.
- Prepares reports of own activities and investigative and operational reports; prepares detailed reports of offenses, accidents, damages to property, arrests and seized property.
- Appears, testifies and provides credible testimony in municipal, district and federal court.
- Speaks before school and civic groups as required; conducts community outreach and educational programs to build public trust and awareness on safety issues.
- Joins in neighborhood meetings or events to address community concerns and foster good police-community relations.
- Participates in joint training exercises with local fire departments and other emergency services for coordinated response.
- Participates in annual in-service training for updates on changes to city, state, or federal law impacting local enforcement.
- Receives in-service certification in cultural competency, ethical policing, and de-escalation techniques.
- Maintains physical fitness programs and access to mental health resources to support officer well-being.
- Performs overtime as required and performs other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: None.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to the following:

- Must be a United States citizen.
- Must be at least twenty-one (21) years of age at start date of employment.
- High school diploma or G.E.D.
- Associate or bachelor's degree in criminology, social work, or related fields; one (1) year of college level coursework preferred.
- One (1) year of work experience involving public contact such as security guard, customer service in de-escalating conflicts, social work, emergency medical technician, and protective services preferred.
- Must obtain Kansas Police Officer certification within one (1) year from start date of employment.
- No felony conviction, domestic violence related conviction, or other serious misdemeanor convictions.
- Successful candidates are prohibited from smoking or using tobacco products at any time, on or off the job.
- Multilingual capability or conversational Spanish is desired.
- Must possess a valid Kansas driver's license.

RESIDENCY REQUIREMENTS:

- None for new Police Officers.
- Specialized positions may require employee to live within a 40-minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees and other members of the criminal justice system. (Daily)

Respond promptly, courteously and professionally to calls for service, concerns and complaints from the public. (Daily)

Effectively patrol assigned areas deterring and detecting crimes. (Daily)

Effectively and properly control crime, traffic or emergency scenes. (Daily)

Conduct investigations properly and effectively. (Daily)

Effectively deal with personal danger, which may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, emergency driving, hazards related to traffic control, and manmade and natural disasters. (Daily)

Maintain training, personal proficiency and demonstrate knowledge of police methods in the delivery of emergency and non-emergency police services. (Daily)

Effectively maintain peace and order in assigned areas. (Daily)

Effectively interview victims and properly interrogate suspects and prisoners. (Daily)

Maintain and apply knowledge of current departmental policies, procedures, rules, directives, laws, regulations and police literature. (Daily)

Maintain and apply knowledge of safe and proper use of firearms and other weapons. (Daily)

Maintain and exhibit discretion and integrity at all times when handling confidential information. (Daily)

Work safely without presenting a threat to self or others. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Heavy, exerting up to 100 lbs of force occasionally, and/or up to 50 lbs of force frequently, and/or up to 20 lbs of force constantly to move objects or persons. Duties range from periods of physical inactivity to situations requiring extreme physical exertion.

Climbing/Balancing: Climb inclines and ladders, uneven surfaces, balance required.

Walking: Moderate amount required

Stooping/Bending: Frequently

Stand/Sit: Sit about 25 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: 20/100 correctable to 20/20, with contact lenses no upper acuity limit correctable to 20/20

Color Vision: Ability to distinguish colors

Hearing: Frequently perceive nature of sounds by ear

Speech: Frequently express ideas by means of spoken words

Eye/Hand/Foot Coordination: Frequently operates vehicle requiring moderate ability

Manual Dexterity: Frequently operates vehicle requiring moderate ability

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Adverse conditions possible

Cold/Heat: Adverse conditions possible

Wet/Dry: Adverse conditions possible

Noise/Vibrations: Minimal exposure

Hazards: Physical confrontation, emergency response driving, traffic control, operation of firearms and foot pursuit

Fumes/Dust/Odors: Moderate exposure

Infectious Disease: High exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to listen to and apply information and instructions.

Ability to think logically and quickly, often under tense, uncertain or emergency situations, and render sound decisions in accordance with applicable rules, regulations and policies.

Ability to understand mathematical concepts to include basic arithmetic.

Ability to organize information and prepare written records.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Breath analyzer, calculator, computer, fax machine, first aid equipment, handcuffs and bodyguard restraint device, handgun/shotgun/

Taser/baton/ARWEN and other weapons as required, mobile video, motor vehicle/motorcycle/bicycle, pager, portable radio, radar, telephone, and vehicles.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all his/her duties.