

George A. Lauritson  
Mayor



City of St. Robert, Missouri  
194 Eastlawn Ave., Suite A  
St. Robert, Missouri 65584  
[www.saintrobert.com](http://www.saintrobert.com)

573-451-2000  
(Extension 1112)  
573-336-5714 (fax)

## **JOB DESCRIPTION**

### **Police Officer**

**Position Open Date:** November 6, 2015

**Position Close Date:** Open until filled

**Classification:** Full-Time

**FLSA Status:** Non-Exempt

**Number of Positions:** 1

Please submit a resume and City of Saint Robert application which can be printed from [www.saintrobert.com](http://www.saintrobert.com). Resumes and application can be mailed or dropped off at the Municipal Center located at 194 Eastlawn Ave., Ste. A, St. Robert, Mo 65584, emailed to [hr@saintrobert.com](mailto:hr@saintrobert.com) or faxed to (636) 216-3368. If you have any further questions, please contact Human Resources at (573) 451-3301 between the hours of 8:00 am to 5:00 pm Monday through Friday or via e-mail correspondence at [hr@saintrobert.com](mailto:hr@saintrobert.com).

### **GENERAL PURPOSE OF POSITION:**

The person in this position is responsible for crime prevention and repression, traffic law enforcement, protective patrol services, arbitration in neighborhood and family disputes, apprehension and arrest (citation or warning) of criminal law violators and recovery of stolen property.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Effects an arrest, forcibly if necessary, using handcuffs and other restraints; subdues resisting suspects using maneuvers and weapons and resorts to the use of hands and feet and other approved weapons in self-defense.
- Prepares investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
- Exercises independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest, and when force may be used and to what degree.
- Operates a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
- Performs searches of people, vehicles, buildings and large outdoor areas.
- Conducts visual and audio surveillance for extended periods of time.
- Performs rescue functions at accidents, emergencies and disasters, to include directing traffic, administering emergency medical aid, and evacuating persons from particular areas.
- Processes and transports prisoners.
- Extinguishes small fires by using a fire extinguisher and other appropriate means.

- Engages in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol, and physically checking the doors and windows of buildings to ensure they are secure.
- Works overtime as required to complete assigned task(s).
- Performs any law enforcement function as assigned by a superior officer or the Chief of Police.

### **Performs other duties as directed**

### **PHYSICAL LIMITATIONS**

- On occasion, may require the employee to perform law enforcement work including arrests, search, and physical activity generally associated with law enforcement. May be required to carry, drag, or restrain individuals, and lift in excess of 50 pounds.
- While performing the duties of this job, the employee is regularly required to walk, run, stand, sit, crawl, reach, and bend.
- May involve quickly entering and exiting law enforcement patrol vehicles.
- Climbing over and pulling up oneself over obstacles, and jumping down from elevated surfaces.
- Climbing through openings, jumping over obstacles, ditches and streams, and crawling in confined areas.
- Balancing on uneven or narrow surfaces, and using body force to gain entrance through barriers.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the duties of this job.

### **HAZARDS:**

- Conditions present high stress and threat to personal safety during periods of search and seizure and arrest. Potential threat from exposure to toxic materials, blood borne pathogens and other potential infectious materials or disease.
- May be subject to physical threat from unruly and dangerous individuals, criminals, unsafe building sites and gunshots.
- May require extended work schedule during period of emergency.
- Under emergency conditions and/or circumstances, may have to drive a motor vehicle in excess of posted speed limits, both on the highway and in congested traffic areas.
- May have to assist with traffic control by standing in the traffic right of way or at busy intersections.

### **JOB CONTEXT:**

The Police Officer is a full-time, permanent position in the Saint Robert Police Department. The immediate supervisors for this position are the Police Sergeant and Corporal. The person in this position is supervised daily. The person in this position must be available to work a variety of shifts including days, evenings and nights. 5% of the work for this position is done indoors, and 95% of the work is done outdoors in all types of weather conditions. The Police Officer is accountable for the monetary, fiscal, safety, and legal issues for which this position is responsible.

In this position, there is frequently exposure to chemicals and/or hazardous materials in the form of vehicle exhaust, smoke, fires, drugs, meth-labs, blood, mucus, or mace. Physical work consists of, but is not limited to, walking, sitting or standing for long periods.

### **LICENSES AND CERTIFICATIONS:**

The person in this position must have a valid Missouri driver's license. **Must be Missouri POST Certified.**

## **EDUCATION AND EXPERIENCE:**

The person in this position must have a high school diploma or its equivalent and should have a two-year degree or certificate and/or work experience.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### Knowledge of:

- St. Robert Police Department General Orders Manual.
- Missouri State Criminal and Traffic Law.
- St. Robert Municipal Codes and Ordinances.
- Rules of evidence.
- Crime prevention methods and techniques.
- Care and custody of prisoners.
- Criminal investigation.
- Police patrol.
- Fingerprinting.
- Photography.
- Motor vehicle traffic accident investigation.
- Criminal Laboratory capabilities.
- Police communication systems and their operation.
- All types of police equipment and its use.
- Court procedures.

### Ability to:

- Load, unload, aim and fire from a variety of body positions handguns, shotguns, and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency to maintain qualification under departmental guide lines.
- Effectively communicate with people, including juveniles, by giving information and direction, mediating disputes and advising of rights and processes.
- Communicate in court room and other formal settings.
- Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.
- Read, write and speak the English language at a level necessary for efficient job performance.
- Operate/drive a motor vehicle.
- Maintain effective working relationships with fellow employees and the general public.
- Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- Understand basic computer application software.
- Type a minimum of 20 words per minute.
- Adapt to changing work conditions

This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by Department Head as required. This job description is an "at-will" position and does not constitute a written or implied contract of employment.

Certain duties of this position are classified as "safety-sensitive." Therefore, the person in this position will be subject to mandatory testing for drugs and/or alcohol on a random, reasonable suspicion, post-accident, return-to-duty, and follow-up basis in accordance with the City's Alcohol & Controlled Substance Use, Abuse and Testing Policy.