

# City of Macon, Missouri – Job Description

## Patrol Officer

**Department:** Police Department

**FLSA Status:** Non-Exempt

**Salary Range:** \$29,500 - \$37,000

**Date:** 06/03/2020

**Reports To:** Police Chief

**Employee Position:** Full-time/Regular

**Classification:** Hourly

**Approved By:** Avis Marshall, City Administrator

### SUMMARY

Enforces state and local laws and ordinances to protect and serve people within the City of Macon by performing the following duties:

### ESSENTIAL DUTIES AND RESPONSIBILITIES

**Essential duties and responsibilities include but are not limited to the following**

- Respond to and investigate reports of traffic accidents, domestic disputes, and various criminal/civil incidents
- Patrol assigned areas to enforce traffic and criminal laws within the jurisdiction; make arrests for law and ordinance violation when appropriate
- Write reports of investigations and other activities that occur during each tour of duty
- Conduct traffic for school buses, special events and/or other situations requiring traffic control
- Assist with Animal Control incidents
- Participate in public relations and other programs as requested/authorized by City Administration
- Escort business employees, dignitaries, funeral processions, etc. to destinations within the City
- Transport prisoners to and from prison, jail, court, etc.
- Fulfill court orders in the execution of warrants and arrests
- Assist citizens as needed or requested
- Appear in court to provide evidence or testimony
- Assist other law enforcement and criminal justice agencies as requested
- Perform other duties as assigned

### Education/Experience

- High School diploma or equivalent

### Licenses / Certifications / Requirements

- Proof of citizenship and/or eligibility to legally work in the United States of America
- Must submit to and pass a pre-employment drug test and background check
- Must comply with Employee Policy Manual residency requirements within sixty (60) days from date of hire
- Valid Missouri driver's license
- Minimum of a State of Missouri Class A or Class B Law Enforcement certification

### Knowledge of

- Federal, State, and Municipal laws, rules, regulations, and ordinances
- Law Enforcement policies and procedures
- Operation of special equipment (e.g. radio, breathalyzer, radar, firearms)
- Jurisdictional boundaries of the City as well as street names and locations, landmarks, etc.
- Two-way radio policies and procedures

### **Skills and Abilities**

- Read and comprehend basic work instructions written in standard business English to include laws, ordinances, regulations, and technical material
- Read and interpret maps, instrument readouts, and pictorial materials
- Select the most appropriate action to be taken or procedure to be used to perform the job (problem solving ability)
- Operate Computers and other office equipment
- Be thorough and accurate in performing work activities (attention to detail)
- Safely operate department vehicles and related equipment
- Communicate routine information and ideas orally and in writing to coworkers, supervisors, city officials, citizens, and other personnel
- Write in standard business English
- Organize and plan daily work activities
- See things clearly that are within arm's reach (near visual acuity)
- See things clearly that are beyond arm's reach (far visual acuity)
- Judge distance and depth (depth perception)
- The ability to think quickly and work under stressful situations
- Add, subtract, multiply, and divide using whole numbers, fractions, decimals and percentages
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- The ability to actively listen and communicate effectively through clear speech and hearing
- Solve practical and complex human relations problems
- Ability to interact with people to include strained or violent personal contacts
- Hear
- Manipulate objects using the fingers and hands (finger and manual dexterity)
- Coordinate hand and foot movements with what is seen (eye-hand/eye-foot coordination)
- Sit and stand for extended periods
- Walk, run, kneel, stoop, twist, and bend
- Lift and/or carry equipment or other objects weighing up to 100 pounds

### **WORK ENVIRONMENT**

The characteristics listed here describe the work environment the employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee:

- Works in an enclosed vehicle, indoors and outdoors subject to all weather conditions
- Is required to work rotating shift schedules
- Is exposed to dangerous situations
- Is exposed to quiet, moderately noisy, and loud environments
- Is subject to call out at all times of the day or night

**QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

My signature below confirms that I have read and comprehend the requirements of holding a position as Public Grounds Laborer for the City of Macon with the understanding that other duties may be assigned and, if hired, I agree to carry out the duties and responsibilities of the position.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Adam Dawdy, Police Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Avis Marshall, City Administrator

**The City of Macon, Missouri, is an Equal Opportunity Employer and promotes a drug free environment.**

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

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**