

City of Merriam- Job Description

Job Title: Police Officer
Department: Police
Reports to: Sergeant/Patrol Commander
Status: Non-Exempt; Overtime eligible
Pay Grade: J

Position Summary

This position is responsible to support the City of Merriam's mission in helping to maintain a safe community using strong public relations, and enforcement of laws and regulations using the highest level of ethical standards, compassion, and integrity.

Essential Functions

- Protects life and property through enforcement of laws and regulations; proactively patrols assigned area
- Performs necessary life-saving maneuvers including emergency medical aid and evacuation of individual(s) from dangerous situations/ areas
- Self-initiates traffic and/ or criminal investigations
- Responds to calls for service safely and with urgency
- Conducts initial and follow-up criminal and traffic investigations
- Conducts interviews with victims, witnesses, and criminal suspects
- Prepares and ensures accuracy of reports and field notes in investigation and patrol activities
- Make arrests when appropriate; including the use of force
- Must be able to make good decisions under stress
- Communicates clearly and effectively
- Testifies in court
- Operates a law enforcement patrol vehicle in all weather conditions and at various times of day and night
- Understands legal documents such as citations, affidavits, and warrants
- Must be able to take command of chaotic situations
- Helps to maintain department equipment, supplies, and facilities
- Promotes the values of the City at all times
- Wears appropriate personal protective equipment (PPE)
- Other duties as assigned

Minimum Qualifications

- Must be at least 21 years of age
- Must be a U.S. Citizen
- Must have a high school diploma or equivalent
- Must have a valid driver's license with an acceptable driving record
- Must be in good physical condition
- Must have an acceptable background
- Must be able to work various hours within a 24/7/365 operational period

Knowledge, Skills, and Abilities

- Ability to prioritize work and meet deadlines
- Ability to act with integrity, compassion, and empathy
- Must be able to learn basic law enforcement principles, procedures, techniques, and equipment
- Must have the skill to make a reasoned response in quick time, based upon training received
- Must have ability to communicate verbally
- Must be able to listen, comprehend, and recall information
- Ability to write legibly, coherently, and using correct grammar
- Ability to prepare typed reports, free from spelling and grammatical errors
- Ability to learn and use a variety of computer-based programs
- Must have the ability to gain trust and establish working relationships with members of the public and peers
- Ability to meet the department's physical standards

Physical Demands

To perform the essential functions of this job successfully, employees must be able to meet certain physical demands. Reasonable accommodations may be made for individuals with disabilities.

This position requires regular sitting, talking, and listening. Occasionally, employees may need to run short and moderate distances, stand, walk, use their hands and fingers to handle objects, tools, or controls, reach with their arms and hands, climb or balance, stoop, kneel, crouch, jump, lay down, crawl, and smell.

Employee must occasionally lift and/or move up to 160 pounds.

Specific vision abilities include, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

This job frequently requires working outdoors in various weather conditions. Occasionally, employees may work near moving mechanical parts, in high or precarious places, and with explosives. Exposure to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, human biohazards, dead animals, extreme cold, extreme heat, and vibration may also occur occasionally. The typical noise level in the work environment is moderate.