CITY OF HENDERSON, KENTUCKY
CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: POLICE OFFICER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to protect life and property, to respond to the needs of the general public, to deter criminal activity within the community, to enforce all city statutes, ordinances and the laws and regulations of the state, and to perform investigations, special details, and specific assignments within an assigned division.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Enforces all city and state codes, ordinances, laws and regulations, both traffic and criminal, in order to protect life and property and to prevent crime and promote security.
- Maintains high visibility by patrolling assigned area, city streets, parks, neighborhoods, and businesses to ensure security; makes observations for prowlers, homeless people, would-be thieves, suspicious persons, and violators.
- Performs surveillance of problem locations and criminal suspects; collects and reviews data; develops trends and/or patterns pertaining to location/suspects; files intelligence reports.
- Investigates reported crimes; interviews and obtains statements from victims, witnesses, suspects, and confidential informants; processes crime scenes; gathers, prepares, and submits evidence to crime lab.
- Obtains warrants; performs various types of search operations; locates missing persons.
- Determines probable cause to search and/or reasonable suspicion to detain suspects; pursues fleeing and subdues resisting suspects; effects arrests; processes and transports prisoners.
- Actions dispatch communications; responds to emergency calls and calls for assistance; mediates disputes and advises rights.
- Assists and/or backs fellow officers as requested/necessary on domestic and theft calls, executing warrants, serving subpoenas, and making traffic stops.
- Responds to accident calls; gathers information at the accident scene; investigates and reconstructs serious injury or fatal accidents; interviews victims and witnesses; investigates hit and run accidents; notifies next-of-kin as necessary.
- Performs rescue functions at accidents, emergencies, and disasters to include directing traffic, administering emergency medical aid, and managing dangerous situations; interacts with EMS teams.
- Conducts road blocks; administers roadside field sobriety tests; identifies wanted persons/vehicles; impounds vehicles; assists stranded motorists; ensures roadways are clear of obstacles and hazards.
- Stops vehicles for traffic violations; issues traffic citations and warnings.
- Contacts command/supervisory personnel for emergency response and critical incident communications.
- Identifies illegal drugs and hazardous materials; maintains knowledge of prescription drugs.
- Enters/retrieves data to/from computer system including stolen property, arrest and wanted information, investigation data, and criminal/driving records check; reviews crime statistics.
- Assists with interdepartmental duties and city activities as needed which may include working school zones, directing traffic, assisting animal control, security at city social events and athletic activities, special escorts, crowd/riot control, or other special assignment.
- Transports information packets and documents to/from City Commissioner, Mayor, City Manager, City Attorney, and various departments/agencies as requested.
• Documents case information; assists with prosecution of offenders; appears in court to present evidence and testimony.
• Attends community meetings and makes school visitations; assists with community activities, programs, and crime prevention; may promote and participate in DARE, Child Identification, and Crime Stoppers programs.
• Responds to questions, complaints, and requests for information by telephone or in person from merchants, community/civic organizations, the general public, employees, superiors, and various other individuals.
• Exchanges information with dispatchers, attorneys, court personnel, medical examiner, medical professionals, and other departments and agencies.
• Maintains current field and code manuals, policy and procedures, employee handbooks, various maps, and related material for reference and/or review.
• Attends shift meetings, seminars, and training sessions as required to remain knowledgeable of departmental and city operations, to promote improved job performance, and to stay current with changing policies, procedures, codes, and laws.
• Composes and prepares a variety of forms, logs, requests, records, reports, correspondence, and various other documents associated with daily responsibilities of this position; maintains administrative records and files.
• Cooperates with federal, state, and local law enforcement agencies and its officers or representatives when their activities or investigations are related to on-going investigations within city jurisdiction.

ADDITIONAL FUNCTIONS

May perform special operations/detail activities such as desk, media and/or public information officer, special response team (SRT), drug task force, DUI task force, negotiations, juvenile, homicide, gang unit, narcotics, environmental protection, field training, teaching, and/or others as assigned.
Maintains cleanliness of law enforcement vehicle; requests vehicle service and/or repairs as needed and shuttles vehicles to city garage for same; maintains weapons and equipment in functional and presentable condition.
Performs residential and business inspections.
Answers the telephone; provides information, advice and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary; performs other administrative tasks as assigned.
Substitutes for co-workers in temporary absence of same; may act as shift supervisor and/or assist with overseeing activities of other police officers as assigned.
May be required to be on twenty-four hour call and/or regularly work on various shifts, weekends, and/or holidays as deemed necessary.
Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by little or no previous experience or training; some public relations experience in a similar police/law enforcement or related environment preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid driver's license. Must be at least 21-years of age. Must be a U.S. Citizen. Must pass and maintain current certification requirements of the Basic Criminal Justice Training Academy operated by the Kentucky Justice Cabinet as a law enforcement officer. Must obtain and maintain certification in Cardiopulmonary Resuscitation (CPR) and as an Intoxilyzer 5000 Operator. Must obtain a license and be qualified to operate a firearm.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.
Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, smoke, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, chemicals, violence, disease, or pathogenic substances.

This job description does not constitute a contract of employment. Any oral or written statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employees. This job description is subject to change by the employer (the City of Henderson) at the discretion of the employer, or as the needs of the employer and/or requirements of the job change. The City of Henderson explicitly reserves the right to modify any of the provisions of this job description at any time and without notice. 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 or essential functions does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
POLICE OFFICER

The City of Henderson will hold an examination for the position of Police Officer, Saturday, March 21, 2015 at 8:00 AM, Henderson County High School cafeteria, 2424 Zion Road. Photo identification will be required to enter the exam. Minimum requirements: HS diploma or GED; must be 21 years of age; must have and maintain a valid driver’s license and no DUI convictions in the past 5 years. Must meet all other requirements outlined in K.R.S. 95.440. Applicants will be required to undergo and pass a drug screen, physical, suitability screen, polygraph and an extensive background check as required prior to employment. $16.15 per hour and $3,100 per year incentive pay provided by the State upon successful completion of training requirements, plus benefits. Applications can be obtained from Human Resources or online at www.cityofhendersonky.org. Deadline for applications is NO LATER than 5:00 PM Thursday, 3/12/15. Applicants who pass the written exam will be required to attend the physical ability and suitability screen on Thursday, April 9th or Friday, April 10th. For current Kentucky certified Officers, you must submit a copy of your DOCJT transcript. Applicants with disabilities must advise Human Resources in advance if reasonable accommodation to test is required and documentation must accompany the request. EOE/M/F/V/H/D