

## **JOB DESCRIPTION**

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**TITLE: Police Patrolman**

**PAY RANGE: Based on Qualifications**

**DEPARTMENT: Police**

**REPORTS TO: Police Chief**

**CLASSIFICATION: Non-Exempt**

**DATE UPDATED OR AMENDED:**

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**Summary:** The Police Patrolman is responsible for the public safety and general welfare of the citizens of Hermann, as well as the enforcement of federal, state and local statutes.

**Knowledge:**

- Of modern law enforcement principles, procedure, techniques, and equipment.
- Of departmental rules and regulations and of the applicable federal, state and local laws and ordinances.
- Of the standards by which the quality of police service is evaluated.
- Of the functions of other government jurisdictions and authorities as they relate to police work.

**Skills:**

- To have good common sense and public relation skills.
- Must be able to drive and handle police vehicles in any type of weather conditions.
- To be proficient in handling of firearms and self defense.
- Proficient in police matters relating to investigations, arrests, testimonies. Coordinate with others in investigations.
- Proficient in typing, personal computer, base, mobile and handheld radios, radar, copy and fax machine.
- Good oral and written communication skills and public presentation skills.

**Ability:**

- Apply the law, ordinances, and departmental rules and regulations
- Communicate effectively (in writing and verbally)
- Establish effective working relations with other employees, supervisors, city official, and the general public.
- Exercise sound judgement at all times (on and off duty)
- Maintain a high level of discipline and morale.
- To deal with violent and abusive individuals.
- Able to drive, make arrests, testify, investigate, coordinate with officers in investigation.
- Perform other duties as assigned.

**Education:**

- Possess a high school diploma or GED equivalent.

- Successful completion of an appropriate law enforcement training program.

**Special requirements:**

- Must be able to pass physical to adequately perform the duties of the job description.
- Must be 21 years or older at the time of employment.
- Must possess a valid Missouri State Drivers License
- Have no felony convictions
- Possess US citizenship
- Must be of good and moral character
- Must have successfully completed/passes the State Basic Training Academy or Equivalency Test.
- Must be able to satisfy all prerequisites mandated by Missouri State Law.

**Environmental Working Conditions:** Must be able to work in outside weather conditions such as; hot, wet, and humid conditions, may have exposure to toxic or caustic chemicals. Must be able to work in usually loud noises. Employee is frequently required to walk, run, sneak, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must be able to control suspects. The employee must occasionally lift and/or move up heavy items. Specific vision abilities required include close vision, color vision, and the ability to adjust focus.

**Selection Guidelines:** Formal application, rating of education and experience, oral interview and reference check, job related tests may be required.

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

The job description does not constitute an employment agreement between the employer and employee and requirements of the job may change at any time.

The candidate must pass a drug/alcohol test and a physical based on the job description before job offer is finalized.