



CITY OF BRANSON - POSITION DESCRIPTION
POLICE OFFICER I
Police Department



Grade: 18C
FLSA Status: Non-Exempt
Department: Police

POSITION SUMMARY: A Police Officer I is the entry-level P.O.S.T. certified law enforcement officer position with the City of Branson. The work of this position consists of patrolling City streets, enforcing laws, and responding to emergency calls within an assigned district of the City to help ensure and maintain a safe environment for citizens, visitors and businesses in accordance with Departmental standards. This position is subject to various working environments and may be assigned to shift work that can include weekends and holidays based on the Department's 24/7/365 operation. This position is also subject to emergency call-in. The incumbent in this role works under supervision and reports directly to a Police Sergeant, and indirectly to a Police Lieutenant, the Assistant Police Chief and the Police Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES: This position requires a regular and consistent presence in and about the City of Branson while on duty. The duties include the following:

1. Behaves in a manner that promotes a productive, healthy, safe and positive work environment by:
 1. Depicting trustworthiness through integrity, truthfulness, consistency and honesty, and while protecting confidential information as necessary;
 2. Creating and maintaining positive relationships at all levels by treating others with courtesy, respect and in a conflict-free professional manner;
 3. Taking into consideration the effects on others, on costs, and on intended outcomes of decisions and actions are taken;
 4. Upholding the public trust by being safe, enforcing safety, and working promptly, diligently, and with a focus on quality;
 5. Showing impartiality and equity toward others, and not using job responsibilities to provide nor elicit special favors, and by not making promises that conflict with job duties and responsibilities;
 6. Adhering to all policies, laws and regulations as applicable to the role and to being a citizen.
2. Follows the legal and ethical direction of supervisor(s).
3. Reads, understands correctly, applies, and impartially enforces federal and state laws as well as municipal ordinances within the City of Branson.
4. Patrols an assigned sector of the city; while safely operating any Police vehicle and ensuring the proper care of City assets.
5. Responds to all dispatched calls for service, as available.
6. Applies community-oriented policing techniques regarding dispute mediation, conflict resolution, and analysis of neighborhood problems, behavior management, and crime prevention.
7. Enforces all traffic laws in the City of Branson, and assists the public in any way possible when needed.
8. Issues citations when circumstances warrant.
9. Makes arrests, detains, and apprehends a variety of criminal suspects by Departmental-prescribed physical means.

10. Provides traffic and crowd control (and intervenes as necessary to preserve the peace) for parades, funerals and other events that attract large crowds of people and otherwise disrupt the normal flow of traffic.
11. Investigates crime scenes; seizes and preserves evidence; interviews witnesses; photographs or videos evidence/crime scene; serves warrants and subpoenas; make arrests; and assists in the planning, writing, and execution of search warrants; and books prisoners into jail.
12. Administers breathalyzer tests on suspected intoxicated persons in compliance with statutes and ordinances.
13. Checks abandoned, wrecked and/or stolen vehicles, and cares for the injured, as necessary while administering basic emergency medical aid.
14. Prepares all reports as necessary including crime, accidents, fingerprinting and other routine and non-routine reports; Ensures photographs and/or videos, along with any supporting paperwork accurately and properly document all arrests.
15. Actively and safely participates in in-service training.
16. Always testifies truthfully in a court of law, avoiding any dishonesty or evasion of truth.
17. Checks and maintains all equipment, both personal and patrol vehicle, for readiness and proper working order.
18. May be assigned to specialized duties in lieu of normal patrol duties, such as narcotics or undercover investigations.
19. Other duties as assigned by chain-of-command supervision.

KNOWLEDGE, SKILLS, AND ABILITIES

Any combination of education, training, and experience providing the following knowledge, skills, and abilities.

- Knowledge of Federal and State statutes and City ordinances.
- Knowledge of the rules and regulations of the Branson Police Department.
- Knowledge of the geography of the city and the location of various buildings and landmarks.
- Knowledge of police methods, practices and procedures.
- Knowledge of first aid principles and skill in the application.
- Knowledge of the rules of evidence.
- Knowledge of the provisions of the City Code and Branson Police Department SOP's.
- Ability to effectively interact with the public in a courteous and professional manner.
- Ability to react quickly and calmly in emergencies.
- Ability to understand and carry out oral and written instructions and to prepare clear/accurate comprehensive reports.
- Ability to analyze complex situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Ability to operate radar detection devices, video equipment, and other related equipment required for job duties.
- Ability to render credible testimony in a court of law.
- Ability to be accountable for inventory/property management.
- Ability to make recommendations that affect the budget.
- Ability to use various types of computer software (including Microsoft Office) and hardware.
- Ability to successfully handcuff suspects who either are or are not resisting arrest.
- Skill in the use and care of firearms with the utilization of a dominant hand and support hand.
- Skill in the operation of an automobile.

PHYSICAL DEMANDS

The physical demands which follow are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently and routinely required to stand, run, twist, walk, sit, use both hands interchangeably to finger, handle or feel; hold and grip objects; reach with hands and arms to both ground level and overhead, climb or balance, stoop, kneel, bend, squat, crouch or crawl, talk, smell, taste, hear and see. The employee must be able to lift, carry, push, pull, drag, and/or move a minimum of one-hundred (100) pounds with assistance or specialized equipment. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, texture perception, and ability to adjust focus. Position requires above average hearing. Must be able to undergo/complete rigorous physical training. The employee is subjected to mental and emotional stress. Must meet all determined physical capability examination requirements for the position.

WORKING ENVIRONMENT

While performing the duties of this position, the employee is frequently exposed to both indoor and outdoor environments which may involve a variety of extreme weather conditions, confined to a vehicle for extended periods of time on a daily basis, may be subjected to poor lighting and ventilation when completing tasks such as a building search, evidence collection, etc.; possible exposure to mechanical, electrical, chemical and toxic waste hazards as well as strong odors, fumes, and disease when responding to calls for service, subject to life-threatening conditions and situations associated with law enforcement activities. The noise level in the work environment is usually moderate.

MINIMUM REQUIREMENTS

- Must be at least 21 years of age at the start of employment.
- Successful completion of a Certified Law Enforcement Academy required
- Two years of experience in a similar or larger sized agency is preferred and starting pay could be considered higher to reflect such experience.
- Must possess and maintain a valid Missouri P.O.S.T. Certificate as a condition of employment. Those candidates with certifications from other states will be allowed 30 days to receive P.O.S.T. Certification in the state of Missouri after the offer of employment is made.
- Vision must be correctable to 20/40 and pass the Ishihara color vision test and/or be able to recognize the colors of traffic signals and devices showing red, green and amber
- Must be able to pass drug and alcohol screenings, a background investigation, polygraph, psychological, and medical/physical examinations.
- Must possess no felony convictions at any time while employed by the City of Branson, and may not have any serious misdemeanor convictions within the past 5 years.
- No offensive tattoos or brands; i.e. depicting or supporting criminal behavior, drug usage, nudity, profanity, promiscuity, subversive groups, bigotry, etc.
- No tattoo or brand may be visible above the collarbone or below the wrist, except as noted in City and Departmental policies.
- High School graduate or GED equivalent required.
- Must possess and maintain a valid Missouri Motor Vehicle Operator's license.
- National Career Readiness Certificate preferred but not required.