



## CITY OF BRANSON - POSITION DESCRIPTION

### **POLICE OFFICER TRAINEE**



Grade: 15C  
FLSA Status: Non-Exempt  
Department: Police

**POSITION SUMMARY:** The Police Officer Trainee's work consists of attending training to become a POST certified law enforcement officer subject to the City of Branson Police Officer Trainee Training Agreement. Other duties while awaiting certification may include assisting a sworn officer in patrolling, enforcing laws, transferring prisoners, and responding to emergency calls in and about the City of Branson. This position is subject to working a variety of shifts including weekends and holidays, primarily dependent upon the training academy schedule. This position works under limited staff supervision and is normally supervised by training academy personnel or a City of Branson Police Sergeant.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This position requires a regular and consistent physical presence in a City-approved police academy or in and about the City of Branson while fulfilling other assignments. This position includes the following:

1. Behaves in a manner that promotes a productive, healthy, safe and positive work environment by:
  - a. Depicting trustworthiness through integrity, truthfulness, consistency and honesty, and while protecting confidential information as necessary;
  - b. Creating and maintaining positive relationships at all levels by treating others with courtesy, respect and in a conflict-free professional manner;
  - c. Taking into consideration the effects on others, on costs, and on intended outcomes of decisions and actions taken;
  - d. Upholding the public trust by being safe, enforcing safety, and working promptly, diligently and with a focus on quality;
  - e. 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;
  - f. Adhering to all policies, laws and regulations as applicable to the role and to being a citizen.
2. Follows the legal & ethical direction of supervisor(s) and Academy instructors.
3. The primary function of this role is to regularly and consistently attend training as required for POST certification; participating fully in all coursework; completing assignments; and achieving POST certification upon completion of the coursework.
4. When not engaged in formal coursework, the Police Officer Trainee may be assigned to assist sworn officers in an eclectic range of activities including: traffic and crowd control; patrolling on foot, bicycle or patrol car; engaging in firing range practice and target proficiency; crime scene investigations; interviewing witnesses and evidence collection; execution of search warrants; handling miscellaneous reports, filing and paperwork; testifying in court; participating in in-service training; cleaning, maintenance and upkeep of facilities and/or patrol cars; assisting in narcotics or undercover investigations; and providing assistance in all other tasks associated in the scope of a Branson Police Officer's duties.

5. Other duties as assigned by supervision.

### KNOWLEDGE, SKILLS, AND ABILITIES

*\* Upon completion of training, the following knowledge, skills, and abilities shall be key performance indicators for continued employment:*

- 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 general 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 impact 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 utilization of a dominant hand and support hand.
- Skill in the operation of an automobile.

### PHYSICAL DEMANDS

The physical demands and working environment, which follow, is 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, 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. 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 must be able to lift, carry, push, pull, drag and/or move a minimum of one-hundred (100) pounds with assistance or specialized equipment. 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 REQUIRED EXPERIENCE, EDUCATION, AND TRAINING

- Must be at least 21 years of age.
- High School diploma or GED equivalent.
- Must fulfill I9 identification requirements within first three days of employment.
- Upon completion of the training Academy, achieving POST certification is a condition of continued employment.
- Vision must be correctable to 20/40; must pass the Ishihara color vision test and/or be able to recognize the colors of traffic signals and devices showing red, green and amber; and must meet established hearing standards.
- 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.
- Maintaining credibility as a witness for testimony given in a court of law is a condition of on-going employment for all City of Branson law enforcement positions.
- No offensive tattoos or brands; i.e. depicting or supporting criminal behavior, drug usage, nudity, profanity, bigotry, promiscuity, subversive groups, etc.
- No tattoo or brand may be visible above the collarbone or below the wrist, except as noted in City and Departmental policies.
- Must be able to qualify with department issued firearms.
- Must be able to pass in-house training courses on the proper use of various police equipment.
- Must possess and maintain a valid Missouri Motor Vehicle Operator's license.
- Must be highly engaged in the department's goals and be able to work cooperatively with the training academy personnel or a City of Branson Police Sergeant in achieving those goals.
- Must possess a high degree of integrity, strong work ethic and ability to work independently with minimal supervision.
- Must properly follow all provisions of the City of Branson and the Police Department policies and procedures.
- Must be able to pass drug and alcohol screenings, a background investigation, polygraph, psychological, and medical/physical examinations.
- National Career Readiness Certificate preferred but not required.