



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, and assisting a sworn officer in patrolling, enforcing laws and responding to emergency calls within a certain district of the City of Branson. This position is subject to working a variety of shifts including weekends and holidays due to 24-hour/7days a week departmental operations and is also subject to emergency call-in. This position works under direct supervision and is normally supervised by a Police Sergeant.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Behaves in a manner that promotes a productive, healthy, safe and positive work environment by 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, and believing the best in others;
 - 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 direction of supervisor(s).
3. Regularly and consistently attends training as required for POST certification.
4. Assists in interpreting and enforcing federal and state laws as well as municipal ordinances.
5. Rides along on patrols of an assigned sector of the city.
6. Responds to radio dispatched calls for service including domestic violence, alarms, emergency responses, traffic accidents, etc.
7. Assists in the performance of self-initiated activities such as enforcing all traffic laws and assisting the public in any way possible.
8. Assists in issuing citations and assists in making arrests as needed.
9. Assists in the arrest, detention, and apprehension of a variety of suspects by use of necessary 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 disrupts the normal flow of traffic.
11. Investigates crime scenes, seizes and preserves evidence, interviews witnesses, photographs evidence, serves warrants and subpoenas, make arrests, and assists in the planning, writing, and execution of search warrants.
12. Administers breathalyzer tests on suspected intoxicated persons in compliance with statutes and ordinances.

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13. Applies community-oriented policing techniques regarding dispute mediation, conflict resolution, and analysis of neighborhood problems, behavior management, and crime prevention.
14. Checks abandoned and stolen vehicles.
15. Cares for injured and administers basic emergency medical aide.
16. Prepares all reports as necessary including crime, accidents, fingerprinting and other routine and non-routine reports.
17. Books prisoners into jail.
18. Photographs and properly documents arrest.
19. Participates in in-service training.
20. Testifies in court when required.
21. Checks and maintains all equipment, both personal and patrol vehicle, for readiness and proper working order.
22. May be assigned to specialized duties in lieu of normal patrol duties, such as narcotics or undercover investigations.
23. Other duties as assigned by 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 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.
- Skill in the use and care of firearms.
- Skill in the use 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 hands 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, and hear. The employee must be able to lift, carry, push, pull, drag and/or move a minimum of one-hundred (100) pounds. 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. 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.

EXPERIENCE, EDUCATION, AND TRAINING

- High School graduate or GED equivalent.

LICENSING/CERTIFICATION

- Must be able to qualify with department issued firearms.
- National Career Readiness Certificate preferred.

MISCELLANEOUS REQUIREMENTS

- Must be at least 21 years of age.
- Must possess and maintain a valid Missouri Motor Vehicle Operator's license.
- Must be able to pass a background investigation and post-offer medical evaluation.
- 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 be able to pass required physical capability examinations for the position.
- Must possess no felony convictions, and have no 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 while wearing any department approved/issued uniform or plain-clothes attire.
- Must be able to pass in-house training courses on the proper use of various police equipment.
- Must possess a high degree of integrity, strong work ethic and ability to work with minimal supervision.