

# ***POLICE OFFICER – Non Certified***

City of Burlington

Police Department

## **POSITION SUMMARY**

Under the supervision of the Police Chief, the non certified Police Officer is a non-exempt position under FLSA. This position protects and serves the citizens of Burlington, provides citizen assistance, performs patrol duties, and enforces all federal, state, and local laws. This employee should possess excellent communication and public relation skills.

## **ESSENTIAL FUNCTIONS**

- Enforces all federal, state, and local laws and ordinances;
- Protects the life and property of the citizens of Burlington;
- Makes arrests and issues traffic citations;
- Performs routine patrol duties, and prepares reports and files;
- Investigates crimes and accidents, and gathers evidence;
- Provides citizen assistance, and assists ambulance crews as needed;
- Responds to emergency situations, and performs CPR or First Aid;
- Operates law enforcement equipment, including patrol vehicles, firearms, and communications equipment;
- Performs building checks;
- Interviews witnesses, suspects, and victims;
- Maintains department equipment;
- Serves warrants, subpoenas, and other legal documents;
- Testifies in court;
- Assists other law enforcement agencies;
- Conducts safety programs for the public;
- Performs traffic control duties;
- Follows department policies and procedures;
- Follows safety procedures and practices.

## **MARGINAL FUNCTIONS**

- Provides security during various events;
- Assists other departments as needed;
- Performs other duties as deemed necessary or assigned.

<b><u>CLASSIFICATION:</u></b> <b><u>FLSA</u> NON-EXEMPT      <u>ADA</u> APPLICABLE      <b><u>FMLA:</u> INELIGIBLE</b></b>
<b><u>WORKING CONDITIONS:</u></b> <b>ELEMENT OF RISK, HAZARDOUS CHEMICALS, ADVERSE WEATHER</b>

## POLICE OFFICER - POSITION REQUIREMENTS

**Experience:** Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

**Education:** A high school diploma or GED is required, and a technical degree or some college credit is preferred. This position requires graduation from the Kansas Law Enforcement Training Center, 40 hours of continuing education annually, certification in the use of weapons/tools and CPR, and a valid Kansas Driver's License.

### Technical Skills:

1. A thorough knowledge of all federal, state, and local laws and ordinances, CPR and First Aid, and law enforcement techniques, and a working knowledge of mathematics is required.
2. This employee must be able to efficiently operate firearms, patrol vehicles, computers, two-way radios, radar equipment, breath analysis equipment, and other law enforcement equipment.
3. The ability to concentrate on tasks in the presence of distractions, to complete and check forms and documents, to understand and anticipate problems, and to read and interpret maps, manuals, legal documents, reports, and written instructions is required.
4. This employee must possess excellent public relation, oral and written communication skills.

**Problem Solving:** Independent problem solving is involved in this position. This employee encounters problems with domestic violence, citizen complaints, traffic violations, and criminal investigations.

**Decision Making:** Independent decision making is involved in this position. This employee makes decisions about making arrests, investigating crimes and accidents, and performing daily duties in the safest and most efficient manner.

### Supervision:

1. This employee works with the guidance of the Field Training Officer and/or senior officers with occasional supervision from the Police Chief.
2. This employee does not exercise any supervisory responsibilities over subordinate personnel.

### Financial Accountability:

1. This employee is responsible for safe operation of department equipment.
2. This employee does not participate in the annual budget process.

**Personal Relations:** Daily contact with the general public, co-workers, and supervisory personnel is expected.

**Working Conditions:** Adverse working conditions exist within this position. Exposure to hazardous chemicals, explosives, heights, excessive noise, and adverse weather is expected. This position contains an element of risk to personal safety. This employee is exposed to bloodborne pathogens while investigating crime scents, seizing, and preserving evidence, and assisting ambulance crews.

**Physical Requirements:** The ability to pass and maintain all physical activities and requirements of the Kansas Law Enforcement Training Center is required.

*The specific statements shown in each section of this description are not intended to be all-inclusive.  
They represent elements and criteria considered necessary to successfully perform the job.*

**THIS JOB DESCRIPTION WAS APPROVED BY BURLINGTON CITY COUNCIL ON March 17, 2021.  
(Current 3-2021)**