Job Description

Job Title:	Police Officer Trainee	Classification:	Classified
Department:	Police	Grade:	166
Occupational Group:	Police	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under direct supervision; performs in a training environment while completing the Police Academy. Performs non-emergency police work in a trainee capacity; assists police staff with law enforcement duties. Successful completion of the Police Academy is required to progress to the Police Officer position.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Attends training academy, training sessions, seminars, workshops, and police related meetings as directed. Demonstrates knowledge and skills presented at the Academy to progress to the Police Officer position.
2. Responds to and assists with non-emergency calls.
3. Answers citizen complaints and/or general inquiries.
4. Enforces vehicle parking and operating laws.
5. Issues and explains citations for violations to citizens, school students, visitors, and guests to the City.
6. Assists Police Officers with conducting preliminary investigations; assists in preparation of accurate police reports.
7. Maintains a presence on the streets; directs traffic; assists pedestrians; assists with parked cars and other citizen services as necessary and appropriate.
8. Prepares various daily and periodic written and verbal reports; completes departmental forms; completes logs and verifies information and administrative duties as assigned.
9. Assists with natural disaster preparedness and emergency response; directs evacuation traffic, flood traffic, snow and ice traffic.
10. Contributes effectively to the Police Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Federal, State, County, and City statutes, codes, and ordinances applicable to law enforcement; law enforcement principles and practices including investigation, identification, patrol,

traffic control, records management, report preparation, and custody of persons and property; equipment used in law enforcement including weaponry, communications, and automotive equipment; location of streets and addresses in the city; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with other law enforcement agency and regulatory agency/organization staff, City officials, criminal justice system staff, and the public; understanding and interpreting complex statutes, ordinances, regulations, and standards; writing accurate reports and documenting the facts and actions regarding criminal/civil incidents; communicating using a standard two-way radio; customer service and conflict resolution; Microsoft Office Suite.

Education: High school diploma or GED equivalent required. Accredited college coursework in law enforcement or related discipline is preferred, but not required.

Experience: Prior law enforcement experience is preferred, but not required. Prior military experience is preferred and honorable discharge is required.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Possess Missouri POST certification or be eligible to enroll and participate in the Police Academy and POST certification upon hire. Must obtain and maintain POST certification throughout employment.

Physical Demands Requirements and Working Conditions

This position works in both indoor and outdoor environments. Working at or from a police station requires standing in work areas; walking between work areas may be required. In an indoor environment finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. This position may sit and operate a motor vehicle and equipment such as computers, radios, and phones inside the vehicle for a prolonged period during a shift.

Must possess the ability to stand, walk, or run for extended periods. Positions in this classification are required to bend, stoop, kneel, reach, push, and pull when making arrests. Employees may be required to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier with the proper use of equipment. Employees must maintain specific hearing and vision requirements to ensure safety to self and others. Employees must possess physical and mental stamina to fire weapons; react and move rapidly from sedentary to active conditions in response to environmental situations; assume a variety of bodily positions and postures necessary to cover or conceal during emergency situations; respond to a physical attack and subdue an attacker or request aid. The employee is occasionally exposed to wet/and or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; may be required to work with explosives. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, polygraph exam, psychological exam, physical exam, and drug test as a condition of employment with the City of Joplin. Must be 21 years of age, a United States citizen, with no felony convictions or misdemeanor domestic violence convictions. Must be in compliance with department policy on tattoos, piercings and gauges. Must be able to work a variety of shifts; subject to call-in as needed. Successful completion of annual qualifications

and department mandated training is required.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	