

## **POSITION CLASSIFICATION SPECIFICATIONS**

### **CAMDENTON POLICE DEPARTMENT**

#### **POSITION TITLE:**

Police Officer I

#### **DEFINITION:**

The Police Officer performs numerous functions within the department. He reports to the sergeant and in his absence, to the Chief of Police. He performs patrol duty, takes reports, conducts investigations, traffic enforcement, promotes community service style of policing, etc. He follows all standard operating procedures and policies as formulated by the Chief of Police and the City of Camden.

#### **SUPERVISION EXERCISED:**

None

#### **SUPERVISION RECEIVED:**

The Police Officer is directly supervised by the Sergeant.

#### **DUTIES AND RESPONSIBILITIES**

1. Answers all calls for service and acts accordingly, i.e., report, investigation, arrest, etc.
2. Enforces all city, state and federal laws within the city limits of Camden.
3. Conducts patrol and enforces all traffic laws in a manner that address problem areas.
4. Cooperates with other law enforcement agencies as needed or requested.
5. Attends public meetings and activities as assigned by the Sergeant or Chief or Police to facilitate and explain the functions of the Police Department and or address concerns of the community and promotes community service style of policing.
6. Maintains police vehicle in a clean and orderly fashion and see that is serviced regularly.
7. Completes reports and investigations in a timely manner to maintain an efficient system in the department.
8. Testifies in court as needed.
9. Performs any other task as assigned or as directed by a Sergeant or Chief of Police.

**QUALIFICATIONS**

1. Must be at least 21 years of age.
2. No felony convictions or extensive traffic convictions or any crimes or moral turpitude.
3. Must be in good physical and mental health.

**TRAINING AND EXPERIENCE:**

1. Must have a high school diploma or GED.
2. Must meet requirements set by Missouri Division of Peace Officer Standards and training (POST) regarding basic law enforcement training and continuing education so as to be certified by the State of Missouri as a Peace Officer.
3. Must have a background of public service or ability to work with public.