

# **City of Villa Hills**

## **Job Description**

JOB TITLE: Police Officer DEPARTMENT: Police Department FSLA STATUS: Non-Exempt

### **Essential Duties and Responsibilities**

- Meet the POPS Standards and essential duties as set by the Kentucky Law Enforcement Council.
- Patrol assigned area by vehicle, bike, or foot, as assigned.
- Answer dispatch calls and take appropriate action.
- Assist other officers on calls.
- Perform duties according to procedure in times of emergency.
- Investigate complaints, interview persons or examine crime/accident scenes.
- Testify in court.
- Properly process reports, citations, and other paperwork.
- Properly maintain uniform and equipment.
- Attend required training seminars.
- Assist other agencies with various tasks.
- Perform other duties as necessary.

### **Peripheral Duties and Responsibilities**

- Assist in the training of new officers.
- Attend Neighborhood/Block Watch meetings.
- Perform specific duties assigned like detective, training officer, inventory officer, or property manager.
- Support local education initiatives revolving around law enforcement.

### **Supervision Received**

Works under the director supervision of the Police Chief and/or Sergeant..

### **Physical Demands**

The physical demands described here are representative of those that must be met by the employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in the field and sometimes in the office.

While performing duties of this job, the employee is sometimes required to taste and smell. Occasionally this employee is required to sit; stand; or walk; climb or balance; stoop, kneel, crouch or crawl; and is frequently required to talk or hear; use hands to finger, handle, or feel; and reach with hands and arms.

In addition the employee is frequently required to lift or move items that weight 10 pounds or less, occasionally lift or move items that weigh up to 50 pounds and sometimes lift or move items that weigh up to or more than 100 pounds.

### **Vision Requirements**

- Close Vision (clear vision at 20 inches or less)
- Distance Vision (clear vision at 20 feet or more)
- Color Vision
- Peripheral Vision
- Depth Perception
- Ability to adjust focus

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is sometimes exposed to wet, humid conditions; extreme heat and cold; fumes or airborne particles; toxic or caustic chemicals; vibrations; work in high, precarious places; near moving mechanical parts; or with explosives and frequently exposed to outdoor weather conditions. This employee is sometimes exposed to infectious diseases as well as blood borne pathogens.

The noise level in the work environment is usually moderate to loud.

### **Desired Minimum Qualifications**

#### **Education and Experience**

- High School diploma or equivalent.
- Associates Degree in criminal justice or related field, preferred
- Any equivalent combination of education and experience

#### **Necessary Knowledge, Skills, and Abilities**

- Ability to communicate effectively both orally and written.
- Some knowledge of the different city departments and their functions.

#### **Special Requirements**

- Kentucky Police Officer Professional Standards Certification.
- Successful completion of Police Academy.
- Must possess a valid state issued driver's license.

#### **Tools and Equipment Used**

- Standard office equipment and computer software programs.
- Standard issue police equipment.

## **CRIMINAL CONVICTION HISTORY AND NEXUS**

Conviction of certain offences or conduct may prevent some individuals from being appointed to this position. Consideration is given to the nature and gravity of offense or conduct, the amount of time passed since offense or conduct and or completion of sentence, and the nature of job held or sought. Review of any such criminal convictions or other conduct that may be disqualifying is conducted on a case by case basis.

The nexus of job duties that this position performs that triggers a review includes operating a vehicle, working with the public, working with vulnerable populations, signing official documents, access to electronic infrastructure, access to confidential information, and handling weapons.

Due to the given duties of this position, persons with offenses or conduct involving vehicle, violence, property, fraud, sex, weapons, and controlled substances may not be appointed to this position without being cleared for employment following the successful determination of a conviction history nexus review.

This position requires the Oath of Office. No one with a felony conviction of any kind that has not been expunged or pardoned may hold this position.

This position requires access to confidential state-run databases. Additional restrictions to obtain permissions to access the databases may apply.

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