



QUALIFICATIONS FOR THE POSITION OF POLICE OFFICER



Prairie Village Police Department Physical Fitness Test:

Qualified applicants for the position of police officer must complete physical fitness testing as part of the recruitment process. The Prairie Village Police Department will conduct applicant physical fitness testing at a date to be determined. Please contact Sgt. Brady Sullivan at 913/385-4623 or at pdjobs@pvkansas.com should you have any questions.

Nature of Work:

The position of police officer provides law enforcement and public safety services to the community, to include enforcement of criminal statutes and ordinances, making arrests as required, traffic enforcement, crime prevention, patrol activity, accident investigation, resolution of domestic and other disturbances, prosecution support, and non-criminal public safety services. An individual holding the position of police officer shall be responsible for the efficient performance of required duties in conformance with the Department rules, regulations and policies. Entry-level officers shall generally be assigned as uniformed Patrol officers. A police officer is expected to perform duties with a high degree of independence and proper judgment. An officer must exercise authority consistent with the obligations in the International Association of Chiefs of Police Code of Ethics. They must remain accountable to superior officers and promptly obey legitimate orders. Officers may also be required to carry out the duties and responsibilities of any of the following assignments with the agency:

- Detective;
- School Resource Officer;
- D.A.R.E. Officer;
- Crime Prevention Officer;
- Field Training Officer;
- Special Investigations Officer,
- Special Operations Officer,
- Traffic Unit Officer, and
- Other duties as required and assigned.

Responsibilities and Primary Duties/Functions:

- Patrol an assigned area, on foot or by vehicle, checking for suspicious conditions, general criminal activity or persons, hazardous situations that threaten public safety, or for crime prevention purposes. Respond to situations brought to the officer's attention while in the course of patrol or when assigned by radio.
- Review activity printouts or intelligence reports concerning events that have taken place since the last tour of duty.
- Be alert to the development of conditions tending to cause crime, or indications of potential criminal activity.
- Take preventive action to correct such activity and inform superiors as required.

- Identify criminal offenders and criminal activity.
- Where appropriate, make arrests for violations found, and participate in subsequent court proceedings by conferring with court prosecutors and testifying in court.
- Serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed by a supervisor.
- Perform criminal investigation duties, including developing, locating and interviewing suspects.
- Preserve crime scenes.
- Collect, process, package and log physical evidence.
- Conduct building and commercial area checks.
- Aid individuals who are in danger of physical harm.
- Render first aid or other lifesaving actions to injured individuals.
- Interview persons with complaints and inquiries. Provide them with assistance or courteously explain any instance where jurisdiction does not lie with the Police Department and suggest other procedures to be followed.
- When assigned to operate a motor vehicle, ensure that it is well maintained mechanically and that it is kept clean both inside and out. Inspect the vehicle at the beginning of every tour of duty for any defects or missing equipment. Immediately report all defects and damage sustained to the vehicle to the proper authority. Ensure that no contraband or evidence is contained therein.
- Maintain issued equipment and weapons in a functional and presentable manner, reporting any damage or malfunction immediately to the proper authority.
- Maintain a high degree of proficiency with all issued weapons and other defensive tools.
- Exhibit safe and appropriate care in the use of firearms and other defensive and restraint equipment.
- Keep radio equipment in operation at all times, and be thoroughly familiar with Department policy concerning the use of radios.
- Explain public crime prevention techniques and perform other public relations duties.
- Create and maintain a feeling of security in the community and develop positive relations between citizens and the Department.
- Promote and preserve public peace.
- Enforce traffic laws, direct vehicular traffic, investigate traffic accidents, and conduct traffic enforcement duties at selected enforcement locations.
- Issue traffic citations and enforce laws relating to parking and traffic violations.
- Prepare reports concerning arrests, investigations, incidents, and accidents.
- Check schools, parks and playgrounds.
- Be alert for and report fires.
- Perform other related duties as required.

Required Knowledge, Skills and Abilities:

- Working knowledge of modern police science techniques, methods and procedures and the ability to carry out same.
- Working knowledge of federal, state and city laws and ordinances and court decisions relative to police officer enforcement abilities and restrictions.
- Ability to analyze situations quickly and objectively to determine proper course of action to be taken.

- Ability to utilize self defense techniques and clearly understand the restraints governing the use of firearms and other defensive weapons.
- Ability to operate a motor vehicle under routine and emergency conditions.
- Skill in the use of tools and equipment as follows: portable and mobile radios, radar device, handgun and other weapons as required, handcuffs, cell phone, first aid equipment, telephone, and personal computer, including various application software, with sufficient keyboard skills to be proficient in report writing.
- Ability to train new officers; ability to perform work requiring good physical condition; ability to communicate effectively both orally and in writing; ability to give verbal and written instructions.
- Project a neat and professional appearance to the public.
- Work required shift work and/or overtime as assigned.
- Ability to establish and maintain effective working relationships, with judgment in evaluating situations and in making decisions.
- Knowledge of community geography and demographics.
- Ability to remain calm in the face of danger, cope with stressful situations, and confront hostile persons.
- Prompt and regular attendance on the job, with all required equipment, is expected of each employee, and each is expected to timely complete all job assignments.
- Be able to effectively communicate clearly both in writing and verbally.
- Ability to give clear and concise voice communications.
- Ability to understand and apply Department rules and regulations, City of Prairie Village rules and regulations, and standard operating procedures.
- Ability to concentrate on a detailed task under distracting conditions, in stressful and potentially hazardous environments.
- Ability to tolerate grotesque and emotional sights, yet not become emotionally involved so as to compromise functioning properly or professionally.
- Ability to use sound judgment when operating in official capacity, adequate for making quick and responsible decisions and recognizing and avoiding hazards.
- Ability to be aware of and understand the potential for exposure to blood-borne pathogens.
- Ability to comprehend laws and abstract concepts.
- Ability to organize facts and provide accurate testimony under stress.
- Ability to analyze situations and determine response.
- Ability to perform functions simultaneously.
- Ability to make decisions under stress.
- Ability to work without immediate supervision.
- Ability to establish priority emergency scene assistance.
- Ability to develop a quick action plan.
- Ability to remain calm under stress and anger.
- Ability to analyze and coordinate investigation of information in order to draw conclusive findings.

Minimum Qualifications:

- 21 years of age;
- Valid Drivers license;
- High School graduate, or equivalent;

- Good Moral Character;
- No DUI arrest or conviction within the past five years, has not been convicted, does not have an expunged conviction and has not been placed on diversion by any state or federal government for a crime that is a felony or its equivalent under the Uniform Code of Military Justice.
- Citizen of the United States.

Additional Requirements:

All uniformed employees are prohibited from displaying body art, tattoo(s), intentional scarring, or mutilation while on duty or representing the department in any official capacity. Uniformed employees shall cover existing body art, tattoo(s), by wearing the long-sleeve shirt and/or uniform pants/breeches or a skin-tone patch or makeup. Tattoos are explicitly prohibited from being visible on the hands, above the collarbone on the neck, face, or head and visible with an open collar shirt. Department command staff personnel have final discretion when determining the appropriateness of exposed tattoos.

NOTE:

Successful candidates must be willing to move, within two years of hire, within a 35-mile radius of the City limits. There is NO Kansas residency requirement. Private Police Pension Plan, contribution of 4% paid by the officer per pay period.

Compensation:

Entry-level officers may receive up to a 5% incentive for education and an additional 5% incentive for prior law enforcement experience.

The Prairie Village Police Department offers a lateral transfer for current POST certified officers. In most cases, the Kansas Law Enforcement Training Center will accept a POST certification from another state. If accepted, you will directly enter the Field Training Program and may forgo attending any approved Kansas training academy.