

**CITY OF PARIS**  
**JOB DESCRIPTION**

**Position: Police officer / Patrol Officer**

Reports to: Police Chief, Asst Chief, Captain, Lieutenants  
Department: Police 121

Full Time, Rotating 12hr shift pattern that will be either 6a-6p or 6p-6a.

Pay will be based upon experience.

"Cadets" will be hired at the rate of \$18.33.

Those who are currently serving or have served as Police Officers will be paid between \$19.18-\$21.49. Those that are KLEFP Certified will receive an additional \$2.13 per hour per KRS requirements for Officer Certification.

**JOB SUMMARY:**

Under supervision of the shift supervisor, performs general duty police work in the enforcement of federal, state and local laws; performs community service activities; performs related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Patrols a designated area on foot or in radio equipped vehicle to enforce federal, state and local laws, administrative regulations and ordinances, and to prevent and/or discover the commission of crime.
- Establishes rapport with citizens of the community.
- Responds to calls received during shift; investigates suspicious conditions and complaints; makes arrests of persons found to be in violation of law.
- Issues citations.
- Testifies as a witness in court.
- Serves summons and subpoenas.
- Investigates reports of stolen property; recovers and returns lost or stolen property.
- Conducts follow-up investigations of homicides and thefts.
- Transports prisoners.
- Investigates complaints of bogus checks and forgeries.
- Investigates complaints of crimes committed by juveniles, and investigates places, areas, and conditions that cause juvenile delinquency.
- Provides traffic control services in connection with school crossing, inoperative electronic traffic control devices, accidents, parades, and special events.
- Maintains public order in crowds, parades, funerals or other public gatherings.
- Prepares written reports on shift activities.
- Assists ambulance and fire services in emergency situations.
- Renders first-aid.
- Administers intoxilyzer tests.
- Takes photographs and fingerprints for records.
- Investigates accidents and prepares reports.
- Participates in continuing education classes.
- Renders assistance to citizens and the public as needed.
- May perform special related duties in special details or administrative services

## **REQUIRED EDUCATION AND/OR EXPERIENCE:**

- Graduation from an accredited high school or its equivalent (GED), A bachelor's degree is preferred.
- Prior law enforcement experience preferred, but not required.
- The ability to interact and establish good working relationships with multi-agency command leadership, government, and community officials, leaders, and the general public.

## **Knowledge:**

- Knowledge of, or ability to learn, federal, state and local laws, administrative regulations and ordinances.
- Knowledge of, or ability to learn, modern police principles, practices and methods.
- Knowledge of, or ability to learn, the geography of the city.
- Knowledge of first-aid.
- Knowledge of preventive maintenance requirements for vehicle and equipment.

## **Skills:**

- Skill in the use of firearms.
- Excellent communication skills both written and verbally.

## **Abilities:**

- Ability to remember names, faces and details of incidents.
- Ability to analyze situations and to adopt a quick, effective and reasonable course of action with regard to surrounding hazards and circumstances.
- Ability to prepare clear and comprehensive reports.
- Ability to learn the safe and proper use of firearms.
- Ability to establish and maintain effective working relationships with city officers and employees, other police departments/agencies, and the general public.

**Physical strength and agility:** excellent physical condition.

## **ADDITIONAL INFORMATION**

Instructions: Initially, instructions are detailed and specific, but become more general with training and experience.

Processes: Work varies slightly and seldom required to take different, new or unusual approaches in completing job duties.

Review of Work: Most completed work reviewed by supervisor.

- Analytical Requirements: Decisions are based on wide knowledge and application of advanced techniques/concepts are required.

Tools, Equipment and Vehicles Used: Police cruiser, firearm, baton, hand cuffs; pepper spray, radio, camera, intoxilyzer, PBT, normal office equipment (telephone, computer, etc.)

**Physical Demands:** Work is generally performed outdoors regardless of weather conditions; intermittent sitting, standing, walking, climbing, bending, carrying, stretching and/or stooping required; must be able to lift objects weighing in excess of 35 pounds; must be able to physically restrain individuals when required; must operate police cruiser in emergency situations; exposed to noise, fumes, all weather conditions.

**Contacts:** Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

**Confidential Information:** Regular use of confidential information.

**Mental Effort:** Heavy.

**Interruptions:** Constant.

**Special Licensing Requirements:** Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky.

- **Availability:** Must be able to work irregular shifts. Must be able to respond to calls in emergency situations at all hours.

**Certification Requirements:** Must have ability to complete required basic training during first year of employment as a Police Officer, and must complete required annual training. Must meet the requirements for certification under DOCJT and maintain police professional standards

**Additional Requirements:** See KRS Chapter 95 and 15 for additional requirements. KLEC sets the minimum requirements in the state of Kentucky for anyone hoping to become a certified peace officer. In addition to the requirements, new recruits must also attend and pass a training course at one of the three police academies in the state. In order to attend an academy, a recruit must first be hired by the Kentucky State Police, a county sheriff's office, or a local police department. The minimum requirements set by KLEC include:

- A minimum age of 21
- US citizenship
- High school diploma or GED
- A valid driver's license
- A background check and fingerprints on file
- A clean felony record
- An oral interview
- A polygraph examination
- A drug screening
- Honorable discharge from any military service
- A medical and physical fitness test

**Overtime Provision:** Non-exempt.