

Olathe Police Department Police Officer



The Olathe Police Department Police Officer performs a variety of technical and law enforcement duties to ensure the safety and welfare of the community in compliance with Federal, State and local Town laws.

SUPERVISION RECEIVED: Reports to Police Chief

MINIMUM REQUIREMENTS:

- 21 years or older
- High School graduate or equivalent
- Legally able to possess firearms
- P.O.S.T. Certified
- No felony convictions
- Possess and maintain valid driver's license with acceptable record
- Meet physical fitness standards

Salary: \$20.00 - \$25.00 hourly

BENEFITS: 10 paid holidays, Health, Dental, vision and life insurance, FPPA Retirement, AFLAC, paid vacation, and sick leave.

GENERAL LIST OF DUTIES: Duties and/or responsibilities may change at any time with or without notice.

- Patrols Olathe Town limits for traffic control and crime prevention.
- Responds to complaints, emergencies, call for assistance, arrests with courtesy and without unnecessary loss of time, and may be required to back up other agencies.
- Advises shift relief of daily incidents for continued operations
- Conducts inquiries and inspections of accidents, violations, and crime incidents.
- Works with and assists all Town Departments as required or requested.
- Responsible for maintaining Olathe Police Department equipment and tools in good working condition.
- Prepares records and reports of daily incidents
- Prepares court and legal documents, such as search warrants, arrest warrants and affidavits with proper legal language and no errors.
- Complete through crime investigations and case files for the District Attorney for filing of charges
- Maintains a field notebook of ongoing records such as wanted persons, stolen vehicles or items.
- Ability to know and understand the Town Ordinances and State and Federal laws.
- Utilizes proper safety precautions and devices related to all work performed.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

The physical demands listed below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential daily functions. This position requires frequent lifting, carrying, walking, standing, kneeling, crouching, climb or balance with the ability to lift over 50 pounds. Hand/eye coordination for computer use and work in the field, vision for writing reports and data entry, hearing and listening to communicate with others and frequent speech communication. This position is subject to standing and/or sitting for long periods of time and possibly in inclement weather and has occasional dealings with stressful situations and angered individuals.

Signature of applicant

Date