

**CHARLESTON DEPARTMENT OF PUBLIC SAFETY  
POSITION DESCRIPTION  
PUBLIC SAFETY OFFICER**

**NATURE OF WORK**

This is specialized work involving observation, prevention or termination of unlawful acts, and the suppression of uncontrolled fires. This is a sworn position. The work is performed under the supervision of the Director of Public Safety.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

*This list is not comprehensive, but indicates duties and responsibilities which may be redefined pursuant to operational needs.*

Patrol city in police vehicle to observe, prevent or terminate unlawful acts; maintain radio contact with dispatch; report crimes or unusual situations; respond to calls or initiate actions, as appropriate; back up other units as required.

Respond to calls involving traffic accidents and other serious accidents; secure scene to protect victims and property; call for medical assistance as necessary; interview participants and witnesses; collect other related information and complete reports.

Facilitate the movement of people and vehicles, including enforcement of all traffic and parking regulations; promote traffic safety; assist stranded motorists; control crowds; and prevent the blockage of sidewalks, streets and other public places.

Operate a radar unit in monitoring speed of traffic; stop violators and issue warnings or citations; and may conduct appropriate tests including breathalyzer for determination of intoxication.

Respond to reports of criminal activity; search buildings, residences and surrounding areas for criminal suspects; secure scene to restore peace; collect and protect evidence; call for assistance as needed; provide backup to the officers engaged in confrontation or arrest activities.

Complete standard forms and write narrative reports regarding law violations, witness statements, facts and evidence pertaining to incidents, data on arrests, property damage; uses computer terminal to enter and retrieve information.

Periodically practice the use of a variety of firearms and attends seminars and lectures on various law enforcement practices and techniques as directed by the Captain or Director.

Perform a variety of special assignments including criminal and internal investigations and administrative assignments as direct by the Captain or Director.

Respond off duty to calls of structure fires, or other fires that require extra manpower to extinguish them.

Provide effective and efficient customer services; promote community policing policies and maintain responsive community relations.

Obey lawful orders of superior officers.

May train new officers as assigned.

### **OTHER JOB FUNCTIONS**

Performs related duties as assigned.

Responds to fires as assigned.

### **REQUIREMENTS OF WORK**

Graduation from high school or GED supplemented by a state approved law enforcement officers training course; or any equivalent combination of training and experience which provide the following knowledge, abilities and skills:

Knowledge of federal, state and local civil and criminal statutes on which charges and arrests are executed;

Knowledge of modern police methods, practices and procedures;

Knowledge of the geography of the city and location of important buildings;

Knowledge of the rules and regulations and standard operating procedures of the department;

Ability to handle sensitive public contacts and to deal tactfully and courteously but firmly with the public;

Ability to analyze situations and to adopt quick, effective and reasonable course of action with due regard to surrounding hazards and circumstances;

Ability to understand and carry out oral and written instructions and to prepare clear, comprehensive reports;

Ability to exercise sound, independent judgment and to render objective decisions in the application of laws and ordinances;

Ability to meet such physical requirements as may be established by competent authority;

Ability to establish and maintain effective working relationships with others;

Ability to remain calm and maintain control in various levels of stressful situations;

Ability to use a computer to enter reports and retrieve information as necessary;

Skill in the use of, and be qualified to operate, other public safety department equipment and criminal control devices;

Skill in the use of firearms and the operation of motor vehicles;

Ability to operate fire apparatus, firefighting equipment, and have working knowledge of firefighting skills.

### **NECESSARY SPECIAL REQUIREMENTS**

**Criminal Record:** Applicant's criminal record must be free of felonies, misdemeanors involving domestic violence and crimes of moral turpitude, and be honorably discharged from the military if applicable.

Possess a valid driver's license at time of employment, and qualified to receive a valid Missouri drivers license within six months of employment if license is issued by another state.

Possess valid certification as a peace officer in the State of Missouri as set forth in RSMO 590, or qualified to be accepted to an accredited academy as set forth in RSMO 590, and able to maintain that certification after it is obtained.

Establish residency within 15 miles of Charleston within one year of employment.

I hereby acknowledge that I have read and understand the job description for the position of Public Safety Officer.

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_