

# City of Spring Hill Job Posting Ad

## Police Officer

Exciting opportunity available to join a growing department and community to make a positive impact! We offer excellent comprehensive benefits including 100% City paid medical, dental and vision premiums. We also offer other great benefits such as paid leave, holiday pay, longevity bonus, KP&F retirement and a City of Spring Hill Retirement package.

### Pay, Education & Experience:

High school diploma or equivalent is required. Two-year technical or Associates degree in Criminal Justice, Political Science, Social Science or continuing education in law enforcement or a related field is preferred. Ability to react quickly to danger and adapt to different people, behavior, and circumstances is a must.

- Starting pay \$28.85 per hour, actual pay depends on experience
- No experience required. Some law enforcement, military law enforcement or training in the field is desired.
- If not already certified by the Kansas Law Enforcement Training Center or by reciprocity must have the ability to obtain, within a year, certification by the Kansas Law Enforcement Training Center or certification by reciprocity
- Ability to obtain a minimum of 40 hours of continuing education annually is required

### Brief Description of Duties:

The Police Officer is a non-exempt position under FLSA which protects and serves the citizens of Spring Hill. This position provides citizen assistance, enforces all federal, state, and local laws, and performs patrol duties. Making arrests, issuing citations for traffic violations, and investigating crimes and accidents are the primary responsibilities of the position. Collateral duties may include, but not limited to; Field Training Officer, Coordinator of programs, K9 and/or Department Trainer. Police Officer at Step 2 and above may be eligible for consideration as a department investigator. This employee should possess excellent communication and public relations skills. The position requires a valid Kansas driver's license.

- Apply department orders, rules and regulations to police situations; understands and applies legal standards.
- Operates patrol/unmarked vehicle in a safe and effective manner; inspects vehicle for safe and efficient operating condition, performs minor vehicle repairs as necessary; fuels and cleans vehicle.
- Performs general patrol duties.
- May involve public information officer duties and managing police social media accounts.
- Applies for search warrants, conducts follow up on criminal reports.
- Ability to react quickly to danger and adapt to different people, behavior, and circumstances.
- Perform crime prevention and public relations duties; establishes rapport with community;
- Responds to medical emergencies; performs basic first aid and administers CPR.
- Apprehends, charges, processes and transports suspects;
- Performs traffic enforcement and stops; issues citations; investigates sources of odor to include alcohol and drugs;
- Performs accident investigations and directs traffic;
- Performs oral interrogations and interviewing duties;
- Meets with prosecutors, defense attorneys, judges, detectives from other agencies in case resolution and filing, court preparation and testimony. Packages evidence; reviews and investigates case reports for charging and/or court preparation; comprehends laws and abstract concepts.
- Report writing duties. Thoroughly completes offense, arrest, investigative, information, accident, evidence reports.
- The employee must work days and hours necessary to perform all assigned responsibilities and tasks.

***Duties, responsibilities, scheduling, shift assignments and work location, may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing.***

### Application Process:

Complete our online application and upload your cover letter and resume via our website at [www.springhillks.gov](http://www.springhillks.gov)

*“The City of Spring Hill, Kansas values an inclusive workforce by providing equal opportunities for all applicants and employees as an Equal Opportunity Employer. We believe that no one should be discriminated against because of their differences such as age, disability, ethnicity, gender, gender identity and expression, religion or sexual orientation. All employment decisions at the City of Spring Hill, Kansas are based on operational needs, job requirements and individual qualifications without regard to race, color, sex or gender, gender identity or expression including transgender status, citizenship, religion or creed, age, disability, pregnancy, marital status, sexual orientation, genetic information, ancestry or national origin, military status or service in the military. We will not tolerate discrimination or harassment based on any of these characteristics and encourage applicants of all identities, backgrounds and cultures to apply. All dimensions of diversity in the workplace are welcomed by us and we aim to extend that inclusivity to the partners we work with.”*