

APPLICATION FOR EMPLOYMENT

**City of Cassville
Cassville Police Department
302 Main Street
Cassville, Missouri
417-847-4700**

If you need assistance in completing these forms, please let us know.

The City of Cassville, Missouri is an equal opportunity employer, dedicated to a policy on non-discrimination in employment on any basis including race, national origin, age, sex, religion, disability, or other protected classification.

Please Print

Today's Date: _____

Position Desired: _____ Date Available _____

Salary Desired: _____ F/T P/T Temporary

Days & Hours Available: _____

Personal Information

Name: _____ SS# _____
Last First Middle

Present Address: _____
Street City State Zip

Permanent Address: _____
(If different) Street City State Zip

Phone Number: _____ Alternate Phone Number: _____

Have you ever been employed by the City of Cassville, Missouri? Yes No

Do you have a relative currently employed with the City of Cassville, Missouri?
 Yes No

If yes, state relationship and department _____

Do you have consistent and reliable transportation? _____

Provide Driver's License # and state _____

Are you age 21 or over? Yes No

After reviewing the physical and mental requirements, located in the Cassville Police Officers Duties and Responsibilities, of a Cassville Police Department officer, can you meet those requirements?

_____Yes _____No

If No, why not?

Where did you attend elementary, middle and high school at ?

Are you willing to participate in a drug screen testing policy which includes a pre-employment test and random drug testing throughout your career? Yes No

How did you learn about this position? _____

What interest you most about the position (s) for which you are applying ?

Cassville Police Department

302 Main Street, Cassville, Missouri 65625
Phone 417-847-4700 Fax 417-847-3126

CASSVILLE POLICE DEPARTMENT

IMPORTANCE OF HONESTY

The Cassville Police Department is seeking Police Officer Applicants who demonstrate certain characteristics. Honesty is the most important characteristic that you must demonstrate. It is extremely important that you are completely honest in all your answers.

The importance of honesty from the time of completion of all application documents, questionnaires, and the Personal History Statement, as well as during all interviews, cannot be overemphasized. Failure to respond to any questions accurately and completely, whether orally or in writing, will result in disqualification. Many applicants have been disqualified for dishonesty.

While filling out documents, you are cautioned to take your time and to be thorough and specific in all answers. If you have any doubt in your mind concerning a particular question, or if you are unsure whether to include certain information, the answer is "Yes : include it " .

You may think that something you have done will disqualify you from further consideration. It may or may not. What will certainly disqualify you is lying or distorting the truth. For example, an arrest (either when you were a juvenile or an adult) may or may not disqualify you ; however, lying about the arrest will disqualify you from further consideration. Or, you may have been fired from a job. That, by itself, may or may not disqualify you; however, lying about it will disqualify you from further consideration. The use of drugs, including marijuana, may or may not disqualify you: However, lying about it will disqualify you from further consideration.

I have read and understand the contents of this paper.

Name of Applicant (Printed)

Signature of Applicant

Date

Employment Experience

List **ALL** prior employers starting with the most recent.

Use another piece of paper if necessary

| | | | |
|--------------------|-----------------------|-------|---------------------------------|
| | Dates Employed | | Summarize Work Performed |
| Employer | From | To | |
| Address | | | |
| Job Title | | | |
| Telephone Number | Hourly Rate/Salary | | |
| Supervisor | Start | Final | |
| Reason for Leaving | | | |
| | Dates Employed | | Summarize Work Performed |
| Employer | From | To | |
| Address | | | |
| Job Title | | | |
| Telephone Number | Hourly Rate/Salary | | |
| Supervisor | Start | Final | |
| Reason for Leaving | | | |
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| Reason for Leaving | | | |

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| Address | | | |
| Job Title | | | |
| Telephone Number | Hourly Rate/Salary | | |
| Supervisor | Start | Final | |
| Reason for Leaving | | | |

Education and Special Skills

| Education | School Attended and Location | Years Attended | Major | Degree Diploma |
|---------------------------------|------------------------------|----------------|-------|----------------|
| High School | | | | |
| College or University | | From | | |
| | | To | | |
| College or University | | From | | |
| | | To | | |
| Trade, Business, Correspondence | | From | | |
| | | To | | |
| Other | | From | | |
| | | To | | |

Other Contributing Education (courses, clinic, or special training)

References

List the name and telephone number of three business/work/school references who are not related to you and are not previous supervisors

| Name | Telephone | Years Known |
|------|-----------|-------------|
| 1 | | |
| 2 | | |
| 3 | | |

I hereby certify that the information is true and correct, and I authorize the investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal or information refusal to hire and that nothing has been withheld that would affect my employment. If employed, I understand that I must furnish information required pertaining to birthday, sex, race, citizenship, marital status and number of dependents and will agree to conform to the rules and regulations of the City. Further, I understand that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without previous notice.

I hereby acknowledge that I have read and understand the above statements.

Signature
Date

Cassville Police Department

Name: _____ SS# _____

Date of Birth _____

To Whom It May Concern:

I respectfully request and authorize you to permit the City of Cassville, Missouri (properly identified) to review my credit record, employment record, juvenile and/or adult probation record, criminal history record, traffic record, medical and psychological records and to copy any material contained therein.

I hereby release you, your organization, or others from any liability or damage which may result from furnishing the requested information.

The original of this form is maintained at the City of Cassville, Missouri and will be made available upon demand.

The information is to be used to assist the City of Cassville, Missouri in determining my fitness and qualifications for a position of trust and responsibility.

Signature: _____

Date: _____

Subscribed and sworn to before me this ____ day of _____, 20 ____

Notary Public

My commission expires _____

Thank you for your interest in the Cassville Police Department.

Listed below are the requirements necessary to be considered for employment with this agency.

Also listed is important information you should know about the position you are applying for.

Please read all the information carefully.

Requirements:

Must be a citizen of the United States

Must be a resident of the State of Missouri

Must have a high school diploma or GED

Must possess a valid Missouri Drivers License

Must be currently certified by the Missouri Peace Officers Standards and Training Commission (P.O.S.T.)

Must be at least 21 years of age

Must not have been convicted of any felony offense, domestic violence crimes, or other crimes that would make the applicant unsuitable for employment

Must be willing and able to perform all the tasks required of the job

Must successfully complete an extensive background investigation and drug screen test

Must successfully complete all pre-employment interviews and tests

Information:

Starting salary is _____per year or _____per hour. (Will be discussed)

Any person hired shall be on probation for a period of six months from the date of employment. The employee may be terminated at any time, with or without cause, for any reason, or for no reason.

The City of Cassville, Missouri currently provides for 100% medical insurance for the employee and offers a variety of insurance coverage packages for family members at a cost to the employee.

The City of Cassville, Missouri currently contributes to a Lagers plan for retirement. Employee contributes 4% of salary to Lagers. Employee is eligible for Lagers after 180 day probation period.

The City of Cassville, Missouri provides uniforms, except footwear and all required police equipment at no cost to the employee.

I have received a copy of the job requirements, job descriptions and job information for the position of Police Officer.

Applicant Signature: _____ Date: _____

Applicant Check List

Copies of the following documents must be submitted at the time of application. Please complete the following checklist before submitting your application.

- Birth Certificate

- High School Diploma or G.E.D. Certificate

- College Degree and Transcripts (if applicable)
 - N/A

- DD-214- Certificate of Release or Discharge from Active Duty
 - N/A

- Social Security Card

- Missouri State Certification Number _____
(POST)

- Background Agreement

- Polygraph / Voice Stress Test Agreement

- Drug Testing Agreement

- Missouri Operators License Number _____

- Or other state Driver's License Number _____

Cassville, Missouri Police Department
Police Officer Applicant
Self-Assessment Questionnaire

The purpose of this questionnaire is to determine if you meet the minimum qualifications necessary to apply for a position as a police officer with the Cassville, Missouri Police Department.

This document will become a permanent part of your personnel file and will be compared with other phases in the process, including the pre-employment polygraph and / or voice stress test, background investigation, computer inquires, etc.

Any misrepresentations, omissions or falsifications will result in your disqualification and you will not be eligible to apply for any position with the Cassville, Missouri Police Department.

The Cassville, Missouri Police Department is committed to recruiting and employing individuals with the highest degree of integrity and reliability. The department strives to provide our citizens quality services by selecting those individuals that meet the basic employment

Name: _____

Address: _____

Social Security Number: _____

Phone Number: _____ Work Number: _____

Drivers License Number: _____ State _____ Expires: _____

Have you ever posted yourself or been featured on MySpace, Facebook, or similar Internet or electronic programs? Yes No

If yes, explain: _____

Answer each question by placing a mark (X) in the appropriate yes or no column, or by giving details where asked. Answers must be typed or printed legibly in black ink.

Y _____ N _____ Can you speak any language other than English ? If so, what ?

Please complete the following by checking YES or NO; these responses are considered significant in the selection process.

Minimum Standards

- Y ___ N ___ Are you at least 21 years old ?
- Y ___ N ___ Are you a Citizen of the United States ?
- Y ___ N ___ Do you have a high school diploma or G.E.D. ?
- Y ___ N ___ Have you ever had a driver's license from any other state ?
Where ? _____
- Y ___ N ___ Do you have the appropriate automobile insurance that is required by the state of Missouri ?
- Y ___ N ___ Do you have any outstanding criminal or traffic warrants ?
- Y ___ N ___ Are you currently on any criminal or traffic probation ?
- Y ___ N ___ Are you currently certified as a police officer in the State of Missouri ?
- Y ___ N ___ Have you ever been convicted of any felony or had a felony charge reduced to a misdemeanor? If yes, give an explanation in the comment section.

Remember that convictions include offenses for which you received suspended executions of sentence and suspended imposition of sentence.

- Y ___ N ___ Have you ever been the subject of an internal investigation in any police department or while serving in the capacity of a police officer.

Briefly explain: _____

- Y ___ N ___ Have you ever been party to any type of law suit ?

Briefly explain: _____

Criminal and Traffic History

If any of the following apply list the reasons in the comment section.

Y ____ N ____ Have you ever been convicted of a misdemeanor charge that directly resulted from an original felony charge?

Y ____ N ____ Have you ever been convicted of any traffic violations ? (Traffic violations include, but are not limited to, speeding, red light, stop sign, illegal turns, etc. A fine is considered a conviction.)

Y ____ N ____ Have you ever been convicted of any other misdemeanor charges ? (Including any military convictions.)

Y ____ N ____ Have you ever been convicted of any alcohol related traffic offenses or convicted of charges reduced in relation to an alcohol related traffic offense ?

Y ____ N ____ Have you ever had your driver’s license suspended or revoked ?

List **All** citation and/or charges below.

| Date of Citation/Offense | Charge | Jurisdiction | Disposition |
|--------------------------|--------|--------------|-------------|
|--------------------------|--------|--------------|-------------|

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Physical Standards

The position of police officer has specific physical job requirements necessary to perform routine job functions.

- Y ____ N ____ Do you have adequately sized hands and the physical strength to safely and effectively operate a department approved handgun and the 12-gauge pump shotgun?
- Y ____ N ____ Can you effectively respond to a physical confrontation requiring sufficient force, power and agility to effect an arrest?
- Y ____ N ____ Can you perform effectively under adverse weather conditions and at all hours of the day?
- Y ____ N ____ Can you carry objects with weight ranging from 25 to 75 pounds?
- Y ____ N ____ Can you carry or drag a person weighing between 160 and 175 pounds?
- Y ____ N ____ Can you jump down from heights of four to six feet and over heights of two to four feet ?
- Y ____ N ____ Can you run a distance equivalent of three city blocks (over 400 meters) nonstop ?

If the answer to any of the above questions is NO, explain below.

Substance Abuse

Keep in mind that you will be taking a pre-employment polygraph and/or voice stress test.

Any deviation from this form and the polygraph and/or voice stress test itself will result in automatic disqualification.

Y ____ N ____ Do you drink alcoholic beverages ?

How often do you drink on a weekly basis ?

- _____ None at all
- _____ 1-2 times per week
- _____ 3-4 times per week
- _____ 5 or more times per week
- _____ Other _____

How much do you drink on a weekly basis ?

- _____ None at all
- _____ 1-6 drinks per week
- _____ 7-12 drinks per week
- _____ 13 or more drinks per week
- _____ Other _____

Y ____ N ____ Do you drive after consuming alcohol ? If yes, how many drinks do you normally consume before driving ? _____

How many days of work have you missed in the last 12 months as a result of alcohol consumption ?

- _____ None
- _____ 1-5 days
- _____ 6-10 days
- _____ 11 or more days

Please complete the following drug usage form.

Answer each Category.

Have you **EVER** tried, used or are presently using:

| | <u>Yes</u> | <u>No</u> | <u>Date Last Used</u> | <u>Number of Times</u> |
|--|------------|-----------|-----------------------|------------------------|
| Morphine _____ | | | | |
| Cocaine _____ | | | | |
| Heroin _____ | | | | |
| Methamphetamines _____ | | | | |
| LSD (Mescaline) _____ | | | | |
| Marijuana _____ | | | | |
| Phencyclidine (PCP) _____ | | | | |
| Dilaudid _____ | | | | |
| Hashish _____ | | | | |
| Opium _____ | | | | |
| Non-Prescribed Prescription Drugs _____ | | | | |
| Steroids _____ | | | | |
| Ecstasy _____ | | | | |
| Others _____ | | | | |

In this space, give details to questions answered yes. Use an additional sheet of paper if necessary.

Comment Section

Use this space to list any comments you have and to explain any circumstances you wish us to be aware of.

Additional considerations exist which are not mentioned in these standards.

They include, but are not limited to, background investigations and/or character behavior that would reflect undesirably upon the integrity of the department.

We also utilize high physical and mental standards that help ensure our applicants are able to fully perform the duties of a police officer.

I hereby certify that there are no material misrepresentations or falsifications of the above answers to questions.

Should any part of your investigation disclose such material misrepresentation or falsification, I understand that my application will be rejected and I will be disqualified from any position in the service of the Cassville, Missouri Police Department.

Applicant's Signature _____ Date _____

Qualification Form

Amendments to the federal Gun Control Act prohibit any person who has ever been convicted of a misdemeanor involving domestic violence from possessing any firearm or ammunition.

The Law defines a misdemeanor crime of domestic violence as an offense, under either state or federal law, where the crime has “ as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent or guardian of the victim”.

Have you ever been convicted of a misdemeanor crime of domestic violence ?

Yes ____ No ____

If “ Yes”, provide the following information with respect to the conviction (s) :

Court/Jurisdiction _____ Statute/Charge _____

Docket/Case Number _____ Date of Judgment _____

You have a duty to complete this form and sign before a notary.

You will be disqualified if you fail to reply fully and truthfully.

Neither your answers nor any information or evidence gained by reason of your answers can be used against you in any criminal prosecution for a violation of this law.

However, the answers you give and the information or evidence resulting there from may be used against you in a prosecution for knowingly and willfully providing false statements or information, and/or in the course of internal disciplinary proceedings.

I hereby certify that the above information is true, correct and complete based on my personal knowledge or belief.

Name (print or type) _____

Date _____ Signature _____

Subscribed and sworn to before me the ____ day of _____, 2_____

Commissioned in _____ County, Missouri

Notary Public _____

Cassville Police Department

Polygraph / Voice Stress Agreement

I hereby agree that, as a requisite for employment by the Cassville, Missouri Police Department, I will submit to a polygraph (lie-detector) test and/or a voice stress test to be conducted by a qualified operator.

I further agree, if appointed to the department, to undergo such test (s) as a condition of continuing employment, whenever the Chief of Police shall so order in the interest of clarifying any matter to which I am a party.

I also agree that the findings of said qualified operator shall be made available to the Chief of Police and the Cassville Board of Aldermen.

Name (print or type) _____

Date _____ Signature _____

Subscribed and sworn to before me the ____ day of _____, 2_____

Commissioned in _____ County, Missouri.

Notary Public _____

Cassville Police Department

Drug Analysis Agreement

I hereby agree that, as a requisite for employment by the Cassville, Missouri Police Department, I will submit to a drug analysis test to be conducted by a certified laboratory.

I further agree, if appointed to the department, to undergo such test (s) as a condition of continuing employment, whenever the Chief of Police shall so order in the interest of clarifying any matter to which I am a party or as directed by City Code.

I also agree that the findings of said certified laboratory shall be made available to the Chief of Police and the Cassville Board of Aldermen.

Name (print or type) _____

Date _____ Signature _____

Subscribed and sworn to before me the ____ day of _____, 2_____

Commissioned in _____ County, Missouri.

Notary Public _____

CITY OF CASSVILLE
APPLICANT'S WAIVER OF LIABILITY AND RELEASE FORM

Read carefully before signing:

In order to permit the Cassville Police Department, on behalf of the City of Cassville, Missouri to make a thorough investigation of my background, health, family, personal habits and reputation for the purpose of determining my fitness and suitability for employment with the City of Cassville, Missouri.

I _____ hereby release from liability and promise to hold harmless from any liability under any and all possible causes of legal action, any and all persons who furnish any information or opinions regarding my background, health, family, personal habits or reputation.

The undersigned hereby authorizes any person or legal entity who may be contacted by the Cassville Police Department, its officers, agents, or employee's, to release and transmit to such officers, agent's, or employee's any information, data, or opinions they may have regarding my background, health, family and personal habits.

I further waive any and all legal privileges I may have to maintain such information as confidential, including but not limited to the following privileges: attorney-client, physician-patient, psychotherapist-patient, clergyman-penitent, husband-wife and accountant-client.

The undersigned further agrees to hold harmless and release from liability under any and all possible causes of legal action the City of Cassville, Missouri and the Cassville, Missouri Police Department, its officers, its agents, and its employee's for any statements, acts or omissions in the course of its investigation into my background, health, family, personal habits and reputation.

I further realize that it is necessary for the Cassville, Missouri Police Department, on behalf of the City of Cassville, Missouri, to thoroughly investigate all aspects of my personal background and qualifications, and by applying for employment with the department, I expressly waive all of my legal rights and courses of action to the extent that the Cassville , Missouri Police Department investigation (for the purposes of evaluating my suitability of application for employment) may violate or infringe upon these aforementioned legal rights and causes of action of mine.

This release from liability given me to the City of Cassville, Missouri, its officer, employee's, agents, and all others as heretofore provided, shall apply to any right of action that might accrue to myself, my heirs and my personal representatives.

Date

Signature

Subscribed and sworn to before me the ____ day of _____, 2_____
Commissioned in _____ County, Missouri.

Notary Public _____

WAIVER
City of Cassville, Missouri

PHYSICAL FITNESS ASSESSMENT

In consideration of permission granted to me by the CITY OF CASSVILLE, MISSOURI, on my request to enter upon its premises, or property in general, for the purpose specifically to perform various athletic tests to ascertain my suitability as a candidate for employment as a police officer for the City of Cassville, Missouri, the undersigned waives, and does hereby release and discharge the CITY OF CASSVILLE, MISSOURI, its officers and employees, from all liability to the undersigned, his employer, assigns and personal representatives, for all loss or damage, and any claim of or in the possession or control of the undersigned cause, whether negligently or otherwise, by any person or persons or by said CITY OF CASSVILLE, MISSOURI, its officers, agents, employees, licensees, or resulting from defective equipment, or from any cause, while the undersigned and/or his property is in or upon the said CITY OF CASSVILLE, MISSOURI, premises or property, or specifically, while the undersigned is performing the various athletic tests involving the physical fitness assessment test give to determine whether the undersigned is physically qualified to be employed as a police officer for the City of Cassville, Missouri.

The undersigned further agrees to indemnify and hold harmless the CITY OF CASSVILLE, MISSOURI, its officers and employees, from any and all claims of anyone claiming as a spouse or parent of the undersigned, from any and all claims for expenses, costs or loss of services, from any and all liens or claims, including but not limited to any Worker's Compensation benefits, railroad employment or hospitalization, by reason of any and all injuries or damages to the undersigned while on the premises or property of the CITY OF CASSVILLE, MISSOURI, or specifically, while performing the various athletic tests involved in the physical assessment test given to determine whether the undersigned is physically qualified to be employed as a police officer for the City of Cassville, Missouri.

The undersigned warrants that no promise or agreement not herein expressed has been made to the undersigned; that in executing this release the undersigned warrants that the specific requirements of each test has been thoroughly explained to him and he understands the nature of each test; and, that the undersigned relies solely upon the undersigned's own judgment as to whether he is physically capable of successfully completing each test. The consideration herein expressed is contractual and not a mere fact of recital.

I HAVE READ AND UNDERSTAND THE ABOVE.

Signature _____ Date _____

Print Name _____

Address _____

General Order: 060801GO 2nd revision 08-08-2008 Revised 03-04-2009 Revised 06-16-2009, Revised 12-11-2017

Effective: June, 16, 2009

From: Chief of Police Dana S. Kammerlohr

To: All Officers

This order rescinds all previous officer duties orders and responsibilities

Any portion or part of this order in conflict with or may become in conflict with any portion of the City of Cassville Code will be governed by the City of Cassville Code.

Understanding employment “At Will”

In accordance with the City of Cassville Code section 130.005, I understand that nothing in my employment application or in any prior or subsequent written or oral statement creates a contract of employment or any rights in the nature of a contract. I agree and understand that when I was hired by the City of Cassville, my employment is “at will”, for an indefinite period of time, and may be terminated at any time, with or without cause or notice, at the option of the City of Cassville or myself and in accordance with applicable state law.

I also understand that I have the right to end my employment at any time and that the City of Cassville retains the same right. I also understand that no one has the authority to enter into any contract, agreement, or modification of the foregoing unless such contract, agreement, or modification is in writing and signed by the City Administrator.

In order to better clarify the required duties and responsibilities of each Cassville Police officer, the following will be placed in effect on this date.

These duties may be expanded/changed/reduced or amended by the Chief of Police without notice.

The Departments Standard for assigned shifts will be at the discretion of the Chief of Police. Even though the shift pattern may reflect starting Officers working C shift graduation to B shift then to A shift, this is only a pattern and may change as directed by the Chief of Police.

Cassville Police Patrolman

CS 10 # Date of Hire: January 1, 2018

Payroll #

Rotating Days Off Scheduling 8 hour shifts

Average Time

Patrol Related Duties: 70 %

Investigative Duties: 5 %

30 minutes

Administrative Duties: 25%

Subject to change as required by duties

Patrol includes Self-initiated activity

Purpose:

To provide various patrol, investigative duties, and other general duties associated with being an officer with the Cassville Police Department.

Supervision:

Under the supervision of the Appointed Police Staff and /or Chief of Police.

Duties & Responsibilities:

As a Cassville Police officer,

You will be responsible for the making of sound decisions based on known facts, law enforcement experience and common sense. These decisions and/or the results will reflect on you, individually, and the Cassville Police Department.

You will submit a Daily Activities Log, listing the vehicle mileage, activities you participated in and other required information during your shift, at the end of each of your daily shifts regardless of whether is was scheduled duty or not. If you place hours on your bi-weekly time sheet you must have a daily log which matches up with the daily logs or an explanation in the overtime explanation box.

You will actively seek out Confidential Intelligence reports on suspected criminal activity from other agencies/private citizens, etc. and submit this information to the Chief of Police for his review.

You will complete the necessary cleaning and maintenance of all vehicles and office workspace.

You will enter your reports into the computer files in a timely manner. All officers will also assist with data entry of UTT's, UCR's, Racial Profiling cards, etc., any correspondence regarding insurance or other reports, and the reviewing for completeness, typo's, etc. of all reports.

You will complete any Follow-Up Investigation reports, assist in maintaining Cassville Municipal warrants in an accessible and correlated file, and execute or cause to be executed any criminal warrant.

You must have a good working knowledge of the Cassville Police Department and City of Cassville rules and regulations, safety policies and procedures, and will report directly either orally or in writing to the Chief of Police any situation/ incident/ problem regarding the Cassville Police Department or the City of Cassville

You will perform all duties associated with professional police patrol techniques to either prevent and/or discover criminal activity in progress.

You will immediately respond (by prioritizing calls) to all calls/complaints as received from the 911 Center, Barry County Sheriff's Department, City dispatch, radio traffic from other officers, telephone calls or citizen reports. All calls will be answered as soon as possible.

You will respond to calls for assistance and provide assistance to the general public within our policies or as common sense dictates.

You will investigate all alleged violations of criminal law, City, State and Federal and will submit a written report detailing the facts of such investigation in a timely manner to the proper authority.

You will attempt to complete your reports, etc. as soon as possible after the incident. The incident will still be fresh on your mind and you won't have to rush to complete them before shift change. An exception might be an incident right before shift change. Should two officers be on duty, one can be on patrol while the other completes reports.

You will submit proper and complete case files to the proper prosecuting attorney with jurisdiction for their consideration after a review by the designated Command Staff.

You will complete or place your reports, summons, etc. with another on-duty officer for completion, the Police Sergeant or the Chief of Police before departing on any leave in excess of two (2) days, except emergency sick leave.

You will submit a request and obtain prior approval from the Police Sergeant/ Chief of Police for any additional time you spent over your scheduled duty shift.

Before you request additional time you need to explain the reason for the additional time, why wasn't it done before ?, why it can't wait ?, why someone else can't do it later ?, etc.

You will be required to use proper duty time management to complete your duties as a Cassville Police officer.

You will submit any leave request to the Chief of Police at least fourteen (14) days prior to time requested.

You will work a fourteen (14) day duty schedule starting on Saturday and ending on Friday and will be scheduled to work eighty (80) hours in this fourteen (14) day time frame. To receive overtime compensatory time at 1 ½ hours for each hour worked you must work the Federal standard of 86 hours in this 14 day time frame. These overtime hours will be worked as directed by the Chief of Police.

The Chief of Police, Lieutenant, and/or Sergeant will make shift assignments, as needed, for the proper management of personnel for the Cassville Police Department. Officers may be transferred within the police department to any hours as directed by the Chief of Police. All officers may be required to work any hours or shifts as directed by the Chief of Police.

You will assist other law enforcement, City personnel, fire, and medical agencies as within our policies and as dictated by common sense.

You will submit individual or departmental reports to the Lieutenant for review and Chief of Police as requested or directed.

You will communicate effectively and courteously with co-workers, other law enforcement officers, private citizens and the general public.

You will perform operator maintenance on various equipment based on your training.

You will operate City owned vehicles/equipment in a safe and prudent manner at all time even when responding to emergency calls.

You will assist with departmental training depending upon the level of certification you have obtained within a respective field.

You are responsible for the investigation and enforcement on all Zoning and Animal ordinance violations. All Zoning and Animal reports/violations will be forwarded to the Investigator/Code Enforcement officer for further action or filing. You are also responsible for the enforcement of Animal ordinance violations when the Investigator /Code Enforcement Officer is not on duty.

You are responsible for both initial and/or secondary investigations of criminal cases. You will immediately notify the Investigator, Police Sergeant, and Chief of Police on all major cases. You will present all information on the investigation of the criminal cases to the Investigator/Code Enforcement officer. You will keep the Investigator/Code Enforcement officer and Chief of Police informed of any additional information on all active cases.

You are responsible for the completion and presentation of assigned reports, both written and orally, as directed by the Chief of Police or posted police assignments.

You will perform all duties in accordance with Cassville Police Department policies and procedures and the City of Cassville safety policies and procedures.

You will maintain your professional police certification by obtaining and completing the required training as set forth by the Missouri P.O.S.T. commission. You will immediately notify the Chief of Police of any problem regarding your P.O.S.T. certification.

You must have the ability to follow oral and written instructions and perform all required duties competently as a professional member of a team.

You will maintain your physical and mental health at a level where you can perform your job functions. You will immediately notify the Chief of Police of any situation where you are not able to perform your job functions.

You will be prepared to provide any regular or additional patrol coverage for Cassville Police Department officers or any special assignments, emergency or non-emergency, as scheduled or directed.

You may be assigned, either temporarily or permanently, any duties within the Cassville Police Department's area of responsibilities.

Promotions, creation of a new position or deletion of any position within the police department will be at the will and discretion of the Chief of Police.

You will always assist co-workers in a constructive manner by offering your advice and your knowledge on police manners. We function as a team and you are part of that team.

You will perform all other duties assigned by proper authority.

You will attempt to correct any fault in your performance and will make every attempt to avoid any conflict with any departmental or City rule or regulation.

Physical Requirements

You will be required to perform:

Bending, squatting, climbing, twisting, kneeling, and reaching both to ground level and overhead.

Lift and carry up to seventy five (75) pounds and/or pushes and pulls up to one hundred sixty five (165) pounds.

Holds and grips objects and subject to working in awkward positions and periods of prolonged walking, sitting, or standing.

Must be able to perform duties while wearing all assigned personal protective equipment.

Must be capable of performing strenuous physical activity associated with the apprehension of criminal suspects including running, jumping, gaining control and maintaining physical control of subjects.

Run nonstop 400 meters.

All other activities associated with police duties.

Working Environment

Primarily outdoors with exposure to weather, dust, pollen, and other hazardous or non-hazardous situations/conditions.

Subject to a variety of extreme weather conditions.

May be exposed to hostile or aggressive individuals,

Subject to safety hazards due to traffic, animals or weather conditions and other situations.

May be exposed to constant and extreme noise.

Any other environment, either hazardous or non-hazardous, either indoors or outdoors

Licensing/Certification

Valid Missouri Drivers license
Valid Missouri P.O.S.T. certification
Other certification as required or necessary.

Miscellaneous Requirements

You will be required to work days, evenings, nights, holidays and weekends, as directed.

You will be required to work any duty hours, as directed.

You will be subject to emergency call-in for police duties for un-determined periods of time.

You will be required to work any assigned shift.

You are subject to pre-employment personal/professional background check.

You must be at least twenty-one (21) years of age.

You are subject to a pre-employment and random drug testing. Failure to submit and/or to fail a drug test is grounds for dismissal.

Dana S. Kammerlohr Date
Chief of Police

I have reviewed this Cassville Police Department job description and understand that it reflects the major tasks of this job and the performance standards for each task, and shall not be construed as a detailed description of all work requirements that may be inherent in the position.

I also understand that this job description may be amended at as time and with no notice by the Chief of Police.

I also understand that the Cassville Police Department conducts operation 24 hours a day and 7 days a week continuously.

The Cassville Police Department duty schedule will reflect your duty hours and that your duty hours are subject to change at any time and with no notice.

Signature Date

**These forms need to be returned to: Cassville Police Department
302 Main Street
Cassville, Missouri 65625**