

SHAWNEE COUNTY, KANSAS
Position Description
Park Police Officer

POSITION CONTROL NUMBERS: PR1015, PR1017

FLSA STATUS: N

POSITION DESCRIPTION

Under the direction of the Park Police Chief, Park Police Officers serve as a member of the Asset Management Division. Park Police Officers provide law enforcement in the Shawnee County park system. Officers are responsible for conducting security and law enforcement functions for all park lands and facilities as well as offering mutual aid for other emergency services agencies in the area. Performs other duties as assigned.

WORK PERFORMED

- 55% Area Patrol.** Completes preventative patrol of the park lands and park waterways (looking for suspicious activity enforcement of state and local laws, and park rules). Performs traffic duties (accident investigation, enforcement, etc.). Responds to calls for service (receiving reports).
- 15% Community Policing.** Makes citizen contacts resolves disputes involving park facilities, minor maintenance issues provided to provide a enjoyable experience for patrons.
- 10% Record Keeping.** Prepares and submits paper and computer reports, etc. pertaining to criminal activity, vehicular accidents, citations and summonses, memorandums, security and law enforcement surveys and related correspondence. Completes daily run sheets,
- 10% Deposit Collection.** Collect deposits from facilities. Transports deposits to banks and court house as needed.
- 2.5% Assists Other Agencies.** Assists other local agencies pertaining to law enforcement. Assists other divisions of the parks and recreation department with security related concerns for day-to-day activities and special events.
- 2.5% Public Education.** Conducts public education pertaining to park safety, rules and regulations.
- 2.5% Training.** Attends periodic staff meetings and annual law enforcement recertification classes.
- 2.5% Special Events.** Assists with traffic control, security and parking for major events and special events in the parks.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- The Criminal Justice System and modern law enforcement principles and practices.
- The organization, regulations, procedures and functions of the Park Police Department.
- Community policing.
- The geography of Shawnee County, its incorporated areas and road network.
- Investigation methods and practices

Ability to:

- Perform all law enforcement duties of a Park Police Officer.
- Read, comprehend, interpret and apply Federal, State and County laws, resolutions, including Fish and Game regulations.
- Communicate effectively, both orally and in writing, using the English language, with Park Police personnel, other County personnel and the public.
- Understand and follow oral and written instructions.
- Use tact, diplomacy and good judgment in establishing and maintaining effective working relationships with Park Police personnel, other County personnel and the public.
- React quickly and correctly in emergencies.
- Work under distracting/high stress conditions, using logical reasoning, common sense and available resources.
- Complete multiple tasks at once.
- Operate a personal computer.
- Use and perform maintenance on firearms and other police equipment.
- Collect, accurately report, correlate and correctly disseminate information.
- Analyze problems and recommend solutions.
- Operate a police vehicle and emergency equipment in a variety of conditions.
- Render credible testimony in court.
- Implement the Shawnee County Parks and Recreations Master Plan as it pertains to the safety and welfare of the public, natural resources, native areas and facilities

Skill in:

- The use and care of firearms and emergency vehicles and equipment, which includes, but is not limited to, cars, trucks and boats

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching	X				Sitting			X		Driving			X	
Pushing/Pulling	X				Bending	X				High Elevation	X			
Climbing	X				Reaching	X				Unprotected Heights	X			
Throwing	X				Lifting	X				Around Moving Machinery	X			
ARMS					Carrying	X				Driving Automotive Equipment			X	
Reaching	X				Jumping	X				Exposure to Dust, Gases and Fumes			X	
Lifting	X				Twisting	X				Cramped Body Position	X			
Pushing/Pulling	X				Squatting	X				Sustained Positions	X			
Carrying	X				Turning	X				Noise Levels (Excessive)	X			

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Throwing	X			LEGS/FEET				Electrical Hazards	X		
EYES				Walking		X		Slippery Surfaces	X		
Near Vision			X	Standing		X		Work Above Ground	X		
Far Vision			X	Sitting		X		Work Below Ground	X		
Color Vision			X	Carrying	X			Irregular Surfaces	X		
VOICE				Climbing	X			Moving Objects	X		
Talking			X	Jumping	X			In High Volume Traffic	X		
EARS				Turning	X			Exposure to Marked Changes in Temperature and Humidity			
Hearing			X	Lifting	X				X		

EQUIPMENT USED

- Office Furniture
- Patrol Car/Automobile
- Two-Way Radio
- Firearms
- Misc. Weapons
- Misc. Vehicle Equipment
- Misc. Law Enforcement Equipment

MINIMUM QUALIFICATIONS

High School Diploma or GED Certificate.

One (1) year of experience in law enforcement or parks management.

Certification as a Kansas law enforcement officer.

Must be 21 years of age.

No felony or domestic violence convictions.

Valid Driver’s License and able to operate a County-owned vehicle (HR-2013-2).

Driving record shall have no misdemeanor or felony convictions for traffic or vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc) on their driving record that are less than five (5) years old at the time the County-owned vehicle is being operated by the employee; have no more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old at the time the County-owned vehicle is being operated by the employee; and have no more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one year old at the time the County-owned vehicle is being operated by the employee.

SPECIAL REQUIREMENTS

Required to pass a background investigation, pre-employment physical, drug screen and a review of driving record.

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee's Signature / Printed Name	_____ Date
_____ Administering Supervisor's Signature / Printed Name	_____ Date
_____ Appointing Authority's Signature / Printed Name	_____ Date

Created: 02/05
Revision History: 06/17