

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Police Major	<b>BAND/LEVEL:</b>	Mgmt IV
<b>DEPARTMENT:</b>	Police	<b>JOB NO:</b>	5420
<b>DIVISION:</b>	Varies	<b>DATE:</b>	05/04/2015
<b>REPORTS TO:</b>	Police Lieutenant Colonel	<b>FLSA STATUS:</b>	EX
<b>FULL-TIME:</b> XX	<b>PART-TIME:</b>	<b>TEMPORARY:</b>	<b>COST CENTER:</b> Varies
<b>REPLACES:</b> Police Major		<b>DATE:</b> 3/25/2013	

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### **JOB SUMMARY STATEMENT:**

Manages and directs the day-to-day operations of a Police Division. Acts in the capacity of Police Lieutenant Colonel as needed. May serve as the department's safety coordinator and as a member on the City's Safety Council.

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### **DUTIES AND RESPONSIBILITIES:**

1. Manages and directs the day-to-day operations of a Police Division. Provides leadership and guidance to assigned division. Directly supervises and reviews work and decisions of captains, lieutenants, sergeants, or other police personnel. Makes decisions commensurate with authority in the area of performance standards, goals, and creative problem solving; recommends disciplinary action, and maintains fiscal responsibility regarding the purchase of goods and services used by the assigned division, and overtime expenditures
2. Initiates and manages projects.
3. Coordinates all Division resources in the event of a large-scale crisis or disaster.
4. Establishes and maintains an effective discipline policy based on City and Department policies.
5. Plans, organizes, and evaluates Division functions. Reviews collective data and statistics to make decisions concerning resource allocations.
6. Attends and/or conducts meetings.
7. Acts in capacity of Police Lieutenant Colonel as needed.
8. Performs duties and exercises responsibilities described in the Police Officer Position Description Questionnaire, job # 5020.

### Safety Coordinator Responsibilities:

The Department Safety Coordinator shall execute and / or ensure that the following roles and responsibilities are performed.

1. Verifies that employees obey all safety rules and instructions.
2. Inspects and corrects unsafe conditions or practices. Promotes safety awareness and encourages a proper safety attitude by example.
3. Inspects work facilities and equipment for proper housekeeping.
4. Instructs employees how to select the right tool and equipment for the job and how to use them safely.
5. Reports serious injury/illness and property damage incidents to the Administrator, Safety & Loss Prevention immediately and follows up with an Incident Investigation Report within forty-eight (48) hours. Coordinates first aid or medical attention.
6. Authorizes employees to use, adjust, alter, and repair equipment in a safe manner and to utilize lockout / tagout procedures as necessary.

7. Supervises the procurement and distribution of personal protective equipment and verifies that it is kept in good condition.
8. Recommends appropriate discipline of department employees for violating safe work practices.
9. Instructs employees in the proper lifting techniques.
10. Verifies that employees know and understand Material Safety Data Sheets (MSDS) for the chemicals that they are working with.
11. Establishes an annual safety training calendar of programs and training to be presented during safety meetings.
12. Establishes safety training for interdepartmental operating procedures and standard operating procedures.
13. Coordinates defensive driving course training for City drivers.
14. Must be familiar with evacuation procedures and firefighting equipment locations and their proper use.

Safety Council Responsibilities:

1. Reviews monthly citywide incident summaries. Where appropriate, recommends preventive measures to reduce reoccurring injuries and accidents.
2. Reviews all incidents involving city employees to determine whether such incidents were preventable or non-preventable and submits findings and conclusions to the responsible department director.
3. May participate in Appeal Process for preventable accidents.
4. Assists City's safety professional in evaluating Interdepartmental Operating Procedures.
5. Evaluates supervisor/employee accountability for safety and loss prevention measures.
6. Accompanies the City safety professional during quarterly safety audits / inspections, and make recommendations.
7. Encourages and reviews all safety suggestions submitted to the City's safety professional. Acknowledges, in writing, all safety suggestions submitted to the Council for consideration along with the outcome of each suggestion.
8. Participates in safety training to include hazard identification and incident investigation.
9. Assists safety professional with coordinating the City's Midyear Safety Event.

The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.

The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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## GENERAL QUALIFICATIONS

### EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in public administration, personnel management, criminal justice, law enforcement, social sciences or related field with additional specialized training in police administration, or an equivalent combination of formal education and experience. Holds or is capable of holding Kansas State certification as police officer.

Minimum age 21.

US citizen.

No felony convictions or serious misdemeanors.

Possession of an appropriate, valid Kansas Driver's license.

Must maintain an insurable driving record.

Must reside within 90 minutes from Overland Park Police Department Stations.

Must obtain certification as a Law Enforcement Officer issued through the Kansas Law Enforcement Training Commission prior to receiving permanent employment status as outlined in the City employee handbook.

Must successfully pass polygraph exam and police background check prior to employment.

### EXPERIENCE:

Ten years total experience, having reached the level of Captain.

Experience normally gained through progression of various ranks of a Metropolitan Police Department.

### SKILLS:

1. Ability to communicate effectively in the English language, both in writing and orally.
2. Ability to perform basic mathematical calculations.
3. Ability to operate 2-way radio, radar/lidar equipment, other police equipment and make and receive phone calls.
4. Ability to use firearm safely and accurately.
5. Ability to perform basic first aid and CPR.

***See skill requirements as listed in the police officer job description.***

### MENTAL REQUIREMENTS:

1. Ability to apply broad and general ideas or principals effectively to a particular problem.
2. Ability to identify most appropriate general concepts or rules which apply to situations or which explain how a given series of items are related to each other.
3. Ability to evaluate alternative courses of action and select the most acceptable alternative and demonstrate common sense in handling field situations.
4. Ability to recognize or identify the existence of problems or dangerous situations.
5. Ability to follow rules or procedures while performing job duties.
6. Ability to identify the similarities and/or differences in information gathered from different sources.
7. Ability to use judgement prior to initiating actions.
8. Ability to read and comprehend a wide variety of written material.
9. Ability to retain various types of information.
10. Ability to analyze a situation, identify the important elements and make logical decisions without undue delay.
11. Ability to comprehend complex legal issues.
12. Ability to analyze complex evidentiary situations.
13. Ability to understand and apply departmental orders, rules and regulations to police situations.
14. Ability to properly conduct and document searches.
15. Ability to organize facts and provide accurate testimony.
16. Ability to comprehend laws and abstract concepts and apply to specific situations.
17. Ability to recognize a person from a mug shot.
18. Ability to differentiate between criminal and civil law.
19. Ability to perform many functions simultaneously.
20. Ability to recognize suspicious behavior or unusual circumstances.
21. Ability to recognize and remove health and safety hazards.
22. Ability to work without immediate supervision.
23. Ability to relate to other individuals of various ages, backgrounds and circumstances.
24. Ability to serve subpoena or NTA in a timely and accurate manner.
25. Ability to determine the proper use of deadly force.

26. Ability to establish priorities at emergency scene.
27. Ability to administer First Aid/CPR when appropriate.
28. Ability to interview crime scene principles and witnesses.
29. Ability to recognize, collect, analyze, and interpret evidence.
30. Ability to counsel distraught victims of crime.
31. Ability to control anger and maintain professional demeanor.
32. Ability to train and guide others.
33. Ability to fairly apply administrative and standard operating procedures to disciplinary actions.

**See mental requirements as listed in the police officer job description.**

**PHYSICAL REQUIREMENTS:**

1. Hand and eye coordination and physical strength and dexterity to use all police tools associated with the profession such as handguns, shotguns, rifles, handcuffs, and baton.
2. Physical strength to subdue violent suspect.
3. Physical agility to safely operate motor vehicle in normal traffic and in high-speed emergency driving situations.
4. Ability to communicate effectively in person, on radio, or on telephone.
5. Ability to visually recognize and distinguish colors.
6. Ability to distinguish sounds encompassing a full range of tones and volume.
7. Ability to detect a full range of odors such as narcotics, alcohol, smoke, and fumes.
8. Possess the visual stamina acuity to operate a motor vehicle safely in both routine and emergency situations during all levels of illumination.
9. Possess the visual stamina and acuity to observe persons, places and things both close up and at a distance.
10. Ability to produce written reports, memorandums, field notes and required forms, using a computer.

**See physical requirements as listed in the police officer job descriptions.**

**SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS**

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

- Direct
- Police Captains, Sergeants or Officers
  - May supervise civilian police personnel
  - Administrative Assistant

- Indirect
- Police Sergeants
  - Police Officers
  - May supervise civilian police personnel

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**

## ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Frequent	even and uneven surfaces
Walking	Frequent	even and uneven surfaces
Running	Occasional	even and uneven surfaces
Sitting	Constant	motor vehicle operation
Driving	Constant	motor vehicle operation
Bending	Frequent	various postures required to complete requirements
Stooping	Frequent	various postures required to complete requirements
Twisting	Constant	Both in and out of vehicle
Kneeling	Occasional	various postures to complete requirements
Squatting	Occasional	various postures to complete requirements
Crawling	Occasional	various postures to complete requirements
Climbing	Occasional	on / off equipment; high surfaces; fences
Jumping	Occasional	various postures to complete requirements
Stairs	Occasional	various environments encountered
Ladders	Occasional	various environments encountered

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Misc. Items	up to 125 lbs	floor to waist	variable	occasional	dog; ammo; body armor
Duty bag	25 lbs.	floor to chest	variable	occasional	one or two hand lift
Misc. Items	25 lbs.	floor to chest	variable	occasional	evidence kit; shield
Misc. Items	30 lbs.	floor to shld.	variable	occasional	misc. equip.; rifle

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Person	variable	up to 100 yds	variable	occasional	
Misc. Items	up to 125 lbs	up to 100 yds	variable	occasional	

PUSHING	FORCE	FRQUNCY/DUR	DESCRIPTION
Misc. Items	up to 100 lbs	occasional	car; boat; trailer; etc.

PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
Misc. Items	up to 100 lbs	occasional	car; boat; trailer; etc.

REACHING	DURATION	DESCRIPTION
Above shoulder	occ - freq.	various activities require this activity
At shoulder level	occ - freq.	various activities require this activity
Below shoulder level	occ - freq.	various activities require this activity

FINE MOTOR	DURATION	DESCRIPTION
Gripping	frequent	motor vehicle; firearm; loading gun; taser cartridge replacement
Pinching	frequent	motor vehicle; firearm; loading gun; taser cartridge replacement
Wrist Flexion / Extension	frequent	motor vehicle; firearm; loading gun; taser cartridge replacement
Wrist Pronation / Supination	frequent	motor vehicle; firearm; loading gun; taser cartridge replacement
Typing / Data Entry / Reports	frequent	vehicle computer / report writing

Officers must be able to perform all essential occupational duties while wearing gas mask in the event that wearing this equipment is required. This mask is distributed by the department.

The position and requirements of a police officer are extremely variable and dynamic in nature. It is difficult to objectively quantify forces, frequency, or duration of any and all tasks in that these requirements will change on a daily basis. The above information is gathered from an interview of multiple law enforcement officers.