



CITY OF BOWLING GREEN, KENTUCKY POSITION DESCRIPTION

Title: Police Officer

Department/Division: Police/Patrol/Criminal
Investigations/

Reports to: Police Sergeant

Position Status: Full-Time; Non-Exempt

Schedule: 40 hours per week; after hours and
weekend work required

Location: On-Site

PURPOSE OF POSITION

The purpose of this position is to protect life and property by enforcing all City statutes, ordinances and the laws and regulations of the state for which the Police Department is accountable. Duties and responsibilities include assisting fellow officers with interdepartmental duties and City activities; responding to the needs of the general public by performing rescues, giving information and direction, mediating disputes and deterring criminal activity within the community; compiling reports, preparing cases for trial and appearing in court; maintaining and updating records for proper documentation; working to achieve the highest level of cooperation and to enhance the effectiveness and efficiency of law enforcement within the City of Bowling Green.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Enforces all City ordinances and state laws, both traffic and criminal, in order to protect life and property and to prevent crime; maintains high visibility by patrolling City streets, parks, neighborhoods and businesses to ensure security.
- Responds to alarms and calls for assistance; backs fellow officers on traffic stops, domestic and theft calls; participates in raids and riot/crowd control operations; communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- Performs rescue functions at accidents, emergencies and disasters to include directing traffic, calling for or administering emergency medical aid, and managing dangerous situations; interacts with E.M.T. teams, Fire Department and other emergency agencies.
- Gathers information in criminal investigations by searching the crime scene, interviewing and obtaining statements of victims, witnesses, suspects and confidential informants; determines reasonable suspicion to detain and/or probable cause to search; pursues fleeing and subdues resisting suspects; effects arrests; processes and transports prisoners.

- Identifies illegal drugs and hazardous materials; remains knowledgeable of prescription drugs.
- Operates a law enforcement vehicle during day and/or night hours; utilizes and maintains weapons and equipment in functional and presentable condition; performs firearm requirements at prescribed departmental levels.
- Coordinates and conducts roadblocks; administers roadside field sobriety tests; identifies wanted persons/vehicles; assists stranded motorists; escorts funerals, bank personnel and merchants as required.
- Obtains and/or serves warrants, summons, subpoenas, domestic violence orders and other court documents; cites parking and traffic violators.
- Assists with interdepartmental duties and City activities as needed; performs public relations by giving information and directions, mediating disputes and advising of rights and process; assists with community activities, programs and crime prevention.
- Gathers and submits physical evidence in addition to compiling and preparing documentation on cases for prosecution; communicates with court personnel and appears in court to present evidence and testimony.
- Prepares daily activity reports, vehicle maintenance requests, crime, incident and accident reports; documents arrest bookings, evidence, traffic citations; completes daily time sheet and various forms.
- Attends shift meetings, seminars and training sessions as required to stay current with departmental operations, to promote improved job performance and to remain knowledgeable of changing state/municipal codes and criminal/civil case law.
- Cooperates with federal, state, and local law enforcement agencies and its officers or representatives when their activities or investigations are related to on-going investigations being conducted by the Bowling Green Police Department; works to achieve the highest level of cooperation and efficiency possible.

ADDITIONAL JOB FUNCTIONS

- Substitutes in the absence of school crossing guard; provides radio dispatch relief when necessary.
- Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

High school diploma or equivalent. Must become certified through the Basic Training Academy operated by the Kentucky Justice Cabinet and possess a valid Kentucky driver's license.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION

- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data.
- Ability to classify, compute, tabulate, and categorize data. Ability to persuade, convince, sell and train others, including the ability to act in a lead capacity. Ability to advise and interpret on how to apply policies, procedures and standards to specific situations.
- Ability to utilize advisory data and information such as technical operating manuals, procedures, guidelines, non-routine correspondence and laws.

MATHEMATICAL ABILITY

- Ability to add and subtract, measure, multiply and divide, and calculate percentages, fractions, and decimals.

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against sensory or judgmental criteria.
- Ability to use functional reasoning development in performing functions within influence systems such as associated with supervising, managing, leading, teaching, directing and controlling.

ENVIRONMENTAL ADAPTABILITY

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under unsafe and uncomfortable conditions.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Bowling Green is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.



Employer Information

Employer:	City of Bowling Green	Type of Business:	Municipality
Location:	City of Bowling Green	City:	Bowling Green
Address:	1001 College Street	Zip Code:	42101
State:	KY	Contact Title:	Safety & Risk Manager
Contact Name:	David Weisbrodt	Fax:	270-393-3298
Phone:	270-393-3629	Job Position:	Police Officer
Email:	david.weisbrodt@bgky.org		

Brief Description of Employer's Business:

The City of Bowling Green is a vibrant, growing, and diverse community located in south-central Kentucky. It is the 3rd largest city in the state and conveniently located between Nashville and Louisville. Bowling Green offers a combination of big-city amenities and small-town feel.

WORKSTRATEGIES™ REPRESENTATIVE INFORMATION

Name:	Amanda Yates, ATC	Facility:	WKONA-BOWLING GREEN
Title:	Work Strategies Specialist	Address:	165 NATCHEZ TRACE, SUITE 200
Phone:	270-781-6477	City:	BOWLING GREEN
Email:	AJYates@kort.com	State:	KY
Date:	4/2/2019	Zip Code:	42103-7947

Job Description

Job Title: Police Officer

Classification: Sedentary (Up to 10 lbs.) Light (11 to 20 lbs.) Medium (21 to 50 lbs.) Heavy (51 to 100 lbs.) Very Heavy (> 100 lbs.)

Job Performed: Part of Team Rotation Basis Assembly Line Alone

Max Weight Handled: 100 lbs. Employment Hours: 10 Per day 45 Per Week Lunch and Breaks: Yes

Brief Description of Job: The Police Officer is responsible for protecting and serving citizens while making a positive impact on the community. The employee responds to emergency and non-emergency situations and performs routine patrol.

Educational Requirements (Specific Training, Experience, Certification and/or Licensing): High school diploma or equivalent, valid driver's license, pass a state certified physical agility test (POPS).

Dress Code / Protective Gear: Uniform, Slip Resistant Boots/Shoes, Gas Mask, Gloves. Tyvek coveralls, boot covers, bullet resistance vest, duty belt, critical response vest

Additional Comments: The information for this report is based on information obtained from the functional job description received from the Safety & Risk Manager and from interviewing employees on 4/9/19.




O = Occasional (1-33%)
 One Min - 2:30 Hours
 Once - 20 Min / Hour

F = Frequent (34-66%)
 2:31 - 5:30 Hours
 21 - 40 Min / Hour

C = Constant (67 - 100%)
 5:31 - 8:00 Hours
 41 - 60 Min / Hour

Description	Frequency	Essential	Task Physical Demands
Firearms Operations: Employee must be able to pass basic firearms qualifications and maintain safe firearm operations.	Occasional	Yes	1 Requires standing, walking, balancing, forward reaching, object handling, fingering, feeling, and simple/firm grasping.
Emergency/ non-emergency response: Employee must be able to respond to emergency and non-emergency situations. Employee must be able to pursue, apprehend, and restrain individuals/suspects.	Frequent	Yes	1 Requires employee to lift various equipment or persons weighing up to 80# from floor to waist level. Employee may have to team lift and carry individuals down stairs. 2 Requires lifting equipment weighing up to 25# from the floor to overhead level. 3 Requires either a front or side carry of equipment/material weighing up to 50# for distances up to 100 ft. 4 Requires employee to generate push and pull forces of ≥100# for the moving of equipment, vehicles, and persons in emergency and non-emergency situations and for restraining of individuals/suspects. 5 Requires ascending/ descending steps, ladders, fences, walls and/or various outdoor terrain. 6 Requires a grip force of ≥ 75# for the handling of equipment/ materials/persons. 7 Requires employee to kneel to subdue combative subjects (20% of the individuals arrested are combative.) 8 Requires standing, walking, balancing, sitting, climbing, kneeling, crouching, stooping, crawling, forward/ overhead reaching, object handling, fingering, feeling, and simple/firm hand grasping.
Operating Vehicle: Employee is required to operate a police vehicle to perform routine patrol and emergency response.	Constant	Yes	1 Requires sitting, standing, walking, forward reaching, object handling, fingering, feeling, simple/firm hand grasping, and operating controls.
Investigations: Employee must be able to perform investigative duties requiring both physical and mental aptitude.	Occasional	Yes	1 Requires employee to lift various equipment weighing up to 80# from floor to waist level. Requires lifting equipment weighing up to 25# to overhead level. 2 Requires either a front or side carry of equipment/material weighing up to 50# for distances up to 100 ft. 3 Requires employee to generate push and pull forces of ≥100# for the moving of equipment. 4 Requires sitting, standing, walking, balancing, climbing, crawling, stooping, crouching, kneeling, forward/overhead reaching, object handling, fingering, feeling, and simple/firm hand grasping.



Description	Frequency	Essential	Task Physical Demands
<p>Administrative Duties: Employee must be able to maintain records of daily activities, prepare routine reports, attend staff meetings, in-service training and technical/professional classes or seminars. Employee may complete administrative duties in the vehicle or at a desk.</p>	Frequent	Yes	<p>1 Requires small object manipulation when keying, operating a computer, operating a radio, and with writing tasks. 2 Requires sitting, standing, walking, balancing, forward reaching, object handling, fingering, feeling, and simple/firm hand grasping.</p>
<p>Fitness Standard Requirements: Employee is required to successfully perform the following tests yearly while wearing the duty belt weighing 25#.</p>	Occasional	Yes	<p>1 Run approx. 110 yards 2 Jump 2 hurdles (one foot and two feet in height) 3 Crawl over/ jump a four foot wall 4 Walk/run the length of an eight foot railroad tie (or equivalent object) 5 Weave through three traffic cones without knocking any of the cones over 6 Crawl the length of six feet under an obstacle that is three feet in height 7 Ascend/ descend a flight of eight steps, six times. Each step must be stepped upon and use of the handrail is required.</p>
<p>Critical Response Team: Employee helps settle incidents such as barricaded suspects, high-risk warrants, or hostage situations. (These task are only essential for Critical Response Team officers, not all officers.)</p>	Occasional	No	<p>1 Employee is required to wear an armored police vest weighing up to 40#. 2 Employee is required to attend additional training 2 times/month. 3 Requires sitting, standing, walking, balancing, climbing, crawling, stooping, crouching, kneeling, forward/overhead reaching, object handling, fingering, feeling, and simple/firm hand grasping.</p>
			
<p>K-9 Unit: Employee is responsible for caring for the highly trained German shepherd. (These task are only essential for the K-9 Unit officers, not all officers.)</p>	Constant	No	<p>1 Employee is required to lift the German shepherd weighing up to 80# from the floor to inside the police vehicle. 2 Requires sitting, standing, walking, balancing, climbing, crawling, stooping, crouching, kneeling, forward/overhead reaching, object handling, fingering, feeling, and simple/firm hand grasping.</p>

WorkTask Analysis



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Keeping America on the Job!

Physical Demands

Lift	Max Weight Lifted (1RM): 80 lbs.	Height To/From: floor - waist	Description of Object: Various equipment, persons, German Shepherd
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Weight (lbs.)	Frequency*	Repetitions/Time	Height To/From	Description of Object
0-10	Constant	25+x per hr.	floor - overhead	Trauma kit, bullet resistant vests, investigative tools/ supplies, etc.
21-35	Constant	25+x per hr.	floor - overhead	Duty belt, various equipment
36-50	Occasional	1-4x per hr.	floor - waist	Various equipment, persons, critical response armor vest
76-99	Occasional	1-4x per hr.	floor - waist	Various equipment, persons, German Shepherd

*Frequency performed per shift: N = Never (0%) O = Occasional (1-33%) F = Frequent (34-66%) C = Constant (67-100%)

Carry	Max Weight Carried (1RM): 80 lbs.	Distance: 5'	Description of Object: Various equipment, persons, German Shepherd
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Weight (lbs.)	Frequency*	Repetitions/Time	Distance	Description of Object
0-10	Constant	25+x per hr.	entire shift	Trauma kit, bullet resistant vests, investigative tools/ supplies, etc.
21-35	Constant	25+x per hr.	entire shift	Duty belt, various equipment
36-50	Occasional	1-4x per hr.	up to 100 ft.	Various equipment, persons, critical response armor vest
76-99	Occasional	1-4x per hr.	up to 5 ft.	Various equipment, persons, German shepherd

*Frequency performed per shift: N = Never (0%) O = Occasional (1-33%) F = Frequent (34-66%) C = Constant (67-100%)

Push	Max Force Pushed (1RM): 100 lbs.	Distance: 100'	Description of Object: Various equipment, vehicles, persons, doors
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Weight (lbs.)	Frequency*	Repetitions/Time	Distance	Description of Object
99+	Frequent	5-24x per hr.	up to 100 ft.	Various equipment, vehicles, persons, doors

*Frequency performed per shift: N = Never (0%) O = Occasional (1-33%) F = Frequent (34-66%) C = Constant (67-100%)

Pull	Max Force Pulled (1RM): 100 lbs.	Distance: 100'	Description of Object: Various equipment, vehicles, persons, doors
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Weight (lbs.)	Frequency*	Repetitions/Time	Distance	Description of Object
99+	Occasional	1-4x per hr.	up to 100 ft.	Various equipment, vehicles, persons

*Frequency performed per shift: N = Never (0%) O = Occasional (1-33%) F = Frequent (34-66%) C = Constant (67-100%)



Positional Demands

Activity	Frequency*	Comments: (Distance, Sustained Time, Examples, etc.)
Sitting	Frequent	Operating Vehicle, Administrative duties
Standing	Frequent	Firearms operations, Emergency/ non-emergency response, Investigation, Fitness test
Walking	Frequent	Firearms operations, Emergency/ non-emergency response, Investigation, Fitness test
Climbing Stairs	Occasional	Firearms operations, Emergency/ non-emergency response, Investigation, Fitness test
Climbing Ladders	Occasional	Firearms operations, Emergency/ non-emergency response, Investigation, Fitness test
Reach Forward	Frequent	Operating vehicle, Administrative duties, Firearms operations, Emergency/ non-emergency response, Investigation, Fitness test
Reach Overhead	Occasional	Emergency/ non-emergency response, Investigation, Fitness tests
Balancing	Frequent	Firearms operations, Emergency/ non-emergency response, Investigation, Fitness test
Stooping	Occasional	Emergency/ non-emergency response, Investigation, Fitness test
Kneeling	Occasional	Emergency/ non-emergency response, Investigation, Fitness test
Crouching	Occasional	Emergency/ non-emergency response, Investigation, Fitness test
Crawling	Occasional	Emergency/ non-emergency response, Investigation, Fitness test
Object Handling	Frequent	Operating vehicle, Administrative duties, Firearms operations, Emergency/ non-emergency response, Investigation
Fingering	Frequent	Operating vehicle, Administrative duties, Firearms operations, Emergency/ non-emergency response, Investigation
Fine Hand Coordination	Frequent	Operating vehicle, Administrative duties, Firearms operations, Emergency/ non-emergency response, Investigation
Simple Hand Grasping	Frequent	Operating vehicle, Administrative duties, Firearms operations, Emergency/ non-emergency response, Investigation
Firm Hand Grasping	Frequent	Operating vehicle, Administrative duties, Firearms operations, Emergency/ non-emergency response, Investigation, Fitness test
Operating Controls	Frequent	Operating vehicle, Administrative duties, Emergency/ non-emergency response
Frequency performed per shift: N = Not Present(0%) O = Occasional (1-33%) F = Frequent (34-66%) C = Constant (67 - 100%) Repetition Based Determination (multiply reps. by #-hrs. worked) 1 - 4 reps./hr. 5 - 24 reps./hr. >= 25 reps./hr.		



Sensory Requirements

Activity	Frequency*	Comments: (Distance, Sustained Time, Examples, etc.)
Vision - Far	Constant	Operating vehicle, emergency/ non-emergency response
Vision - Near	Constant	Operating vehicle, emergency/ non-emergency response, administrative duties
Depth Perception	Constant	Operating vehicle, emergency/ non-emergency response, operating firearms
Color Discrimination	Constant	Operating vehicle
Field	Constant	Operating vehicle, emergency/ non-emergency response
Accommodation	Constant	Emergency/non-emergency response.
Perception - Spatial	Constant	Handling equipment and operating vehicle
Perception - Form	Constant	Emergency/non-emergency response.
Feeling	Constant	Operating firearms, operating vehicle, and emergency/non-emergency response
Speaking	Constant	Communication among co-workers, supervisors, and the general public
Hearing	Constant	Safety, Communication among co-workers, supervisors, and the general public

Frequency performed per shift: N = Not Present(0%) O = Occasional (1-33%) F = Frequent (34-66%) C = Constant (67 - 100%)
 Repetition Based Determination (multiply reps. by #-hrs. worked) 1 - 4 reps./hr. 5 - 24 reps./hr. >= 25 reps./hr.



Work Environment

Exposure To	Frequency*	Comments: (Distance, Sustained Time, Examples, etc.)
Inside Environment	Occasional	Administrative duties
Outside Environment	Constant	Emergency/ non-emergency response, operating vehicle, investigations
Weather Conditions	Constant	Outside environment
Temperature	Constant	Outside environment
Hot	Occasional	Summer months
Cold	Occasional	Winter months
Heat	Occasional	Summer months
Wet/Humidity	Occasional	Outside environment
Biological Agents	Never	
Human Body Fluids	Frequent	Emergency response, apprehending suspect
Chemicals	Occasional	Various chemicals such as chemicals used in manufacturing drugs, fuel for vehicle, pepper spray, etc.
Hazardous Materials	Occasional	Various Hazardous materials such as chemicals used in manufacturing drugs, fuel for vehicle, etc.
Floor Surface	Constant	Outdoor environment- uneven terrain, slippery surfaces
Lighting	Constant	Outdoor environment, occasional work in the dark
Vibration	Occasional	Operating vehicle, operating firearms
Unprotected Heights	Occasional	Emergency response
Confined/Clustered	Occasional	Emergency response
Moving Equipment	Constant	Vehicles
Frequency performed per shift: N = Not Present(0%) O = Occasional (1-33%) F = Frequent (34-66%) C = Constant (67 - 100%) Repetition Based Determination (multiply reps. by #-hrs. worked) 1 - 4 reps./hr. 5 - 24 reps./hr. >= 25 reps./hr.		

WORKSTRATEGIES™ REPRESENTATIVE INFORMATION

Name: Amanda Yates, ATC Phone: 270-781-6477 Email: AJYates@kort.com