

**CITY OF SAINT CHARLES**  
**EMPLOYMENT OPPORTUNITY**



*Discover.*

<b>Job Title</b>	Police Officer
<b>Department</b>	Police Department
<b>Posting Date</b>	January 20, 2012
<b>Closing Date for Resumes/Applications</b>	February 20, 2012
<b>Grade Level &amp; Starting Pay</b>	Grade 16, - \$51,754.9760 annually (Lateral Grade 16(2), - \$54,630.1600)
<b>Exempt/Non-exempt</b>	Non-Exempt
<b>Status</b>	Full-time

The City of Saint Charles Police Department is seeking to establish an eligibility list for full time Police Officers to perform police patrol, investigation, traffic regulation, and related law enforcement duties. Police Officers work under the general supervision of a Police Sergeant. Prior to accepting employment, applicants will be free of tattoos/brands that would be visible on the head, neck, hands, or arms while wearing uniform apparel inclusive of short sleeve shirts and/or shorts, as well as civilian attire while on duty.

The selection process will include a written exam, a physical fitness exam, a polygraph examination, and a comprehensive background investigation. The physical fitness exam requires all applicants to successfully pass the following physical fitness test:

- Run 1.5 miles in less than 14.37 minutes
- Be physically able to do 25 push ups in less than one minute.
- Be physically able to do 29 sit ups in less than one minute.

**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/or assigned.**

- Conducts Law Enforcement patrols within the City to preserve the peace, enforce the law, control vehicle and pedestrian traffic, prevent, deter, and investigate reports of violations of law, while promoting the safety and security of the public.
- Acts as a First Responder to emergency and other calls for service and takes appropriate action to mitigate injury, damage, and safe guard property.
- Conducts follow-up investigations of crimes to include questioning victims, witnesses, suspects, and gathering of physical evidence.
- Prepares all reports and records as required by departmental policy in a professional manner and appears in Court as required.
- Assists citizens with stalled vehicles, directions, crime prevention, drug awareness and traffic safety.
- Coordinates enforcement activities within the department and with other agencies as required.
- Consults with and exchanges information with officers, the City Attorney, County Prosecutor's Office and others as required to ensure timely and effective prosecution of cases.
- Consults with police supervisory staff to coordinate investigation and enforcement activity.
  
- Carries out all duties in conformance with Federal, State, County, and City laws and ordinances, and in compliance with departmental rules, regulations and code of conduct.
- Maintains normal availability by radio for emergency and routine calls for service.
- Must have the ability to work all shift hours including rotating shifts as required in all types of weather for prolonged periods of time.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

All applicants must be a minimum of 21 years of age or older at the time of employment and possess or be able to obtain by date of hire a valid drivers' license without record of suspension or revocation in any state. Felony convictions and disqualifying criminal histories are not permitted. Must be a U.S. citizen, read and write the English language fluently. Applicants must be licensed to practice Law Enforcement in a First Class City, located in a First Class County, with a Charter form of government as mandated by the Missouri Department of Public Safety Police Officer Standards in Training program (POST). Completion of an Associates Degree or a minimum of 60 college credit hours from an accredited university is required. Lateral entry will be considered for applicants who meet or exceed all of the qualifications above and who have two or more years of experience with a department of comparable or larger size. Note, the City will also accept applicants who meet these requirements and expect to graduate from a licensed training Academy by August 31, 2012.

### **Contact Information**

Interested applicants should submit an application including the Police Officer supplemental form to: City of Saint Charles Human Resources Department, 200 North Second Street, Saint Charles, MO 63301. Hours of operation are Monday through Friday 8:00 am to 5:00 pm. Employment applications and the supplemental form can be downloaded from the City's website and faxed to Human Resources at (636) 940-4606. Website address for the employment application is <http://www.stcharlescitymo.gov> Select the "Careers" tab.

**Qualified applicants will be notified by mail of required testing dates for physical/written examinations. To assure consideration, applications must be received by 5:00 PM February 20, 2012.**

*The City of Saint Charles is an Equal Opportunity Employer and participates in e-verify*