

FULL & PART-TIME PATROL OFFICER

Carbondale Kansas Police Department

Role	Full & Part-Time Patrol Officer	Certification Requirement	Certified and Non-Certified Applicants considered
Reports to	Chief of Police	Closing date	When filled
Status	Open role ▾		

Position Overview

The City of Carbondale shall utilize both Full-Time and Part-Time Police Officers.

These officers shall be hired based on the recommendation of the Chief of Police, with the approval of the Governing Body, pending required psychological testing as required by state statute and any additional testing required by City Policy.

Full-Time Police Officers shall be paid at an hourly wage based upon the city pay-scale and are qualified to receive overtime compensation and Personal Time Off (PTO) per city policy.

Officers will be expected to work scheduled holidays, nights, or unscheduled-on call hours, or work community events, as assigned by the Chief of Police.

JOB RESPONSIBILITIES

Key area	Tasks
Routine Patrol	Perform routine patrols of the city on varying routes.
	Perform traffic enforcement via patrol and radar practices.
	Maintain contact with Osage County Dispatch and maintain availability for calls for service
	Enforce ordinances regarding animals and pets in the city.
	Respond promptly to calls for service
Office Duties	Complete all required paperwork for cases, citations and reports
	Complete investigations to prevent crime, enforce laws and ensure the safety of the city and it's citizens
	Attend Municipal or District Court proceedings as required by the courts to present evidence and testify as necessary.
	Assist in the service of official city process letters, notices, citations, summons, and warrants.
Extra-Duty Expectations	Attend City Council meetings in the absence of the Chief of Police when requested
	Work local and community events as needed.

QUALIFICATIONS

Age & Education Requirements

- MUST be 21 years of age or older
- Highschool or GED Graduate
- Valid/Current Driver's License

Preferred Experience

- KLETC Certification
- Experience Equivalent College Courses or Degree in Criminal Justice or Associated Field.



ADDITIONAL REQUIREMENTS

- Must be available to work flexible hours, including weekends, evenings and holidays.
- Must have a positive attitude, strong work ethic and willingness to learn
- Ability to operate radio and phone equipment
- Ability to learn and retain State and Local laws and ordinances.
- Make Lawful and fair decisions based on training in all scenarios
- Have moral, objective decision-making abilities.
- Show the ability to maintain emotional control in high stress or emotionally charged situations.
- Have impeccable moral character.
- Be accountable for all decisions in the course of duty
- Maintain a high standard of legal compliance.

If you feel that you meet these requirements and are seeking to work with a progressive department with high personal and professional standards, room to grow and advance, and in a close-knit community please apply with the application provided at www.carbondaleks.com/police-department/ or in person at 234 Main St. Carbondale, Kansas 66414