

## ***Duties and Responsibilities of a Law Enforcement (Police) Officer***

The duties of a police officer, also known as a law enforcement officer, focus on protecting people and property through enforcement of laws and ordinances. They patrol the areas they are assigned, which sometimes include entire jurisdictions, respond to calls, enforce laws, make arrests, issue citations, and occasionally testify in court cases. They often make traffic stops, respond to domestic disturbances, and, at times, provide first aid to someone involved in a traffic accident or injured in a domestic dispute until paramedics arrive. Much of their time is divided between patrolling, writing reports, and filling out forms.

### ***Minimum Qualifications***

U.S. citizen

High School Diploma

21 years old

Valid MO Drivers License

Certification – Peace Officer Standards Training (P.O.S.T)

No felony convictions - Misdemeanors are handled on a case-by-case basis

Financially responsible

Be physically fit

Pass background check

Pass drug test

### ***Preferred Qualifications***

Associate Degree in Criminal Justice

### ***Skills***

You will need to have:

- effective communication skills, including tact and diplomacy for dealing with sensitive situations
- community focus
- a sense of personal responsibility, integrity and resilience
- problem-solving skills
- a confident and calm manner
- good literacy skills in order to accurately record details and write reports
- respect for diversity
- teamwork skills and the ability to work independently
- professionalism, honesty and trustworthiness
- sound judgment and a proper respect for confidentiality
- ability to act with resolve, tolerance and restraint