

CITY OF DRY RIDGE  
POSITION DESCRIPTION

Class Title: Police Chief

Department: Police

Supervisor: Mayor

Supervises All Departmental Personnel

Class Characteristics: Under general executive direction, plans, organizes, directs, coordinates and evaluates all activities and programs of the department to protect individual rights, preserve the peace, prevent and suppress crime, protect life and property, identify and apprehend criminal offenders, and enforce regulatory measures; perform patrol duties on an assigned shift; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Plans, organizes directs, coordinates and evaluates all activities and programs of the department. Formulates and enforces departmental policies, regulations, goals and program priorities.
2. Formulates and prescribes work methods and procedures to be followed; takes necessary steps to improve police operations.
3. Confers with subordinate personnel on problems encountered in departmental operations.
4. Assists with preparing departmental budget; monitors approved budget.
5. Insures proper use (including maintenance) of departmental equipment, including vehicles, weapons, radios, and standard office equipment.
6. Makes or reviews all duty assignments within the department.
7. Makes recommendations to the Mayor regarding personnel appointments, promotions, demotions or dismissals.
8. Prepares and authorizes work schedules.
9. Insures the delivery of law enforcement services through direct and indirect supervision of departmental personnel.
10. Informs the Mayor in a timely manner of key issues or critical events.
11. Insures departmental compliance with applicable city policies; transmits and insures uniform interpretation and full compliance with all legitimate orders.
12. Investigates and resolves complaints against personnel and/or services rendered by the department.
13. Meets with citizens or citizen groups concerning problems, police actions, hazardous conditions, etc.
14. Insures the preparation and transmission of reports relevant to law enforcement services including, but not limited to, criminal and non-criminal offenses, motor vehicle accidents, number and types of arrests, etc.

15. Provides crime prevention, organizes neighborhood watch programs, home security programs and related activities.

Police Chief, Page 2

16. Is required to carry and utilize firearms in the course of duty as a sworn police officer.

17. Responds to major events; may assume control of the scene upon arrival.

18. May perform duties of Police Officer on assigned shift.

19. Attends training programs; schedules departmental personnel for training.

20. Attends Council meetings and reports as requested.

Non-essential: None.

## DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent (GED) supplemented by five years law enforcement experience, including two years in an administrative/ supervisory capacity. Bachelors' degree in Police Administration or related field preferred, but not required.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Comprehensive knowledge of the principles, practices and techniques of modern police administration and law enforcement, including knowledge of crime detection, criminal identification, investigation, etc.

2. Extensive knowledge of federal, state and local laws, administrative regulations, court decisions and ordinances relating to police activities.

3. Knowledge of the geography of the city, including interior plans of major buildings.

Skills:

1. Skill in the use of firearms.

2. Communication skills.

Abilities:

1. Administrative, supervisory and analytical abilities.

2. Ability to supervise and direct the activities of police officers.

3. Ability to prepare and maintain and/or insure the preparation and maintenance of required records and reports.

4. Ability to speak effectively before public groups.

5. Ability to establish and maintain effective working relationships with city

officers and employees, other police departments/agencies, and the general public.

6. Physical fitness. Resourceful. Sound judgment in emergencies.

#### ADDITIONAL INFORMATION

Instructions: Very general; must use own judgment most of the time.  
Police Chief, Page 3

Processes: Must frequently refine existing work methods and develop new techniques, concepts, or programs within established limits or policies.

Review of Work: Work is reviewed through written reports and verbal presentations.

Analytical Requirements: Assignments require analysis of figures, data trends, and results of all kinds which directly affect the policy of the city.

Tools, Equipment and Vehicles Used: Must operate vehicle as a job requirement; firearm and other weapons issued by department; normal office equipment.

Physical Requirements of the Job: Must be able to drive vehicle during all states of emergency and weather conditions; must have physical ability to apprehend persons during period of resistance; must lift objects weighing in excess of 25 pounds; work involves sitting, standing, stooping, walking for prolonged periods of time; must be in high places, confined spaces, must be able to use stairs or ladders; exposed to fumes, chemicals or toxic substances.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Availability: Must be able to respond to calls in emergency situations at all hours.

Certification Requirements: Must have satisfactorily completed required basic training, or must complete training during first year after appointment to the position. Must satisfactorily complete required annual training.

Additional Requirements: Must be able to respond to calls in emergency

situations at all hours. Must participate in required drug/alcohol testing as a condition of continued employment. (See KRS Chapter 95 for additional requirements.)

Overtime Provision: Non-exempt.



CITY OF DRY RIDGE  
POSITION DESCRIPTION

Class Title: Police Captain

Department: Police

Supervisor: Police Chief

Supervises: All Personnel Assigned to Shift; Supervises all Departmental Personnel in the Absence of the Police Chief

Class Characteristics: Under general direction, assists the Police Chief in planning, organizing, directing, coordinating and evaluating activities and programs of the department; serves as Shift Supervisor; performs duties of Police Officer; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Assumes responsibility for the department in the absence of the Police Chief.
2. Assists the Police Chief in planning, organizing, directing, coordinating and evaluating activities and programs of the department.
3. Assists with establishing and insuring compliance with departmental policies, regulations, goals and program priorities.
4. Supervises personnel assigned to shift and assists in performing duties to protect individual rights, preserve the peace, prevent and suppress crime, protect life and property, identify and apprehend criminal offenders, and enforce regulatory measures.
5. Responds to all major calls received during shift and takes charge at scene.
6. Reviews reports of subordinates; prepares and submits activity reports as necessary.
7. Directs and/or performs criminal investigatory work; secures evidence and questions witnesses, suspects or other persons.
8. Makes arrests, prepares reports and gives testimony at trials.
9. Attends and gives testimony in court.
10. Supervises and/or assists with investigations.
11. Investigates and makes recommendations for resolution of complaints against personnel or services rendered during shift.
12. Attends mandatory training classes.
13. May serve as departmental specialist in one or more major areas of expertise in the police profession.
14. Is required to carry and utilize firearms in the course of duty as a sworn police officer.

Non-essential: None.

## DESIRABLE QUALIFICATIONS

Police Captain, Page 2

Training and Experience: Graduation from high school or equivalent (GED) supplemented by three years experience in law enforcement.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of principles, practices and techniques of modern police administration and law enforcement, including knowledge of crime detection, investigation, criminal identification, investigation, etc.
2. Thorough knowledge of federal, state and local laws, administrative regulations, court decisions and ordinances relating to police activities.
3. Thorough knowledge of the geography of the city, including interior plans of major buildings.
4. Knowledge of first-aid methods.

Skills:

1. Skill in the use of firearms.
2. Supervisory skills.

Abilities:

1. Ability to supervise subordinates while assisting in performing the duties of Police Officer.
2. Ability to prepare and insure the preparation of clear and comprehensive written reports.
3. Ability to establish and maintain effective working relationships with city officers and employees, other police departments/agencies and the general public.
4. Physical fitness; sound judgment; excellent physical condition.

## ADDITIONAL INFORMATION

Instructions: Many aspects of work are covered specifically, but must also use some of own judgment.

Processes: Most processes are covered by departmental operating procedures.

Review of Work: Work is reviewed through written reports and oral presentations.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is predominantly required.

Tools, Equipment and Vehicles Used: Must operate vehicle as a job requirement; firearm and other weapons issued by department; normal office equipment.

Police Captain, Page 3

Physical Requirements of the Job: Must be able to drive vehicle during all states of emergency and weather conditions; must have physical ability to apprehend persons during period of resistance; must lift objects weighing in excess of 25 pounds; work involves sitting, standing, stooping, walking for prolonged periods of time; must be in high places, confined spaces, must be able to use stairs or ladders; exposed to fumes, chemicals or toxic substances.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Availability: Must be able to work during assigned shift at irregular hours. Must be able to respond to calls in emergency situations at all hours.

Certification Requirements: Must have satisfactorily completed required basic training; must satisfactorily complete required annual training.

Additional Requirements: Must participate in required drug/alcohol testing as a condition of continued employment. (See KRS Chapter 95 for additional requirements.)

Overtime Provision: Non-exempt.







CITY OF DRY RIDGE  
POSITION DESCRIPTION

Class Title: Police Sergeant

Department: Police

Supervisor: Police Chief or Captain

Supervises: Police Officers

Class Characteristics: Under general direction, is responsible for supervising subordinate personnel and assisting with the enforcement of federal, state and local laws and ordinances during assigned shift; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Supervises personnel during assigned shift and assists in performing duties to protect individual rights, preserve the peace, prevent and suppress crime, protect life and property, identify and apprehend criminal offenders, and enforce regulatory measures.
2. Inspects Police Officers for appearance and briefs them on special tasks and assignments.
3. Responds to all major calls received during shift and takes charge at scene.
4. Reviews reports of subordinates; prepares and submits activity reports as necessary.
5. Directs and/or performs criminal investigatory work; secures evidence and questions witnesses, suspects or other persons.
6. Makes arrests; issues citations; prepares reports and gives testimony at trials.
7. Attends and gives testimony in court.
8. Investigates and makes recommendations for resolution of complaints against personnel or services rendered during shift.
9. Attends mandatory continuing education programs.
10. May serve as departmental specialist in one or more major areas of expertise in the police profession.
11. Is required to carry and utilize firearms in the course of duty as a sworn police officer.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent (GED) supplemented by two years experience in law enforcement.

## Special Knowledge, Skills and Abilities:

### Knowledge:

Police Sergeant, Page 2

1. Thorough knowledge of principles, practices and techniques of modern law enforcement.
2. Thorough knowledge of federal, state and local laws, administrative regulations, court decisions and ordinances relating to the police profession.
3. Thorough knowledge of the geography of the city.
4. Knowledge of the social characteristics of the city's population.
5. Knowledge of first-aid methods.

### Skills:

1. Skill in the use of firearms.

### Abilities:

1. Ability to supervise the work of subordinates while assisting in performing the duties of Police Officer.
2. Ability to prepare and insure the preparation of clear and comprehensive written reports.
3. Ability to establish and maintain effective working relationships with city officers and employees, other police departments/agencies, and the general public.
4. Sound judgment. Excellent physical condition.

## ADDITIONAL INFORMATION

Instructions: Many aspects of work are covered specifically, but must also use some of own judgment.

Processes: Most processes are covered by departmental operating procedures.

Review of Work: Work is reviewed through written reports.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is predominantly required.

Tools, Equipment and Vehicles Used: Must operate vehicle as a job requirement; firearm and other weapons issued by department.

Physical Requirements of the Job: Must be able to operate vehicle during all states of emergency and weather conditions; must have physical ability to apprehend

persons during period of resistance; must lift objects weighing in excess of 25 pounds; work involves sitting, standing, stooping, walking for prolonged periods of time; must be in high places, confined spaces, must be able to use stairs or ladders; exposed to fumes, chemicals or toxic substances.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Police Sergeant, Page 3

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Availability: Must be able to work during assigned shift at irregular hours. Must be able to respond to calls in emergency situations at all hours.

Certification Requirements: Must have satisfactorily completed required basic training; must satisfactorily complete annual training.

Additional Requirements: Must participate in required drug/alcohol testing as a condition of continued employment. (See KRS Chapter 95 for additional requirements.)

Overtime Provision: Non-exempt.





CITY OF DRY RIDGE  
POSITION DESCRIPTION

Class Title: Police Officer

Department: Police

Supervisor: Police Sergeant or Captain

Supervises: None

Class Characteristics: Under general supervision, patrols the city during an assigned shift enforcing federal, state and local laws, administrative regulations and ordinances; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Patrols the city on foot and in cruiser during assigned shift to protect individual rights, preserve the peace, prevent and suppress crime, protect life and property, identify and apprehend criminal offenders, and enforce regulatory measures.
2. Protects civil liberties by fair, impartial and consistent enforcement of federal, state and local laws and ordinances.
3. Responds to calls received during shift.
4. Inspects businesses and residences.
5. Investigates suspicious conditions and complaints.
6. Makes arrests and/or issues citations when persons are found to be in violation of law; appears in court as necessary.
7. Conducts or assists in the investigation of criminal or non-criminal incidents.
8. Directs traffic and issues appropriate citations for law violators.
9. Prepares and forwards required reports.
10. Responds without delay to a request for law enforcement service.
11. Attends fires or traffic accidents; gives all possible assistance; prepares necessary reports.
12. Maintains public order in crowds, parades, funerals or other public gatherings.
13. Locates and recovers stolen property; locates wanted or missing persons.
14. Provides emergency first-aid.
15. Operates appropriate police equipment as required.
16. May serve as departmental specialist in one or more major areas of expertise in the police profession.
17. Is required to carry and utilize firearms in the course of duty as a sworn police officer.

Non-essential: None.



## DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by

sufficient work experience to have satisfactorily completed required training, including field training, plus recommendation of the Police Chief and approval of the Mayor.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of federal, state and local laws, administrative regulations and ordinances.
2. Knowledge of police principles, practices and methods.
3. Knowledge of the geography of the city.
4. Knowledge of first-aid.

Skills:

1. Skill in the use of firearms.

Abilities:

1. Ability to remain calm in emergency situations and make accurate decisions after considering all conditions.
2. Ability to prepare accurate reports.
3. Ability to establish and maintain effective working relationships with city officers and employees, other police departments/agencies, and the general public.
4. Physical strength and agility; excellent physical condition.

ADDITIONAL INFORMATION

Instructions: Many aspects of work are covered specifically, but must also use some of own judgment.

Processes: Most processes are covered by departmental operating procedures.

Review of Work: Work may be reviewed by Shift Commander.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is predominantly required.

Tools, Equipment and Vehicles Used: Must operate vehicle as a job requirement; firearms and other weapons issued by department.

Physical Requirements of the Job: Must be able to operate vehicle during all states of emergency and weather conditions; must have physical ability to apprehend

persons during period of resistance; must lift objects weighing in excess of 25 pounds; work involves sitting, standing, stooping, walking for prolonged periods of time; must be in high places, confined spaces, must be able to use stairs or ladders; exposed to fumes,

chemicals or toxic substances.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Availability: Must be able to work during assigned shift at irregular hours. Must be able to respond to calls in emergency situations at all hours.

Certification Requirements: Must have satisfactorily completed required basic training, including required field training; must satisfactorily complete required annual training.

Additional Requirements: Must participate in required drug/alcohol testing as a condition of continued employment. (See KRS Chapter 95 for additional requirements.)

Overtime Provision: Non-exempt.





CITY OF DRY RIDGE  
POSITION DESCRIPTION

Class Title: Police Officer (Recruit)

Department: Police

Supervisor: Police Captain or Sergeant

Supervises: None

Class Characteristics: Under general supervision, patrols the city during an assigned shift enforcing federal, state and local laws, administrative regulations and ordinances; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Patrols the city on foot and in cruiser during assigned shift to protect individual rights, preserve the peace, prevent and suppress crime, protect life and property, identify and apprehend criminal offenders, and enforce regulatory measures.
2. Protects civil liberties by fair, impartial and consistent enforcement of federal, state and local laws and ordinances.
3. Responds to calls received during shift.
4. Inspects businesses and residences.
5. Investigates suspicious conditions and complaints.
6. Makes arrests and/or issues citations when persons are found to be in violation of law; appears in court as necessary.
7. Conducts or assists in the investigation of criminal or non-criminal incidents.
8. Directs traffic and issues appropriate citations for law violators.
9. Prepares and forwards required reports.
10. Responds without delay to a request for law enforcement service.
11. Attends fires or traffic accidents; gives all possible assistance; prepares necessary reports.
12. Maintains public order in crowds, parades, funerals or other public gatherings.
13. Locates and recovers stolen property; locates wanted or missing persons.
14. Provides emergency first-aid.
15. Operates appropriate police equipment as required.
16. Is required to carry and utilize firearms in the course of duty as a sworn police officer.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent (GED); no work experience requirements.

Special Knowledge, Skills and Abilities:  
Police Officer (Recruit), Page 2

Knowledge:

1. Knowledge of, or ability to learn, federal, state and local laws, administrative regulations and ordinances.
2. Knowledge of, or ability to learn, police principles, practices and methods.
3. Knowledge of, or ability to learn, the geography of the city.

Skills:

1. Skill in the use of firearms.

Abilities:

1. Ability to remain calm in emergency situations and make accurate decisions after considering the all conditions.
2. Ability to prepare accurate reports.
3. Ability to establish and maintain effective working relationships with city officers and employees, other police departments/agencies, and the general public.
4. Physical strength and agility; excellent physical condition.

ADDITIONAL INFORMATION

Instructions: Many aspects of work are covered specifically, but must also use some of own judgment.

Processes: Most processes are covered by departmental operating procedures.

Review of Work: All work is initially closely reviewed, but review becomes less with work experience.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is predominantly required.

Tools, Equipment and Vehicles Used: Must operate vehicle as a job requirement; firearm and other weapons issued by department.

Physical Requirements of the Job: Must be able to operate vehicle during all states of emergency and weather conditions; must have physical ability to apprehend persons during period of resistance; must lift objects weighing in excess of 25 pounds; work



involves sitting, standing, stooping, walking for prolonged periods of time; must be in high places, confined spaces, must be able to use stairs or ladders; exposed to fumes, chemicals or toxic substances.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Police Officer (Recruit), Page 3

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Availability: Must be able to work during assigned shift at irregular hours. Must be able to respond to calls in emergency situations at all hours.

Certification Requirements: Must satisfactorily complete required basic training during first year after appointment to the position; must satisfactorily complete required annual training.

Additional Requirements: Must participate in required drug/alcohol testing as a condition of continued employment. (See KRS Chapter 95 for additional requirements.)

Overtime Provision: Non-exempt.



CITY OF DRY RIDGE  
POSITION DESCRIPTION

**[Not used 6-15]**

Class Title: Police Officer II

Department: Police

Supervisor: Police Captain or Sergeant

Supervises: None

Class Characteristics: Under general supervision, patrols the city during an assigned shift enforcing federal, state and local laws, administrative regulations and ordinances; performs related duties as required.

Distinguishing Features of the Class: Employees in this class generally enter as a Recruit and advance to Police Officer I and II after meeting departmental requirements, including experience requirements. Advancement is not automatic, and must be recommended by the Chief and approved by the Mayor.

General Duties and Responsibilities:

Essential:

1. May be responsible for shift in the absence of a higher authority.
2. Patrols the city on foot and in cruiser during assigned shift to protect individual rights, preserve the peace, prevent and suppress crime, protect life and property, identify and apprehend criminal offenders, and enforce regulatory measures.
3. Protects civil liberties by fair, impartial and consistent enforcement of federal, state and local laws and ordinances.
4. Responds to calls received during shift.
5. Inspects businesses and residences.
6. Investigates suspicious conditions and complaints.
7. Makes arrests and/or issues citations when persons are found to be in violation of law; appears in court as necessary.
8. Conducts or assists in the investigation of criminal or non-criminal incidents.
9. Directs traffic and issues appropriate citations for law violators.
10. Prepares and forwards required reports.
11. Responds without delay to a request for law enforcement service.
12. Attends fires or traffic accidents; gives all possible assistance; prepares necessary reports.
13. Maintains public order in crowds, parades, funerals or other public gatherings.
14. Locates and recovers stolen property; locates wanted or missing persons.
15. Provides emergency first-aid.
16. Operates appropriate police equipment as required.
17. May serve as departmental specialist in one or more major areas of

expertise in the police profession.

18. Is required to carry and utilize firearms in the course of duty as a sworn police officer.

Non-essential: None.

## DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by three years directly related work experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of federal, state and local laws, administrative regulations and ordinances.
2. Thorough knowledge of police principles, practices and methods.
3. Thorough knowledge of the geography of the city.
4. Knowledge of first-aid.

Skills:

1. Skill in the use of firearms.

Abilities:

1. Ability to remain calm in emergency situations and make accurate decisions after considering all conditions.
2. Ability to prepare accurate reports.
3. Ability to establish and maintain effective working relationships with city officers and employees, other police departments/agencies, and the general public.
4. Physical strength and agility; excellent physical condition.

## ADDITIONAL INFORMATION

Instructions: Many aspects of work are covered specifically, but must also use some of own judgment.

Processes: Most processes are covered by departmental operating procedures.

Review of Work: Work may be reviewed by Shift Commander.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is predominantly required.

Tools, Equipment and Vehicles Used: Must operate vehicle as a job requirement;

firearms and other weapons issued by department.

Physical Requirements of the Job: Must be able to operate vehicle during all states of Police Officer II, Page 3

emergency and weather conditions; must have physical ability to apprehend persons during period of resistance; must lift objects weighing in excess of 25 pounds; work involves sitting, standing, stooping, walking for prolonged periods of time; must be in high places, confined spaces, must be able to use stairs or ladders; exposed to fumes, chemicals or toxic substances.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Availability: Must be able to work during assigned shift at irregular hours. Must be able to respond to calls in emergency situations at all hours.

Certification Requirements: Must have satisfactorily completed required basic training; must satisfactorily complete required annual training.

Additional Requirements: Must participate in required drug/alcohol testing as a condition of continued employment. (See KRS Chapter 95 for additional requirements.)

Overtime Provision: Non-exempt.

