

## Law Enforcement Officer

Job Code	Job Title	Pay Grade
4115L1	Law Enforcement Officer I	32
4116L1	Law Enforcement Officer II	37
4117L1	Law Enforcement Officer III	40
4118L1	Law Enforcement Officer IV	42

### CONCEPT:

Performing public safety work enforcing designated state laws, rules and regulations. Incumbents are commissioned law enforcement officers and exercise law enforcement powers.

### TASKS

#### Law Enforcement Officer I - III:

- Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.
- Record facts to prepare reports that document incidents, investigations and activities.
- Patrol assigned areas, observing and reporting special hazards, responds to emergency situations, maintain buildings and grounds security, assist in searches and capture of fugitives.
- Provide security for public hearings, and individuals upon request, and for escort and protection during the transport of money, securities, and other valuable items.
- Interview witnesses, victims, and/or suspects in order to learn what transpired at the scene of a crime or accident; arrests suspects in order to secure their presence before the appropriate judicial body.
- Establish and maintain professional and courteous lines of communication with employees, the public, and other law enforcement agencies; resolve problem cases; except those of an unusual nature, and answers questions relative to rules and regulations.
- Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area.
- Investigate traffic accidents and other accidents to determine causes and to determine if a crime has been committed.
- Photograph or sketch diagrams of accidents or crime scenes in order to record pertinent information.
- Direct and control traffic flow and movement, enforce traffic ordinances, issue tickets for violations, recommend actions to help eliminate traffic or safety hazards, and apprehend violators.
- Select safe and proper sites for portable scales to stop motor carriers on the highway to inspect for compliance with weight, size and permit requirements, and enforce rules regarding commercial size and weight.

#### Law Enforcement Officer IV

- Administers Capitol Police operations, policies and procedures by directly supervising and evaluating subordinate law enforcement staff; executes directives and assignments issued by the immediate supervisor; monitors operations; communicates with regional management staff on unit performance and items or happenings of interest; initiates and reviews correspondence; studies and disseminates information to subordinate law enforcement staff; monitors support services; and attends and instructs at in-service schools.
- Supervises law enforcement staff assigned to Capitol Police.
- Plans course of action to accomplish the objectives and goals of the unit by researching staffing needs and allocations; develops and establishes office policies and procedures; prepares troop budget requests; ensures unit equipment and supplies are maintained.
- Identifies and reconciles personnel needs and problems within the unit; counsels and disciplines in order to assure uniformity and the health and safety of all employees.

- Confers with the public, news media and other law enforcement agencies in order to establish good working relations; provides accurate and timely information regarding laws; makes appearances on behalf of the agency.
- Actively participates in law enforcement work to ensure public safety and to maintain their law enforcement skills.

## LEVELS OF WORK

- Class Group consists of four classes.

**Law Enforcement Officer I:** This is public safety work enforcing designated laws, rules and regulations as a commissioned law enforcement officer. In addition to performing standardized duties as a commissioned law enforcement officer, incumbents are given additional training to maintain and enhance their capabilities. Incumbents may also be given advanced and specialized training to be able to perform specialized law enforcement work or to develop their capabilities to serve as lead workers.

**Minimum Requirement:** High school diploma or equivalent and a valid driver's license.

**Necessary Special Requirements:** Must be a United States citizen and at least 21 years of age. Must complete a basic law enforcement training program recognized by the Kansas Law Enforcement Training Commission and obtain certification as a law enforcement officer from the Kansas Law Enforcement Training Commission before being given permanent status. At time of appointment, candidate must take and pass a drug screening test approved by the Division of Personnel Services and be required to pass a physical exam administered by the hiring agency. This class requires the use of a firearm for law enforcement duties and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9).

Positions performing motor carrier inspections in this class require that the incumbent have Commercial Vehicle Safety Alliance (CVSA) Level certifications within twelve months of appointment.

**Law Enforcement Officer II:** This is advanced specialized work in public safety, enforcing designated laws, rules and regulations as a commissioned law enforcement officer. Incumbent may serve as a lead worker, overseeing and coordinating the work of subordinate officers and providing specialized support to a higher ranking supervisor. Trains subordinate Law Enforcement Officers, providing guidance in the areas of arrest procedures, report writing, accident investigation, court room appearance, demeanor and testimony, forms preparation, conduct and investigative techniques. Attends and successfully completes required advanced training and maintains advanced certifications. Acts as the field supervisor for limited purposes in the absence of the designated supervisor. Presents safety/informational related training to agency personnel, other state agencies and schools. Conducts background investigations on potential law enforcement officer applicants.

**Minimum Requirement:** Kansas Certification as a Law Enforcement Officer and one year of experience as a Commissioned Law Enforcement Officer.

**Necessary Special Requirements:** This class requires the use of a firearm for law enforcement duties and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9).

Positions performing motor carrier inspections in this class require that the incumbent have Commercial Vehicle Safety Alliance (CVSA) Level certifications within twelve months of appointment.

**Law Enforcement Officer III:** This is supervisory public safety work enforcing designated laws, rules and regulations as a commissioned law enforcement officer. Plans, assigns, reviews and evaluates the work of subordinate Law Enforcement Officers and/or Motor Carrier Inspectors.

**Minimum Requirement:** Kansas Certification as a Law Enforcement Officer and two years experience as a Commissioned Law Enforcement Officer.

**Necessary Special Requirements:** This class requires the use of a firearm for law enforcement duties; and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9).

Positions performing motor carrier inspections in this class require that the employee have Commercial Vehicle Safety Alliance (CVSA) Level certifications within twelve months of appointment.

**Law Enforcement Officer IV:** This is managerial, administrative, and command work in charge of Capitol Police\_of the Kansas Highway Patrol. Work involves planning, assigning, evaluating and counseling subordinate patrol and civilian personnel as well as participating in patrol work activities in Capitol Police  
Minimum Requirements: Kansas Certification as a Law Enforcement Officer and two years' experience as a KHP Law Enforcement Officer III.

Necessary Special Requirements: This class requires the use of a firearm for law enforcement duties and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Some positions require an approved drug test unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties.

NC: 09/05

REV: 09/12

REV: 6/14

REV: 1/16

REV: 6/16

REV: 6/22

REV: 11/23

REV: 6/24