

# CITY OF HAWK POINT POLICE DEPARTMENT

## JOB POSTING

**The Hawk Point Police Department is currently accepting applications for the following:**

Position: Part-Time Patrolman

Salary: \$25.00 per hour Monday through Friday

Weekend Incentive: \$30.00 per hour Friday and Saturday, starting at 7:00pm

Benefits: N/A

### Job Description:

1. Patrol within City jurisdiction. Population 676 (2020 Census)
2. Respond to all calls from citizens concerning crisis situations, accidents, and reports of crimes.
3. Investigate all criminal offenses and ordinance violations that occur within city's jurisdiction.
4. Collect and preserve evidence for criminal investigations including witness statements and physical evidence.
5. Arrest perpetrators, file appropriate charges, and ensure placement in jail or juvenile detention.
6. Write effective legal incident reports.
7. Testify in court as needed.
8. Work cooperatively with other police agencies to share information and provide other assistance.
9. Help provide traffic control at any other time.
10. Operate all equipment including firearms according to established safety procedures.
12. Compile, maintain and file all physical and computerized reports, records and documents including affidavits for arrest, incident reports and activity reports.
13. Perform other duties as assigned.

### Qualifications:

- P.O.S.T. Certified
- Valid Driver's License with a driving record insurable by the NISD carrier
- One (1) year of law enforcement experience in a full time position preferred
- Must have satisfactory outcome of fingerprinting check prior to starting employment.

Applications can be found on the City of Hawk Points website [www.hawkpointmo.com](http://www.hawkpointmo.com) on the Employment Opportunities tab, or you can stop by City Hall to pick up an application. All applications must be submitted to Hawk Point City Hall by XX,XX,XXXX.

Please call the Hawk Point Police Department at 636-338-4867, or Hawk Point City Hall at

636-338-4377 for more information