

We're Hiring



Join our team as a

POLICE OFFICER

The City of Odessa is seeking a full-time Police Officer. Odessa is a vibrant, historic community of approximately 5,500 people located in a strategic area for future growth, while being able to maintain the small, hometown feel that residents desire. Today, Odessa is the largest and fastest growing community in Lafayette County. Odessa is situated in western Lafayette County at the intersections of US Interstate 70 (I-70) and Missouri State Highway 131. Odessa occupies about 4.1 square miles and is approximately 35 miles east of the heart of downtown Kansas City. It operates as a fourth class city and is served by a Mayor and Board of Aldermen with the City Administrator overseeing the day-to-day operations of the organization. We offer an excellent and competitive benefits package including medical, dental, and vision insurance. The City also offers 100% employer paid LAGERS retirement with the "Rule of 80", optional 457 retirement plan, short and long term disability, employer paid life insurance, generous employee leave program and twelve (12) paid holidays.



Position will remain open until filled.

Qualified persons should send resume, cover letter and references to:

Josh Thompson, Odessa Police Chief | 310 S First Street | Odessa, MO 64076

josh.thompson@cityofodessamo.com | www.cityofodessamo.com

The City of Odessa is an Equal Opportunity Employer

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Missouri

CITY OF ODESSA, MISSOURI

CITY OF ODESSA, MISSOURI JOB DESCRIPTION

<i>Position Title</i>	<i>Police Officer</i>
<i>Department</i>	<i>Police Department</i>
<i>Supervisor</i>	<i>Chief of Police</i>
<i>Grade</i>	<i>8</i>
<i>Salary Range</i>	<i>\$20.23 to \$30.60</i>
<i>Position/Category</i>	<i>Regular/Full-time</i>
<i>FLSA Classification</i>	<i>Non-Exempt</i>
<i>Revised</i>	<i>04/2025</i>



JOB SUMMARY

Performs police patrol, enforcing all state statutes, laws and ordinances, protects life and property, and performs police-related assignments and activities.

JOB SCOPE

Works under the general supervision of the Chief of Police and immediate supervision of the Patrol Sergeant, Patrol Lieutenant and the Captain.

Generally, no supervisory or budgetary responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Works assigned shifts performing security patrols; traffic control; investigates and administers first aid at the scene of vehicular accidents; detection, investigation and arrest of persons involved in crimes or misconduct.

Carries out duties in conformance with federal, state, county, and city laws and ordinances.

Patrols city streets, parks, commercial and residential areas to preserve the peace and enforce the law; controls vehicular traffic; prevents or detects and investigates misconduct involving misdemeanors, felonies, and other law violations and to otherwise serve and protect.

Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

Prevents and discovers the commission of crimes to promote the safety of the general public; to respond and help citizens as needed with such matters as locked or stalled vehicles, crime prevention, drug resistance, and traffic safety.

Interrogates suspects, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at the scene of vehicular accidents; takes measurements and draws diagrams of crime scenes.

Responds to calls and complaints involving traffic accidents and performs routine traffic control.

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Participates in traffic law enforcement by patrolling, directing traffic, issuing citations, or placing violators under arrest.

Conducts preliminary investigations; gathers evidence, identifies witnesses; makes arrests and takes prisoners in custody in accordance with laws and ordinances. Locates and questions victims, witnesses and suspects. Develops leads and tips, and testifies in court proceedings.

Prepares a variety of reports and records including reports of investigations, arrest reports, alcohol influence reports, bad check forms, traffic accident reports, etc.

Participates in investigating criminal law violations occurring within the city limits, obtaining evidence and compiling information regarding these crimes. Prepares cases for filing of charges, testifies in court, and related activities.

Works on assigned shift using own judgment in deciding the course of action being expected to handle difficult and emergency situations without assistance.

Maintains contact with police supervisory personnel to coordinate investigation activities. Provides mutual assistance during emergency situations and provides general information about department activities.

Performs other related work as required by ordinance or assigned by supervisor.

Coordinates activities with other officers or other city departments, as needed, and exchanges information with officers in other law enforcement agencies. Participates in training of tactical and development of skills and in some cases activities such as bicycle safety, K-9 operations, SWAT Multi-Agency Team, Crime Scene Team, or any other multi-agency teams.

Complies with all city policies and procedures. Complies with department policies and procedures.

Safely performs the essential functions of the position without posing a direct threat or significant risk of substantial harm to the safety or health of himself/herself or others.

Must maintain regular and acceptable attendance at such level as is determined in the city's sole discretion.

Must be committed to a high standard of safety and willing and able to comply with all safety laws and all of the city's safety policies and rules and must be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel.

Must be regularly available and willing to work at least 8 hours per day, 40 hours per week, or such other hours per day or hours per week as determined necessary or desirable to meet the city's needs. Must be available and willing to work such weekends and holidays as determined is necessary or desirable to meet the city's needs.

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PERIPHERAL DUTIES

Maintains departmental equipment, supplies, and facilities

Maintains contact with the general public, court officials, and other City officials in the performance of police operations and activities.

MINIMUM EDUCATION, EXPERIENCE, AND CERTIFICATION REQUIREMENTS

- High School diploma or equivalent required; and
- Basic Law Enforcement Training (POST) certification or equivalent; and
- Minimum of one (1) year of work experience as a fully commissioned police officer; or
- Equivalent combination of education and experience.
- Possess and maintain a valid Missouri State driver's license.

SKILLS, KNOWLEDGE, AND ABILITIES

- Some skill in the operation of the tools and equipment listed below.
- Some knowledge of modern law enforcement principles, procedures, techniques, and equipment; considerable knowledge of applicable laws, ordinances, and department rules and regulation; knowledge of the City's geography.
- Ability to analyze situations quickly and objectively and to determine a proper course of action to be taken; ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others; ability to perform work requiring good physical condition; ability to communicate effectively, orally and in writing; ability to establish and maintain an effective working relationship with peers and supervisors; ability to exercise sound judgment in evaluating situations and making decisions; ability to give verbal and written instructions; and ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

- Must possess, or be able to obtain by the time of hire, a valid state driver's license without record of suspension or revocation in any state.
- The ability to meet the department's physical standards.
- Must meet all Missouri State Public Safety Standard requirements.
- Must possess a certificate of completion of CPR training and first aid.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun and other weapons as required; baton; handcuffs; breathalyzer; first-aid equipment, officer equipment; and detection equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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While performing the duties of this job, the employee is frequently required to sit and talk or hear for extended periods of time. The employee is frequently required to stand and walk; use hands to handle or operate objects, controls or tools listed above; reach with hands and arms. The employee is frequently required to climb, balance, stoop, kneel, crouch, crawl, taste and smell.

The employee must have the ability to react instantly to changing situations, strength, endurance and speed as required by law or regulation.

The employee must occasionally lift and/or move more than approximately one hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee frequently works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals. The employee is frequently exposed to the risk of working in traffic and moving equipment.

The noise level in the work environment is usually quiet with periods of moderate to loud noise levels.

SELECTION GUIDELINE

Formal application, rating of education and experience, oral interview and reference check, polygraph examination, psychological, and other job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Josh Thompson, Chief of Police

Shawna Davis, City Administrator