



City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

July 22, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of June 24, 2025 Minutes
 2. Review & Approval of the Claims Report
 3. Consider and discuss changes to the Employee Records Policy
 4. Consider and discuss changes to Section 608 - Whistleblower Protection Policy of the Personnel Policy Manual
- 3. Citizens Participation**

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)
- 4. New Business**
 1. Consider and discuss employee health fair
 2. Consider and discuss agreement with Tyler Technologies for upgraded financial software
 3. Consider and discuss changes to the Master Patrol Officer (MPO) job description
 4. Staff Reports
- 5. Adjournment**

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING



City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

June 24, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Derek Peterson, Kate Gilpin, Ron Wells

MEMBERS ABSENT: Lori Leece

OTHER COUNCIL MEMBERS: Jana Schramm, Mayor Flanigan

STAFF PRESENT: City Attorney Jon Gold, City Administrator Traci Cox, City Clerk Miranda Deal, Police Chief Bill Hawkins, HR Coordinator Michael Miller, and IT Administrator Michael Keith

Vice-Chair Derek Peterson called the meeting to order at 05:30 PM.

2. Old Business

1. Approval of June 10, 2025 Minutes

ACTION: Motion to accept/approve item 2.1. by Ron Wells;
Motion passed with a 3:0

AYES: Derek Peterson, Kate Gilpin, Ron Wells

2. Review & Approval of the Claims Report

ACTION: Motion to accept/approve item 2.2. by Ron Wells;
Motion passed with a 3:0

AYES: Derek Peterson, Kate Gilpin, Ron Wells

3. Citizens Participation

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

4. New Business

1. Consider and discuss Police Corporal job description

Chief Hawkins explained that they are wanting to incorporate Police Corporal positions that would be second in command on a shift if a Sergeant was off. This would help when Sergeants take days off, they wouldn't have to call in another Sergeant from a different shift in to cover for the absence.

ACTION: Motion to approve the job description for police corporal item 4.1. by Kate Gilpin;
Motion passed with a 3:0
AYES: Derek Peterson, Kate Gilpin, Ron Wells

2. Consider and discuss revised Employment Records Policy
Attorney Gold explained to the committee the changes that he had made to the policy since the last Council meeting. He explained he found an Attorney General's opinion from 2000 that related to whether or not a Board of Alderman in a 4th class city had the right to view employee files. The conclusion of the article was that they may review the files if it is necessary for the care, management, or control of the city and that the authority may be delegated through resolution or ordinance to one or more members of the board. The Carthage City Charter has similar language in that the Mayor and Council shall have the care, management and control of the City and its finances. He explained that he thought that designating one person from the Council, such as the Mayor Pro Tem, would be the best way to accomplish allowing access to the files since the files do contain very sensitive information that not everyone should have access to viewing. The Mayor Pro Tem could review the file and issue at hand, and then report back to the Council as a whole.

There was a lot of discussion on the process of this and concerns as to why the Council would need to have access to any employees file and what the current process is. The reason for this policy is because there have been requests for personnel files and they have been denied in the past due to them being a closed record.

ACTION: Motion to send to council for approval item 4.2. by Kate Gilpin;
Motion passed with a 2:1
AYES: Kate Gilpin, Ron Wells
NOES: Derek Peterson

3. Consider and discuss revisions to section 2-122 (c) of the Carthage Code
Mr. Peterson asked the question again about seeing if Paul Martin could weigh in on the changes to this ordinance since it is involved in pending litigation with the former Mayor and his impeachment. He does not want to risk changing it and it affecting the litigation that is still ongoing. He also would like to see the number of votes required spelled out and whether it is based on the full 10 seats of Council or those just currently sitting in the event that there is a vacancy.

ACTION: Motion to postpone until the July 8 committee meeting to allow time for Paul Martin to review the changes by Derek Peterson;
Motion passed with a 3:0
AYES: Derek Peterson, Kate Gilpin, Ron Wells

4. Consider and discuss changes to Section 608 - Whistleblower Protection Policy of the Personnel Policy Manual

Attorney Gold explained that he had spoken with a former Council Member Tiffany Cossey last year about changes to the whistle-blower policy and had given his suggestions and that the changes just got pushed to the side and now they are being brought back up. He reviewed the changes with the Mayor and they made further changes to the policy and that is the draft that is being presented. It lists the ways that someone can report a complaint depending on who the complaint is against.

Mr. Peterson voiced his concerns on paragraph 3 where is limits who you can report to and believes that employees should be able to report to any Council Member if they wish to. There were further discussions on the chain of command and how to go about reporting something if the person is your superior. The committee would like to see further changes made to include Council Members as a way to report a complaint.

ACTION: Motion to postpone until the July 8 committee meeting to allow time for more edits to the policy by Derek Peterson;

Motion passed with a 3:0

AYES: Derek Peterson, Kate Gilpin, Ron Wells

5. Staff Reports

There were no staff reports.

5. **Adjournment**

ACTION: Motion to adjourn at 6:23 p.m. by Kate Gilpin;
Motion passed with a 3:0

AYES: Derek Peterson, Kate Gilpin, Ron Wells

An Ordinance to amend Section 200 – General Employment Policies of the Personnel Policy Manual of the City of Carthage by adding Section 208 – Employment Records Policy.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI as follows:

SECTION I: Section **200 – General Employment Policies** of the Personnel Policy Manual is hereby amended by adding Section 208 – Employment Records Policy.

208. Employment Records Policy: The City of Carthage is required by law to maintain certain employment records for all employees. These records are the property of the City and shall be maintained in a secure and confidential manner.

All employees must notify their supervisors or Department Directors within ten (10) days of any changes to their:

- Current address
- Legal name
- Telephone number
- Marital status
- Number of income tax deductions
- Insurance beneficiaries
- Emergency contact information

01. Personnel Files

All official personnel files shall be kept confidential and securely maintained at City Hall. Access to personnel files is restricted to:

- Human Resources
- Department Heads
- City Administrator
- Mayor for purposes of the care, management and control of the City of Carthage and the superintending control of its' officers.
- City Council, as a body and not individually, for purposes of the care, management and control of the City of Carthage. All requests for an employee file shall be made to the Mayor Pro Tem who shall examine the file and report to the Council.

Employees may review their personnel file by making a written request to Human Resources

either in writing or email. Within ten (10) days of the request, the City will make the records available for inspection. All personnel file reviews must be conducted in the Human Resources Director's office in the presence of the Human Resources Director. Employees are not permitted to take or modify any document or other item contained in their employment file. Employee records shall not be disseminated outside of the organization unless required by a court order requesting the documents.

02. Medical Records

Employee medical records shall be maintained separately from general employment records to ensure confidentiality. These records will be securely housed in the Human Resources Director's office.

Access to medical records is restricted to:

- The Human Resources Director
- Department Heads and the City Administrator, only on a **need-to-know** basis

The City of Carthage is committed to protecting the privacy and confidentiality of all employee records in accordance with applicable laws and regulations.

SECTION II: This Ordinance shall take effect and be in force effective from and after its passage and approval.

PASSED AND APPROVED THIS 24TH DAY OF JUNE 2025.

David B. Flanigan, Mayor

ATTEST:

Miranda Deal, City Clerk

Sponsored by: Insurance, Audit and Claims

COUNCIL BILL NO. _____

ORDINANCE NO. _____

An Ordinance to amend the Personnel Policy Manual of the City of Carthage, Missouri.

BE IT ORDAINED BY THE PEOPLE OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI as follows:

Section 608 of the Personnel Policy Manual shall be amended to read as follows:

608. Whistleblower Protection Policy: The City of Carthage requires Department Heads, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the City of Carthage, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

01. Reporting Responsibility: This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the City of Carthage can address and correct inappropriate conduct and actions. It is the responsibility of all Department Heads, officers, and employees to report concerns about violations of the City of Carthage's code of ethics or suspected violations of law or regulations that govern the City of Carthage's operations.

02. No Retaliation: It is contrary to the values of the City of Carthage for anyone to retaliate against any Department Head, officer, or employee who in good faith reports an ethics violation or a suspected violation of law, such as a complaint of discrimination or suspected fraud or suspected violation of any regulation governing the operations of the City of Carthage. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

03. Reporting Procedure: The City of Carthage encourages employees to share their questions, concerns, suggestions, or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with your Department Head. Supervisors and Department Heads are required to report complaints or concerns about suspected ethical and legal violation in writing to the City of Carthage's human resources department, who has the responsibility to investigate all reported complaints. However, you should never feel that you are required to file a complaint with the person who has caused the issue, or someone under this person's supervision. You may address your issue to the supervising authority over the person who you believe is the source of a problem. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor, Department Head, or the City Administrator. If the complaint is against any Department Head, the City Administrator, the City Attorney, or a Council Person, a complaint may be filed with the Mayor. If the complaint is against the Mayor, the complaint may be filed with the Mayor Pro Tem.

04. Compliance

(a) Compliance Officer: The City of Carthage's human resources department is responsible for ensuring that complaints which are made to a city employee with supervising authority, regarding unethical or illegal conduct, are investigated and resolved. The City Administrator will advise the City Council and/or Department Head of all complaints and their resolution and will report annually to the Auditor on compliance activity relating to accounting or alleged financial improprieties.

(b) Any complaints made against the Mayor may be directed to the Mayor Pro Tem and may be investigated either by action of council members or through the council's employment of an independent third party.

05. Accounting and Auditing Matter: The City of Carthage's City Administrator or human resources department shall immediately notify the chair of the Insurance, Audit, and Claims Committee and/or Auditor of any concerns or complaint regarding city accounting practices, internal controls, or auditing and work with the Insurance, Audit, and Claims Committee and/or Auditor until the matter is resolved.

06. Acting in Good Faith: Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

07. Confidentiality: Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

08. Handling of Reported Violations: The City of Carthage's City Administrator, or human resources department, or representative of the city council will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

PASSED AND APPROVED THIS ____ DAY OF _____, 2025

David B. Flanigan, Mayor
City of Carthage

Attest:

Miranda Deal, City Clerk



Since 1999, The Freeman Screen Team has provided hundreds of health fairs to the region. Last year alone, more than 5,000 community members and employees took advantage of screenings and health information provided by the Freeman Screen Team. As part of Freeman Health System's ongoing commitment to local communities, we are pleased to bring prevention and early detection to your business.

Health Assessment - \$10

- **Vital Signs** – Blood Pressure and Pulse
- **Lipid Panel** – Includes total cholesterol, HDL, LDL, VLDL, HDL/Cholesterol Ratio, and Triglycerides. **For best results, eating and drinking should be avoided, except water, for 8 hours prior to the test.** If that is impossible, a Cholesterol and Glucose level can be drawn with only a 4-hour fast. **Please continue to take any routine medications and drink plenty of water.**
- **Glucose** – blood sugar
- **Bone Density Screening** - An ultrasound machine is used on the heel. It scans the bone allowing determination of its density, thus determining the possibility of osteoporosis or osteopenia. **Foot must be bare for an accurate test.**
- **Weight and Body Composition** – A computerized scale provides weight and body fat analysis, which is determined through comparison of weight, gender, and current exercise levels. **Feet must be bare for an accurate test.**
- Educational materials on various health topics will be available at the screening.
- **Screen Team will visit your company on site for the assessments.**
- **Personal results will be mailed to individuals approximately 2 weeks following the screening.**
- **A group assessment report will be available for your company.**

Additional Services:

Women's Health Profile \$125

- TSH, CBC, Chem 7, and Liver Function (Hepatic Panel)
Thyroid function, blood cell count, glucose, fluid & electrolytes, and kidney & liver functions

Men's Health Profile \$120

- PSA, CBC, Chem 7, and Liver Function (Hepatic Panel)
Prostate antigen, blood cell count, glucose, fluid & electrolytes, and kidney & liver functions

Cardiac Profile \$110

- CBC, Chem 12, and Ultra-Sensitive CRP
Blood cell count, fluid & electrolytes, kidney & liver functions, and inflammation in vascular system

A1C (three-month glucose average)	\$30	Magnesium	\$20
Basic metabolic panel (Chem 7)	\$30	PSA (prostate specific antigen)	\$20
Colorectal cancer kits (take home)	\$ 5	Rheumatoid factor	\$35
Complete blood count (CBC)	\$30	Sed Rate (Sedimentation Rate)	\$30
Comprehensive metabolic panel (CM12)	\$40	T3 Uptake	\$15
Free T4 (thyroid)	\$25	T4 Total (thyroid)	\$15
Gout screening (uric acid)	\$15	Testosterone	\$20
Hepatitis C	\$40	TSH (thyroid)	\$25
Homocysteine level	\$50	Ultra-Sensitive CRP	\$40
Iron Level	\$30	Vitamin B 12 level	\$40
Iron with Iron Binding Capacity	\$50	Vitamin D (25-hydroxy)	\$40
Liver Function (Hepatic Panel)	\$40		

We offer these screenings to businesses that are able to have 25 or more participants. **For those who have less than 25 participants a fee will be applied.** The Screen Team is available for health fairs Tuesday, Wednesday, and Thursday, 8 am to 5 pm. If you need to schedule a fair outside of these hours, arrangements can be made with a fee. If you would like to schedule a fair, or need more information, please contact **Freeman Screen Team at (417) 347.5646.**

COUNCIL BILL NO. 25-48

ORDINANCE NO. _____

An Ordinance authorizing the Mayor to enter into a contract with Tyler Technologies, Inc. to provide an annual subscription for financial software for the City of Carthage, Missouri.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI as follows:

SECTION I: The Mayor of the City of Carthage is hereby authorized to enter into a contract with Tyler Technologies, Inc., for financial software for the City of Carthage, a copy of which agreement is attached hereto and incorporated herein as if set out in full.

SECTION II: This ordinance shall take effect and be in force from and after its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF _____, 2025.

David B. Flanigan, Mayor

ATTEST:

Miranda Deal, City Clerk

Sponsored by: Insurance Audit & Claims Committee

**Sales Quotation For:**

City of Carthage
326 Grant St
Carthage MO 64836-1632
Traci Cox
+1 (417) 237-7000 ext. 1001
t.cox@carthagemo.gov

Quoted BY Lori Dudley
Quote Expiration 6/17/25
Quote Name ERP Pro 10 Migration

Tyler Annual Software – SaaS	
Description	Annual
ERP Pro	
ERP Pro 10 Financial Management Suite	
Employee Access Pro	\$ 0
TOTAL:	\$ 0

Tyler Migration Services	
Description	Total
ERP Pro	
ERP Pro 10 Financial Management Suite	

Financial Management Services	\$ 19,920
Core Financials	
Human Resources Management (Includes Position Budgeting)	
Project Accounting	
Other Services	
Project Management	\$ 3,000

Total:	\$ 22,920
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Summary	One Time Fees	Recurring Fees
Total SaaS		\$ 0
Total Tyler Services	\$ 22,920	
Summary Total	\$ 22,920	\$ 0
Contract Total	\$ 22,920	

Comments

Work will be delivered remotely unless otherwise noted in this agreement.

SaaS is considered a term of one year unless otherwise indicated.

Core Financials

Core Financials includes general ledger, budget prep, bank recon, AP, CellSense, a standard forms pkg, output director, positive pay, secure signatures.

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms, subject to payment terms in an agreement, amendment, or similar document in which this sales quotation is included:

- License fees for Tyler and third-party software are invoiced upon the earlier of (i) delivery of the license key or (ii) when Tyler makes such software available accessible.
- Fees for hardware are invoiced upon delivery.
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware.
- Annual Maintenance and Support fees are first payable when Tyler makes the software accessible to the Client, and SaaS fees, Hosting fees, and Subscription fees are first payable on the first day of the month following the date this quotation was signed (or if later, the commencement of the agreement's initial term). Any such fees are prorated to align with the applicable term under the agreement, with renewals invoiced annually thereafter in accord with the agreement.

Fees for services included in this sales quotation shall be invoiced as indicated below.

- Implementation and other professional services fees shall be invoiced as delivered.
- Client has six months to use the services. If Client does not use the services within six months, Tyler may remove the unused services or issue a new quote to provide services at then-current rates.
- Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
- Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.

- Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
- If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
- Notwithstanding anything to the contrary stated above, the following payment terms shall apply to fees specifically for migrations: Tyler will invoice Client 50% of any Migration Services Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Annual SaaS Fees will be invoiced upon availability of the hosted environment.

Any SaaS or hosted solutions added to an agreement containing Client-hosted Tyler solutions are subject to Tyler's SaaS Services terms found here: <https://www.tylertech.com/terms/tyler-saas-services>.

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval:	_____	Date:	_____
Print Name:	_____	P.O.#:	_____

JOB DESCRIPTION
CITY OF CARTHAGE

DEPARTMENT: Police

SALARY GRADE: G

POSITION TITLE: Master Patrol Officer

FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION

Responsible for performing law enforcement, crime investigation, and crime prevention work. Primary responsibility is for the protection of life and property through enforcing statutes and laws. Duties normally consist of patrol and traffic activities in the city on an assigned shift in a patrol car, on a bicycle, or on foot and answering calls for service. Duties include investigation of crimes and traffic accidents. Work is performed in accordance with departmental rules, regulations and policies. Work involves an element of danger and required physical strength and agility at times to apprehend or subdue persons suspected of crimes. ~~Exercises direct supervision over patrol officers of the shift with the Sergeant and in the absence of the shift Sergeant.~~

SUPERVISION RECEIVED AND EXERCISED

The Sergeant of the shift provides supervision and general administrative direction. Because technical skills in the operations of the Police Department are expected to accompany the incumbent, supervision is generally in the nature of explaining specialized assignments or assignment changes. The incumbent is expected to use good judgement, common sense, and to demonstrate considerable independent knowledge in the performance of assigned duties. Work is reviewed through conferences, written reports, inspections, and observations of results obtained. ~~Exercises direct supervision over patrol officers of the shift with the Sergeant and in the absence of the shift Sergeant.~~

ESSENTIAL JOB FUNCTIONS: Essential responsibilities and duties may include, but are not limited to the following:

1. Patrols assigned area in a vehicle, on foot, or bicycle when assigned, to aid in preventing crime, and to enforce Federal, State, and City laws and regulations and to deter and detect criminal activity.
2. Determines the nature of a call, investigates the circumstances, and takes any necessary and prudent action, such as making arrests and transporting prisoners. Searches prisoners, collects personal effects, and assures proper receipting and safeguarding of personal effects.
3. ~~Reviews reports, hot sheet items, and patrol board information.~~
4. Appears in court per department policy and is available to testify in matters which the officer has knowledge.

5. Maintains uniform and equipment in accordance with departmental policy. Maintains supply of forms and reports needed to perform duties. Maintains weapons in accordance with department policy.
6. Attends training sessions to obtain information on new procedures and maintains compliance with department standards. Reviews training material provided by the department.
7. Serves criminal warrants and summons as issued by the courts while maintaining officer safety.
8. Maintenance of physical condition needed to effect arrest, subdue resisting individuals, chase fleeing suspects, lift and carry equipment or injured persons, force entry in buildings, climb flights of stairs, walk, stand, or sit for long periods of time. Perform lifesaving procedures and maintain emotional and psychological stability.
9. Prepares a variety of records and reports, such as reports on arrests, property impounded, accident offenses, and damage to property. Prepares and maintains legible, concise and understandable activity logs and other related or similar types of information as a personal reference record of incidents and details.
10. Be able to pass annual evaluations of performance. Successfully pass a year probationary period.
- ~~11. Supervise shift patrol officers in the absence of the shift Sergeant.~~
12. Carries out any other duties as are within the scope, spirit, and purpose of the job as directed by a supervisor or department head.

QUALIFICATIONS REQUIRED

Knowledge: Working knowledge of criminal investigations, crime scene investigation, search, seizure, and evidence laws, traffic and parking ordinances and laws, officer safety, property radio procedure, and computer operation. Comprehensive knowledge of department rules and regulations, policy, procedure, and laws of the city and state. General geographical knowledge of the City of Carthage. Knowledge of activities that are being monitored by the department and be familiar with activities occurring in the City. Knowledge of capabilities and limitations of operating units within the Carthage Police Department.

Abilities: Ability to cope with a wide variety of situations with tact, discretion, courtesy, and respect for citizen's rights, prepare written reports in an accurate, comprehensive, timely and legible manner; follow verbal and written instructions, to speak effectively to individuals and groups. Ability to acquire thorough skills in the use of firearms and other police-related tools and when they should be used, learn and properly perform first aid, to physically handle other persons who may resist arrest, establish and maintain effective working relationships with other employees. Ability to analyze situations quickly and objectively, to recognize actual and potential dangers, and to determine proper course of action. Ability to maintain high patrol visibility to assist in crime prevention and actively concentrate on high incident areas. Performs dispatching duties when assigned. Familiar with the following: nuisance abatement duties (see nuisance abatement job description), parking control duties (see parking control job description), crossing guard duties (see crossing guard job description).

Experience, Education and Training: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A

typical way to obtain the knowledge and abilities would be: Experience: Minimum of 2 years of patrol experience. Have a valid Missouri POST certification. Education: High school diploma or HSE equivalent. Training: Other specialized skills not listed may be approved at the discretion of the Chief of Police.

Licenses and Certificates: Possession of, or the ability to maintain, an appropriate valid Missouri driver's license. Certification and training requirements as specified by Missouri state statutes. Must have four (4) of the following to be eligible: Field Training Instructor (REQUIRED), BA Operator (Type II or III), Drug Recognition Expert, Driving Instructor, Physical Skills Instructor, Hostage Negotiator, Radar Instructor, DARE Instructor, Range Instructor, Less Lethal Instructor, Taser Instructor, Crime Scene Investigation Certified, Accident Reconstructionist.

SPECIAL REQUIREMENTS

Schedule: The "normal work period" for Police Department personnel is 24 days. Shifts are composed of 12-hour segments (day or night). ~~Police Department personnel shall work 147 (rounded) hours at their regular rate during the "normal work period."~~ Shifts begin at 6:00 o'clock.

Overtime: The City provides overtime or compensatory time off pursuant to the Fair Labor Standards Act.

LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

I have read the foregoing job description in its entirety and I understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____

Date: _____